

## FORMAT and RULES

### **Port Credit Debate - Ward 1 Councillor All-Candidates Meeting**

Clarke Memorial Hall, 161 Lakeshore Road West, Port Credit

**Monday, October 15, 2018 @ 7:00 - 9:00 pm**

Doors open to Candidates and to the Public at 6:30 pm

#### **Sponsoring Residents' Associations:**

Town of Port Credit Association (TOPCA)

Cranberry Cove Ratepayers' Association

Credit Reserve Association (CRA)

- 1. PARTICIPATION:** Participating Candidates must be duly nominated Councillor candidates for Ward 1 in Mississauga, *per* the [mississaugavotes.ca](http://mississaugavotes.ca) website. All are invited. Once the Debate is underway, continued participation is at the discretion of the Moderator(s).
- 2. SIGNS:** One (1) large campaign Sign for each Candidate may be positioned behind the Candidates' table at the front of the Hall leaning up on the stage curtain. Maximum of 3 feet high and 4 feet wide please, to assure parity among the signs.
- 3. LITERATURE:** Campaign literature (1 piece only) may be provided by each Candidate, on tables placed in the Hall for all those entering / leaving. Campaign literature may NOT be placed on audience chairs. Please remove all left-over pieces.
- 4. FLOOR MONITORS:** Representatives (wearing name tags) from the sponsoring Residents' Associations will be positioned around the Hall to:
  - greet and direct the arriving Candidates to their table (has drinking water)
  - greet Audience members and assist with the elevator as required
  - direct Media to their assigned seats; ensure NO flash or disruption
  - monitor any seating issues (there may be standing room only)
  - assist at the public microphone for an orderly line-up and help with use
  - pass any notes from the Candidates to the Moderator(s)
  - pass any notes / questions (*optional*) from the Audience to the Panel
  - monitor the emergency exits (NO blockage)
  - ensure ventilation (open windows, doors etc)
  - call Community Services staff about any issue with the Hall facilities
  - call police, fire or medical assistance if needed
  - indicate if the speakers can't be heard at the back of the room
  - **maintain eye contact with the moderating Team members**

**5. MEDIA:** Interviews with Candidates may take place prior to (until 6:50 pm) and after the Debate ends. Media are NOT allowed to ask questions during the Debate.

Because of the likelihood of media photography and video recording, a public notice will be posted at the Hall entry to inform the Audience this will be taking place.

Candidates who wish recordings or images to be made during the Debate must entrust this task to a Supporter attending with them (who will sit in the Audience). NO flashes please. Equipment is to be operated quietly and discreetly.

**6. SET-UP:** Candidates sit at a long table across the front of the Hall (*per* photo posted at: [www.topca.net/#W1\\_debate](http://www.topca.net/#W1_debate)). Seating position will be on a first-come basis. Every two (2) Candidates will share a table microphone. NO props allowed. Candidates and any Supporters must NOT be wearing 'uniform style' campaign clothing (e.g. T-shirts) or any messaging. Do NOT 'stack' the Hall with Supporters (*you have their vote*) out of respect for the community who need access to help decide *their* vote (there is a limit to how many the Hall holds). NO reserved seating.

**7. MODERATOR(S):** The Moderator(s) will maintain order, fairness, focus and timeliness during the meeting. The Moderator(s) will stop any Candidate straying off-topic with a reminder of the question, and caution against uncivil behaviour. A *legible* note may be passed by any Candidate to the Moderator(s) regarding any concerns during the meeting. At the discretion of the Moderator(s), a **15-second rebuttal** may be allowed in response to perceived untrue or uncivil Candidate statements. A moderating Team member will assist, to help track speaking order and Candidate needs (e.g. more water). **All rulings of the Moderator(s) are final.**

**8. TIMING:** Timing will be conducted by two (2) Timers who will sit at a table visible to the Candidates. Timers will provide a visual **15-second warning signal** (raised **red card**) and a **time-complete signal** (bell) for all Candidate statements and answers. Any 15-second rebuttals will only be signaled at time-complete. Should a Candidate still keep speaking, the Moderator(s) will verbally call time. Moderator(s) may add or deduct time to any Candidate's or Candidates' next answer(s) in compensation for a timing mistake or non-adherence to time by one or another Candidate. It is not necessary to speak for the full time allotted (the Audience will appreciate brevity). It is expected that some questions will require only very brief answers. NO time credit will be accrued for unused time by any Candidate.

**9. SPEAKING ORDER:** Opening Statements (**#11**) will be presented in the seating order at the Candidates' table (left-to-right from the Audience perspective). For Closing Statements (**#13**), a draw will be held at 6:45 pm by the Moderator(s), in the presence of any available Candidates, to fairly determine the final presentation order.

