

Toronto-Centre – Federal Bi-Election Candidate Meeting
Debate Format & Guidelines

November 21, 2013 (7:00 – 9:00 pm)
Rosedale United Church

Objectives

The Toronto-Centre Candidates' Debate has been organized for many elections. The event is hosted by a consortium of Toronto-Centre Rosedale Riding Resident Associations to provide these Association residents with an opportunity to meet a ***select subset of candidates*** running in the riding. The Resident Associations hosting this event include the following:

- Lewis Reford, President, North Rosedale Residents' Association (NRRRA)
- David Townley, President, South Rosedale Residents' Association (SRRA)
- Don Cameron, President, Moore Park Residents' Association (MPRA)
- Alan McFarland, President, Governor's Bridge Residents' Association (GBRA)
- Jason de Luca, President, Summerhill Residents' Association (SRA)

Participants

While there is no restriction on who can attend the event, the priority for seating and asking questions to candidates will be given to residents from the host Resident Association catchment areas. Area residents who are members of their respective areas Resident Associations will be given first priority for seating and questions, followed by other area residents. After members and residents have asked questions, non-residents may ask questions if time permits. The debate hosts reserve the right to turn-away or request an attendee leave the debate if they are not from these Association areas or if the individual is disrupting the proceedings.

Candidate Participation

The election debate participants have been selected and agreed to by the Association Presidents' above. The candidates participating in this debate will include the following:

- | | |
|---------------------|------------------------------|
| • Chrystia Freeland | Liberal Party |
| • John Deverell | Green Party |
| • Linda McQuaig | NDP Party |
| • Geoff Pollock | Conservative Party of Canada |

Note: This debate is not an "all candidates" event. A subset group of candidates who make-up the majority of the riding votes have been selected by the Association Presidents to participate in the debate. Other candidates may attend the meeting but will not be permitted to participate in the event or speak. The debate moderator will introduce the candidates not participating in the debate to the audience and ask them to stand and be recognized from where they are seated.

Debate Agenda

- 6:00 Setup in Church
- Includes audio + media (A media area will be provided at the back of the Church Sanctuary where media must stay and not wander in the Sanctuary during the debate).
- 6:30 Church doors open to public
- Candidates briefing at the front of the Rosedale United Church Sanctuary
- Seating arrangements
 - Select numbers for speaking order
 - Briefing on debate
- 6:45 Sound Check by AV Team
- 7:00 Debate begins
- 9:00 Adjourn & Tear-down
(Candidates may meet with voters in the back of the sanctuary or outside)

Debate Procedural Guidelines**Overview**

The meeting will be conducted in a modified debate format which will include the following general allowances:

- Candidates will make opening and closing remarks.
- Questions from the audience will be taken during the question and answer period.
- Candidates will have an opportunity to reply to written questions from audience.

Questions to Candidates

The Presidents of the hosting Associations will ask the first (5) questions of the debate. After candidates respond to the Presidents' questions, additional questions will be taken from audience members via written cards provided to the audience members when they enter the church.

The guidelines for questions include the following:

- Questions can be asked by residents who are:
 - Registered voters
 - Are a minimum of 18 years of age
 - Live in the catchment area of one of the hosting Associations and preferably be a member of their respective Residents' Association
- Residents may ask multiple questions via written submissions.
- Residents are requested to provide their name and the street where they reside when they submit their question.
- Residents are asked to keep their questions brief, clear and concise and without a long preamble.
- The debate moderator will consolidate similar questions into one question where appropriate.
- Media is not allowed to ask questions of the candidates in the church.

Candidate Signage and Collateral Distribution

Candidates may want to setup signs or handout promotional materials at the event. No materials or signage are allowed out in the main sanctuary and must be setup and distributed outside the church (Church policy does not allow information to be distributed in the church).

Media Participation

- There will be a media liaison assigned by the Residents' Association to address any media requests.
- Media will be allowed in the church but only in the designated media area.
- Camera crews will be provided with a roped-off area at the back of the church.
- Reporters may sit in the general audience areas but are not allowed to ask questions during the debate unless they live in the area and are members of the area Resident Associations.
- Media are not allowed to move around in the Sanctuary during the debate.

Candidate Logistics

- Candidates will sit at a table at the front of the church Sanctuary with microphones on the table
- Questions will be answered at the candidates seat and candidates are requested to not use the podium to answer questions

Debate Process

- At the candidate pre-briefing, each candidate will draw a number to determine the order of opening and closing remarks.
- Candidate drawing lowest number (e.g. #1) is first to give opening remarks, last to give closing remarks.
- Candidate receiving highest number (e.g. #4) is last to give opening remarks, first to give closing remarks.
- Candidate answering order will be dictated by who the questions are directed to or will be chosen by the moderator.
- Chair will call the meeting to order, explain rules of order, question submission process and manage time with the help of a Co-Chair.
- Candidates are allowed 2 minutes each to give opening remarks.
- Candidates are allowed 2 minutes each to give closing remarks.
- Questions will be taken from the written questions submitted from the audience and can be directed to individual candidates or to all candidates – the moderator will ensure questioners and comments are focused.
- A candidate answering a question directed to him/her from the audience will have 90 seconds to respond.
- Other candidates **each** having 60 seconds to rebut.
- Candidates answering a general question or responding to an issue from the floor will **each** have 90 seconds to respond, with chair determining order of response from candidates.
- Chair will be assisted by an individual who will keep time of candidate responses. A tone will be sounded when allotted time has expired. Candidates must cease talking at sound of the tone.
- Chair will maintain flow of meeting by calling for order, ending extended commentary from a member of the audience and terminating responses or rebuttals from candidates.

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