Organizing an All Candidates Meeting

<u>Location</u>

Check availability of space. If you are early enough in the election, you may not have to worry about coordinating dates with all the candidates as they will not have their agendas set. The cost is free if using the Glebe Community Centre (GCC), but somewhat onerous if using the Glebe High School auditorium.

Scotton Hall in the GCC holds a maximum of 400 people. If collaborating with other organizations, this will not be large enough for a federal debate. While Glebe House (Bank and Fifth) was used for a provincial debate, it also was not large enough. Glebe High School Auditorium holds approximately 1,200 people.

<u>Invite the Candidates</u>

Invite the candidates. A list of candidates in federal elections can be found at the Elections Canada website. The invitation can be sent via email, which can be found on candidates' websites. For federal debates, it is more attractive for the candidates if a number of community associations partner to provide riding-wide coverage, however, you will need larger space than GCC to accommodate those interested.

Confirm the candidates' participation within one week of sending the invitation.

- See letter attached

<u>Debate Format</u>

Opening: 3 minutes per candidate
Questions: 1 question from each community association, questions from the floor as time permits.   Questions were no longer than 30 seconds with 1.5 minutes for candidates to respond. All candidates were invited to respond to community association questions as well as questions from the floor, however, it might have allowed for more questions if the questions from the floor were directed to one or two candidates
Closing: 2 minute wrap-up for each candidate.

Debate format was determined by the associations and provided to the candidates as a fait accompli. The candidates seemed satisfied with the format.

<u>Questions</u>

Each community association submitted 3 questions, in order of priority. 1 from each association was selected by an organizer to ensure no duplication and coverage of issues. Each community

association assigned one person to ask the question. The questions were sent to the candidates 2 days prior to the debate.

- See questions attached

Promotion Strategy

Community newspapers all ran details of the meeting.

Posters were produced as a PDF, in English and French, which was emailed to all participating community associations. Community associations printed as many as they wanted and posted them on telephone poles, GCC and local businesses.

Association Websites posted the information.

Association Emails – associations emailed information to their distribution lists.

News Release – was sent to English and French media one week prior to event.

- See attached poster
- See attached news release

Logistics

Contact GCC to arrange tables, chairs, confirm sound system details, any other setup issues as soon as possible.

Hall set up -   we had ordered risers (3 – 4' x 8', 12" high). Although the risers were long enough and high enough, they were not wide enough and were unsafe to use. We therefore sat candidates and the moderators at the tables on the floor, with no podium. This did not seem to detract from the meeting.

Sound System - There were microphones (2 candidates/microphone, 1 for the moderator and 2 in the aisles for questions), 4 speakers. Although the microphones were placed in the middle of the side aisles, this was not optimal as people waiting to ask questions blocked the view of those in the audience. A better location might be to the far sides of the audiences, or at the back of the side aisles. Sound system provided by Professional Sound and Lighting, 736-5585 (they also do Underground Sound)

Candidate tables - although these have been permitted, consideration in future should be given to space and also to the number of individuals each candidate brings to staff the table. The number of individuals should be limited to 2 at most.

Candidate posters on site - although candidates were informed they would not be able to post posters on the walls or grounds of the community centre, each candidate interpreted this differently. Posters, if allowed at all, should only be allowed to hang on the ledge of the table (i.e. between the table top and the floor).

Speaking order for opening statements was determined by random name draw completed 15 minutes prior to the debate. This also determined the seating order. Name cards were made and put at the seats in accordance with the speaking order. Reverse order was used for closing statements.

A **moderator** and **official timekeeper** are required. Anne Scotton and Brian Carroll, respectively, filled these roles superbly.

Volunteers were needed to create posters, post posters, get bottled waters, manage name draw for speaking order, set up chairs, assist sound engineer, take down chairs.

Although we asked **Elections Canada**, through the Local Returning Office, to provide general voting information (i.e. poll locations, advance polls etc), no one from Elections Canada returned our inquiries.

Provide a **Timed Agenda (approximately)** to the moderator and timekeeper at the debate, as well as a list of the attending candidates and sponsoring community associations

- See attached Timed Agenda

Confirmation Letter to Candidates

A letter was sent to the candidates with the debate format and other details one week prior to the debate. The letter included debate format, how questions were to be handled, speaking order, tables, poster details, that we would provide water, sponsors of the event, how the hall would be set up and a request for any special needs which need to be accommodated.

- See confirmation letter attached.

Costs

Costs were limited to the sound system and bottled water. Those in attendance were asked to donate to the event. The remaining costs were shared evenly by sponsoring community associations. (Total Expenses: $545.88; donations received: $347.67; total cost to be shared: $198.21; per association: $33.04).