Order of Answers (**#12**) to questions directed to ALL Candidates (including all Panel questions) will be rotated in sequence starting one over from the order of Opening Statements. See **#12c** re: order of Candidates' answers to *directed* questions.

**10. START OF THE MEETING:** By **6:55 pm**, all participants will be in position at the Candidate, Panel and Timing tables. The Moderator(s) will request that the Audience take their seats. The Moderator(s) will promptly call the meeting to order, welcome everyone, make any announcements, and briefly review the Debate format.

**11. OPENING STATEMENTS:** Each Candidate will have **1.5 minutes** for an Opening Statement at the **Podium** (*has microphone*), in the order *per #9*. These statements will begin immediately after the introductory remarks by the Moderator(s).

**12. QUESTIONS & ANSWERS:** Answers by Candidates to all questions will be **1 minute** each. Candidates may ask the Moderator(s) to have any question briefly repeated. Candidates should rise in place to answer (*so they may be seen by the Audience*) and use their microphone from the Candidates' table. Candidates may speak from notes if they wish. Candidates' order of response will be *per #9*.

**a) Panel Questions** Firstly, prepared questions will be asked by a 3-member Panel composed of a representative from each of the sponsoring Residents' Associations. Panel questions (up to **30 seconds** in length) will be addressed to ALL Candidates.

NOTE: If the Panel believes any Candidate's answer during the Debate requires follow-up for clarification, a Panel member will pose a supplementary question. Response to a Supplementary question directed to a specific Candidate will be formatted as follows: the specific Candidate has up to **30 seconds** to clarify. Moderator(s) may allow further rebuttals of **15 seconds** by the other Candidates.

**b) Audience Questions** Questions from **Ward 1 residents only** will be taken from the floor during the Public Segment (after the Panel questions), at a microphone placed on a stand at the front of the centre aisle. A Floor Monitor will facilitate an orderly lineup at the microphone and assist with its use. Audience members will be encouraged to be brief, with up to **30 seconds** to ask their question. NO statements will be permitted, only questions. The Moderator(s) will require civil behaviour by audience members and disallow duplicate or inappropriate questions. One (1) question is allowed for each resident's turn at the microphone (*any resident must return to the end of the line to ask a second question*).

NOTE: The Moderator(s) will give sufficient notice as to when the Public Segment will end by indicating when NO additional audience members should join the line-up at the public microphone, and identify (by position in line) who has the last question.

c) **Directed Questions** Answers to any Audience question directed to a **specific** Candidate will be formatted as follows: the specific Candidate has an initial **1 minute** answer. The other Candidates then have **30 seconds** each to respond. Moderator(s) may allow the specific Candidate a final **15 second** rebuttal. Moderator(s) may limit the number of questions directed to any particular Candidate.

**13. CLOSING STATEMENTS:** Each Candidate will have **1.5 minutes** for a Closing Statement at the **Podium** (*has microphone*) in the order drawn *per #9*, beginning after the Public Segment and before 9:00 pm at the discretion of the Moderator(s).

**14. ADJOURNMENT:** After Closing Statements, the Moderator(s) will thank the Candidates and the Audience, encourage everyone to Vote, and adjourn the meeting. Candidates are then free to speak with the Media and Audience members. The Media and/or organizers may request a group photograph of the Candidates. Candidates are reminded to remove their Signs and campaign literature.

**15. NOTE ABOUT TRUSTEE CANDIDATES:** We have received requests for inclusion of duly nominated Ward 1 Trustee candidates at this Debate. Below is our official statement:

The three Residents' Associations co-hosting the Ward 1 All-Candidates Debate on October 15, 2018 agree there is insufficient time to adequately explore municipal issues with eight (8) Councillor candidates *and also* accommodate the Public School Board Trustee candidates (*the Catholic school board Trustee has been acclaimed*).

Our All-Candidates Meeting is focused upon municipal issues that directly concern our respective associations. While we recognize the importance of the Public School Board we suggest that exploring education issues is best left to the Parent Councils associated with most schools.

Since we are hosting a public meeting it is expected that some registered Trustee candidates will choose to attend. We will make convenient table space available for their campaign literature inside the doors to Clarke Hall. The presence of any Ward 1 public Trustee candidates will be briefly announced at the beginning of the meeting, and they will be free to meet with any members of the audience who seek them out once our formal meeting concludes (shortly after 9:00 pm).

Trustee candidates will NOT be permitted to make political statements during the Public Question Segment of the meeting. NOTE: Questions to the Councillor candidates may only be asked by residents of Ward 1 (*per #12b*).