



Oxford County Council meetings:

What to expect and how to participate



Oxford County Council welcomes and encourages public attendance at open meetings and invites residents to submit a delegation request to speak on matters of interest. Council decisions shape the County's future, and community input is essential to the decision-making process. Regular meetings are held on the 2nd and 4th Wednesday of each month at 9:30 a.m. in the Council Chambers at the Oxford County Administration Building located at 21 Reeve Street, Woodstock.

This guide outlines what to expect, how to participate, and the rules of etiquette to ensure meetings remain respectful and productive.

Meeting etiquette

Code of conduct

Oxford County is committed to a safe, professional, and inclusive environment during Council meetings. Councillors are guided by the Council Code of Conduct, and visitors are expected to uphold similar standards. Attendees must be respectful by refraining from interruptions, applause, demonstrations, or displaying signs or political messages. All electronic devices should be silenced.

Open vs. closed meetings

Council meetings are generally open to the public. However, under the Municipal Act, some discussions—such as legal matters, personal information, or other sensitive topics—must take place in a closed session. When this occurs, public and media access will be restricted.



[← Delegation request form](#)



Speaking at a Council meeting

A **delegation** is a person or group wishing to speak at a Council meeting on an issue of importance. If you would like to address Council, here's what you need to know:

Submitting a request

To appear as a delegation, complete and submit a **delegation request form** (scan QR code above) to the Clerk's Office by 4:30 p.m., six days before the meeting. Delegate information will appear in the meeting agenda and minutes.

Presentation guidelines

- **Time limit** – Delegations are allotted 15 minutes for their presentation. Following the presentation, the Warden may open the floor for questions from Council.
- **Relevance** – Presentations should focus on Oxford County services or strategic goals. Promotional content related to businesses, political campaigns or an event is not permitted.
- **Information is public** – Eligible delegation requests and presentations become part of the public record. Oxford County Council meetings are broadcast via live stream and are available on our website.
- **Presentation materials** – PowerPoint presentations and handouts are permitted but must be submitted by Wednesday at 4:30 p.m. the week before the meeting.

Remote participation

Virtual participation is permitted, and participants must follow the same respectful conduct guidelines as in-person attendees. Please contact the Clerk's Office to obtain the meeting link no later than the day before the meeting.



Follow the meeting agenda

Scan the QR code below to access the meeting agenda and follow along.