

# Memo

To: Members of Council  
From: Andrea Coyne, Deputy Clerk  
CC: Will Short, Town Clerk, S. Rosati, S. Campbell  
Date: March 31, 2026  
Subject: Corporate Policy Update – Q1 2026

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As part of the ongoing corporate policy and procedure review, this memo provides an update on corporate procedures under the authority of the Chief Administrative Officer (CAO), or delegate, that have been introduced, updated, or reconfirmed. All policies and procedures are reviewed in accordance with established review periods, and policies continue to be submitted to Council for approval. This report addresses the procedures which have been addressed by the Policy Review Administration Group (PRAG) since January 2026.

At the PRAG meeting of February 18, 2026:

- [Commercial Vehicle Parking Enforcement Procedure](#) – Newly implemented to establish a clear and consistent approach for enforcing restrictions on where commercial vehicles may park in Oakville. It is meant to protect public safety and residential neighbourhood character by addressing issues such as oversized vehicles, prolonged parking, and use of streets not designed for commercial storage. The procedure also provides direction to enforcement staff to ensure fair, transparent, and uniform application of existing by-laws. Overall, it supports compliance and clarity for both drivers and the community while aligning enforcement with Council-approved regulations.

Should you have any questions, please feel free to contact me.

Andrea Coyne  
Deputy Clerk