

**Ad Hoc Road Safety Strategy
Committee Agenda**

July 6, 2026

10:00 AM – 1:30 PM

21 Market Square, Woodstock

- 1. Call to Order/Welcome**
- 2. Adoption of the Agenda**
- 3. Project Background Summary**
- 4. Introductions**
- 5. Adoption of the Committee Terms of Reference (Attached)**
- 6. Project Overview and Desired Outcomes**
- 7. Road Safety Basics Presentation – Iter Safety**

Online Menti Tool – participants are required to bring a smart phone or device.

- 8. Round Table/ Questions and Answers**
- 9. Lunch Break (12:00 PM – 12:30 PM)**
- 10. Engagement Session**

Part 1: Acknowledging Work Being Done

Part 2: Identifying Framework Considerations

- 11. Round Table/ Questions and Answers**
- 12. Next Steps and Meeting**
- 13. Adjournment**

Background

On October 22, 2025, County Council adopted the recommendations in Report **PW 2025-59** entitled “Oxford County Road Safety Strategy” that included authorization to establish an Ad Hoc Committee consisting of Council representatives, and members from Area Municipalities, Police, Public Health, Paramedic Services, and Strategic Communications for the purpose of developing framework principles to guide the creation of an Oxford County Road Safety Strategy.

A consultant has been retained by Oxford County to support and facilitate the work of the Ad Hoc Committee. The consultant will assist in incorporating input from the Committee into the development of the Road Safety Strategy framework, supporting transparency, collaboration, and alignment with community priorities.

Purpose or Objectives

To provide input and guidance to support the development of the Oxford County Road Safety Strategy framework, in line with the recommendations approved by Council through Report **PW 2025-59** as follows:

- Develop the framework principles to guide the creation of the Oxford County Road Safety Strategy.
- Develop a vision statement, targets, timelines and branding for the Strategy.
- Review road safety and traffic data, to identify gaps and further data collection requirements
- Identify priority focus areas and opportunities for road safety improvements.
- Consider public outreach, education and behavioural change initiatives.
- Collaborate with County staff, Area Municipalities, Police, Public Health, Paramedic Services and Strategic Communications in developing the framework.
- Provide recommendations to County Council for consideration and adoption of the Road Safety Strategy framework.

Mandate

The Committee will review and provide guidance on an Oxford County Road Safety Strategy framework prior to staff reporting back to Council with recommendations on the implementation of a Road Safety Strategy.

A summary of the Committee’s input and how the feedback influenced the final recommended Road Safety Strategy framework will be included in staff’s report to Council when considering the next phase of the Oxford County Road Safety Strategy for Council approval.

Membership

Ad Hoc Committee Members (voting members)

- Warden (Chair)
- Three members of County Council appointed by Council

Core Members (nonvoting members)

- Clerk, as secretary
- Oxford County Staff:
 - Director or Public Works
 - Senior Manager of Transportation and Waste Management
 - Divisional Assistant, Transportation and Waste Management
 - Supervisor of Traffic Management
 - Supervisor of Road Operations
 - Transportation Technologist
 - Manager of Strategic Communications and Engagement
- Staff representative from each area municipality:
 - Township of Blandford-Blenheim
 - Township of East Zorra-Tavistock
 - Town of Ingersoll
 - Township of Norwich
 - Township of South-West Oxford
 - Town of Tillsonburg
 - City of Woodstock
 - Township of Zorra
- Police Services (WPS, OPP)
- Public Health
- Paramedic Services

Ad Hoc members follow the same rules and procedures as core members apart from having voting rights.

Workgroups

Workgroups consisting of core members from the Ad Hoc Committee may be formed to meet the objectives of the Committee and to provide input to or assist in coordinating the alignment of key strategic initiatives related to Oxford County Road Safety Strategy. Recommendations from workgroups will be presented to the Ad Hoc Committee for discussion and consideration.

Responsibilities

Role of the Chair

The Warden will act as Chair to facilitate Committee meetings.

- preside over all Meetings;
- ensure adherence to the Council approved terms of reference;

- consult with the Committee Secretary on items of business intended for inclusion on the Committee Agendas

Role of Committee Members

Members of the Committee shall:

1. Collaborate on the development of the Oxford County Road Safety Strategy framework.
2. Provide input and feedback on key components of the Road Safety Strategy framework while representing the perspectives of their respective municipalities or agencies, to support the development of a comprehensive report to Council.

Role of County Staff

County Staff will coordinate and manage the work of the consultant and as deemed necessary, will provide periodic updates on the overall project to the Ad Hoc Committee.

Term

The Committee is an Ad Hoc Committee established by County Council.

The Committee shall remain in place until the Road Safety Strategy Framework has been completed and recommendations have been presented to County Council, or until otherwise dissolved by resolution of Council.

Meetings

Meeting Frequency

Meetings shall be held on weekdays with the start time determined by the Committee or at the call of the Chair. OR

The Ad Hoc Committee will meet for a minimum of three engagement sessions, as the Oxford County Road Safety Strategy is being developed. The Chair may call additional meetings as needed. Members must notify the Divisional Assistant if they are unable to attend a meeting.

Location of Meetings:

The location of the meetings will be subject to meeting room availability/capacity and will be determined on an ongoing basis.

Rules of Procedure

- A majority of the Ad Hoc Committee members shall constitute a quorum. See procedural bylaw – in accordance with The County's Procedural By-law

- Attendance at meetings shall be limited to Committee members or designated alternate, assigned staff, and invited guests, as approved by the Chair.
- The Chair shall cause notice of special meetings, including agenda items for all meetings.
- Agendas are to be provided to members of the Committee in accordance with the terms of the County's Procedural By-law.
- Any member of the Committee who misses three consecutive formal business meetings, without being excused by the Committee, may be removed from the Committee in accordance with the adopted policy.
- Procedures for the meetings of the Committee shall be governed by Procedural By-law and Legislation.
- Members of the Ad Hoc Committee are expected to conduct themselves in a professional, respectful, and ethical manner in accordance with the County's Council Code of Conduct while carrying out the Committee's mandate. Members shall comply with the *Municipal Conflict of Interest Act*.

Agendas and Minutes:

- The Committee Secretary will distribute the agenda to members of the Committee as per established policy and have it posted on the website. Minutes once adopted by the Committee will also be posted on the County's website.

Compensation and Expenses

Committee members shall serve without remuneration.

Purchasing Policy

This Committee has no purchasing or procurement responsibilities.

Committee Support

The work of the Committee will be supported by Oxford County staff and an external consultant retained by the County.

Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the County of Oxford. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council.

Additional Information

PW 2025-59 Oxford County Road Safety Strategy