Invitation to Candidates
(sent by email)

Dear Candidates,

On behalf of the Glebe Community Association, I would like to invite you to participate in a Capital Ward Councillor All-Candidates Meeting for the upcoming municipal election, on Tuesday, November 7th at the Glebe Community Centre (175 Third at Lyon).   We will be inviting all registered candidates to attend.

Would you please confirm your willingness to participate in this all-candidates meeting and let me know whether you have any preference regarding a 7 p.m. or 7:30 p.m. start.

We can discuss format later, but I expect that we will follow the model we used for the January 2006 federal election All Candidates Meeting which was a 3-minute opening (candidates draw for order), questions and answers from the floor, and then a 2-minute wrap-up (reverse order from opening).

We hope this timing will suit your schedules.

Thank you,

Robert Brocklebank
President, Glebe Community Association
Tel: (613)   /Fax (613)
@rogers.com

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Invitation to Community Associations

Dear CA

The Glebe Community Association and the Glebe Collegiate Institute Parent's Council would like to, once again, invite you to co-sponsor an Ottawa Centre all-candidates meeting on Thursday, October 9th, at Glebe Collegiate Institute (212 Glebe Avenue) from 7:30 – 9:30 p.m.

In the previous federal election, your association helped organize and promote the all-candidates meeting. The participation of Ottawa Centre community associations in the past has contributed to the success of all-candidates meetings by ensuring a forum by which voters can hear the candidates positions on a variety of issues both local and national.

We are hoping you will join us in this event and, particularly, in promoting the event to voters in your neighbourhoods. Please confirm your participation at your earliest convenience.

Thank you,

Bob Brocklebank
President, Glebe Community Association
Tel: (613) xxx-xxxx/Fax (613) xxx-xxxx
email:

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Dear Candidate:

Thank you for agreeing to participate in the All Candidates Meeting being sponsored by the Glebe Community Association on Tuesday, November 7, 2006 at the Glebe Community Centre at 7:00 p.m. in Scotton Hall. A great deal of interest has been expressed in the community and we are expecting an excellent turnout.

Scotton Hall holds approximately 400 people *when completely full*. There will be a speaker's table at the front of the room on a small stage. One microphone will be available for each candidate. Water will be provided. Please contact the undersigned should you have any special needs to be accommodated.

Small tables will be available for each candidate to distribute literature, however, posters will not be permitted on the walls or grounds of the Community Centre. We ask that you limit the number of campaign workers who join you in order to leave room for the greatest number of constituents possible.

The speaking order for opening remarks (and seating order) will be selected just before starting time by random draw. Concluding remarks will be made in reverse-order. Please arrive by 6:45 p.m. to accommodate the draw.

The format for the event will be as follows:
- Each candidate will have 3 minutes for an opening statement. In this statement, you are invited to share your credentials for being a councillor and why residents of Capital Ward should vote for you. In addition, each candidate will be asked a unique question relating specifically to their background and abilities. You will be asked to respond to the following question: (Jay) Please detail your history with the Glebe neighbourhood, including your length of tenure on the Board of the Glebe Community Association as well as your particular responsibilities; (Ian) How will you balance your role as a councillor for Capital Ward with your needs as a resident of a different ward; (Clive) How will you build support and coalitions amongst other councillors in order to win support for your projects in Capital Ward; (Sean) What skills have you developed which will help you be successful in the political and bureaucratic worlds of City Hall?
- Each candidate will have 2 minutes to discuss their priorities specifically for the Glebe. This will be followed by approximately 10 minutes of questions from the audience;
- A discussion on Arts, Culture and Heritage. Specifically, you will be asked to outline your priorities for Arts, Culture and Heritage, and, if this includes an increase in spending in these areas, please explain in which areas spending should be decreased. Each candidate will have 2 minutes, followed by 10 minutes of questions from the audience;
- 2 minutes to discuss what Smartgrowth means to you and to Capital Ward, followed by 10 minutes of questions from the audience
- The final 30 minutes will be open to questions from the audience on any topic not previously covered.
- Each candidate will have 2 minutes for closing remarks.

Questions from the audience will either be directed to all the candidates or to specific candidates, and questioners will be asked to limit the length of their questions to 30 seconds. Candidates will be asked to limit their responses to 1 minute. June Creelman, former President of the Glebe Community Association will be the moderator and Brian Carroll from the Dows Lake Residents' Association will be the timekeeper.

Please do not hesitate to contact me should you require further clarification or have any other questions.

Sincerely,

Christine McAllister
Glebe Community Association Representative
H –
W –
@rogers.com

Proposed Debate Structure

Introduction (15 minutes)

Who you are, your qualifications, why people should vote for you.

