

**This document consists of examples from past all-candidates meetings organized by the Glebe Community Association. Some may serve as templates for others, but should be adapted to suit your community and the circumstances of the election in question.**

## **Organizing an All Candidates Meeting**

### **Location**

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.

### **Invite the Candidates**

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

### **Debate Format**

**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.

## **Questions**

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).

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Questions for candidates

### **Centretown Citizen's Community Association**

1. *Corrections Canada recently opened the Ottawa District Parole Office opposite Elgin Street Elementary School, Jack Purcell Community Centre, Minot Public Park, a church and the Ottawa monument to murdered and abused women without any public consultation or notification to the City. Corrections Canada broke its own policy not to locate a parole office within 200 metres of a school or daycare and its standard operating procedures by failing to consult with the public. Given this and public appeals, what commitment will you and your party make to ensure Corrections Canada moves the Parole Office away from Elgin Street Elementary School?*

2. The National Capital Commission's lack of transparency has been on the political agenda for years. How can the NCC be changed to consider local residents' concerns in their deliberations?

3. What federal funding support will be provided for the Ottawa Concert Hall?

### **Dalhousie Community Association**

1. Do you believe the O-Train service should be extended across the Prince of Wales bridge to Gatineau, and if so, how would you lobby the various levels of government on both sides of the Ottawa River to bring this about?

2. How much affordable housing should there be on LeBreton Flats? In your answer please provide your definition of affordable.

3. What federal support should be provided to cities, especially in the area of public transportation?

### **Glebe Community Association**

1. The National Capital Commission has a major impact on Ottawa Centre residents – from heritage areas and other planning and development issues, to decisions relating to the Rideau Canal, the Ottawa River Parkway, a number of NCC streets, as well as annual NCC events in Ottawa Centre. How would you change the policies and operations of the NCC to improve life for Ottawa Centre citizens?

2. Development of needed community infrastructures, such as the renovation of the Old Ottawa South Fire Hall and burying of hydro wires on Bank Street, is not going ahead as our province

and city are starved of funds, while at the same time our federal government is running huge surpluses. What will you do to ensure that needed investments are made in our community?

3. How would you and your party address the issue of low democratic participation generally, and low voter turnout specifically?

### **Old Ottawa South Community Association**

1. As our MP what would you and your party do to foster federal support and co-operation to help address Ottawa's increasing traffic and transit challenges?

2. Crime is an issue in Ottawa. At the same time the Ottawa Police Service budget continues to be a key factor in constantly driving up our property taxes. What would you and your party do to bolster our ability as a society to deal more effectively with criminal activity without running up huge enforcement costs that local taxpayers can ill afford?

3. What would you do differently from your predecessor MP to achieve adequate funding for community programs and facilities in Ottawa Centre?

### **Dow's Lake Resident's Association**

1) Given that the Interprovincial Rapid Transit Study is stalled before it has even started, what will you do to bring about light rail rapid transit between Ottawa and Gatineau on the railway bridge that is already in place?

2) What is your party's policy on firm timetables for receiving treatment for major diseases and debilitating conditions in one's own city?

3) What is your party's cultural platform, specifically: what does it include, how it will encourage and support Canadian artists and arts organizations, and how much funding will be directed to culture?

### **Ottawa East Community Association**

1. Do you favour federal funding for light rail transit in Ottawa and if so would you also favour imposing conditions on that funding such that it would only be forthcoming if both the City of Ottawa and Province of Ontario agree to moratoriums on parallel road projects that would compete with the light rail such as widening of highway 417 or building an Alta Vista Corridor road?

2. Canada hosted this year's meeting of the Kyoto Protocol and it was recognized that as a nation we are performing poorly as it relates to achieving agreed-upon targets. Canada and Canadians can be doing much more to reach these targets. If you were elected, what would you do to help Canada meet these targets and what type of funding and programs are needed for cities such as Ottawa to do their part, both in terms of city operations and in terms of urban residents in general?

3. In a future of diminishing oil and gas reserves, do you believe that the expansion of nuclear energy is inevitable? Do you believe that a decision on the expansion of nuclear energy is one that should be made by politicians, or by national referendum?

### **Transit**

#### **Dalhousie Community Association**

1. Do you believe the O-Train service should be extended across the Prince of Wales bridge to Gatineau, and if so, how would you lobby the various levels of government on both sides of the Ottawa River to bring this about?

#### **Old Ottawa South Community Association**

1. As our MP what would you and your party do to foster federal support and co-operation to help address Ottawa's increasing traffic and transit challenges?

#### **Dow's Lake Resident's Association**

1) Given that the Interprovincial Rapid Transit Study is stalled before it has even started, what will you do to bring about light rail rapid transit between Ottawa and Gatineau on the railway bridge that is already in place?

#### **Ottawa East Community Association**

1. Do you favour federal funding for light rail transit in Ottawa and if so would you also favour imposing conditions on that funding such that it would only be forthcoming if both the City of Ottawa and Province of Ontario agree to moratoriums on parallel road projects that would compete with the light rail such as widening of highway 417 or building an Alta Vista Corridor road?

### **National Capital Commission**

#### **Glebe Community Association**

1. The National Capital Commission has a major impact on Ottawa Centre residents – from heritage areas and other planning and development issues, to decisions relating to the Rideau Canal, the Ottawa River Parkway, a number of NCC streets, as well as annual NCC events in Ottawa Centre. How would you change the policies and operations of the NCC to improve life for Ottawa Centre citizens?

#### **Centretown Citizen's Community Association**

2. The National Capital Commission's lack of transparency has been on the political agenda for years. How can the NCC be changed to consider local residents' concerns in their deliberations?

## Letter to Candidates

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

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**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

## 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 9<sup>th</sup>, 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

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## 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 13<sup>th</sup> 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

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### **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