3 minutes each candidate

5 Topic Areas (90 minutes)

- each candidate has 2 minutes to address each topic (8 minutes/topic)
- 10 minutes for questions from the audience for each topic

Potential topics:
1. Transportation issues (LRT, Alta Vista Corridor)
2. Balancing needs of different neighbourhoods in the Ward (traffic plans, community centres)
3. Cultural platforms
4. Fiscal issues (property taxes, city spending priorities)
5. Other issues (whatever audience wants to ask about which has not been covered: business, safety etc).

Timed Agenda (approximate)

7:00 – 7:03   Welcoming Remarks from Moderator

7:03 – 7:15   Opening remarks by candidates – 3 minutes each
In this statement, you are invited to share your credentials for being a councillor and why residents of Capital Ward should vote for you. In addition, each candidate will be asked a unique question relating specifically to their background and abilities.

7:03–7:06   Candidate 1

7:06-7:09   Candidate 2

7:09-7:12   Candidate 3

7:12-7:15   Candidate 4

Jay's Question: Please detail your history with the Glebe neighbourhood, including your length of tenure on the Board of the Glebe Community Association as well as your particular responsibilities.

Ian's Question: How will you balance your role as a councillor for Capital Ward with your needs as a resident of a different ward?

Clive's Question: How will you build support and coalitions amongst other councillors in order to win support for your projects in Capital Ward?

Sean's Question: What skills have you developed which will help you be successful in the political and bureaucratic worlds of City Hall?

7:15 – 7:35   Each candidate will have 2 minutes to discuss their priorities specifically for the **Glebe**. This will be followed by approximately 10 minutes of questions from the audience.

7:35-7:55   Please outline your priorities for **Arts, Culture and Heritage**, and, if this includes an increase in spending in these areas, please explain in which areas spending should be decreased. Each candidate will have 2 minutes, followed by 10 minutes of questions from the audience

7:55 – 8:15   Discuss what **Smartgrowth** means to you and to Capital Ward (2 minutes each), followed by 10 minutes of questions from the audience

8:15 – 8:45   Questions from the audience on any topic not previously covered.

8:45 – 8:55   Closing Remarks - 2 minutes per candidate

8:55 – 9:00   Concluding remarks by moderator

Press Release

For Immediate Release

Glebe Community Association Hosts
Capital Ward All Candidates Meeting November 7, 2006

Ottawa, ON – 1 November, 2006 – The Glebe Community Association is sponsoring an All Candidates Meeting on November 7, 2006 at the Glebe Community Centre (175 Third Avenue) for candidates for Capital Ward Councillor. The event will begin at 7:00 p.m. and will feature all 4 candidates in Capital Ward for the upcoming November 13th election.

"This is an excellent opportunity to have detailed discussions with the candidates who would like to represent Capital Ward" said Bob Brocklebank, President of the Glebe Community Association. "With only 4 candidates running for election, they will each have an opportunity to respond to a variety of issues of concern to both the Glebe and Capital Ward residents."

The four individuals running for election in Capital Ward who will be participating in the meeting are: Ian Boyd, Sean Curran, Clive Doucet and Jay Nordenstrom.

"All candidate debates are an excellent way to help residents make an informed decision and to increase voter turnout" said Christine McAllister, an event organizer from the Ottawa East Community Association. "We expect a very good turnout for the meeting and think the discussions will be interesting."

The All Candidates Meeting is a free event, open to all residents of Capital Ward and the public at large.

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For more information, contact Bob Brocklebank, President, Glebe Community Association, at xxx-xxxx.

Ottawa *Municipal Election*

All Candidates Meeting

Tuesday, October 3
Immaculata High School
140 Main Street

6:00 - 7:15 pm **Candidates for Capital Ward Councillor**	**7:30 - 9:30 pm** **Candidates for Mayor**

Everyone is welcome to listen and pose questions from the floor

Parking available on a first come, first served basis

Co-sponsored by:
Ottawa East Community Association, Dow's Lake Residents Association,
Glebe Community Association, Heron Park Community Association,
Ottawa South Community Association

Ottawa *Élections municipales*

Rencontre avec les candidats

Le mardi 3 octobre
Immaculata High School
140, rue Main

de 18h à 19h15
Candidats pour
Conseiller
Quartier Capitale

de 19h30 à 21h30
Candidats
pour
Maire

Ouverte à tous
Écoutez, posez vos questions et prenez votre décision
Stationnement disponible (premier arrivé, premier servi)

Commanditée par :
L'Association communautaire d'Ottawa-Est, l'Association communautaire de Heron Park, l'Association communautaire d'Ottawa-Sud, l'Association des résidents de Dow's Lake et l'Association communautaire du Glebe