



September 23, 2022

**NOTICE TO ALL QUINTE WEST CANDIDATES
IN THE MUNICIPAL ELECTION & LOCAL MEDIA**

RE: All Candidates Night in Quinte West

Hosted by the Quinte West Chamber of Commerce

This event is for the benefit of the business community and the general public from the Municipality of Quinte West. All official candidates for Mayor and for Councillor in all 4 wards are invited should they wish to participate.

- EVENT:** Quinte West Municipal Candidates Night
Moderator: Suzanne Andrews, CEO
Quinte West Chamber of Commerce
- WHEN:** Tuesday, October 4, 2022
- LOCATION:** Heroes Landing Banquet Hall
57 Stella Crescent, Trenton
- ATTENDANCE:** We expect 300 to 400 people from across all wards
We are going to stream to Facebook Live starting at 6:30PM for those unable to attend in person
- TIME:** 6:00PM Doors open to the public
6:00PM Meet & Greet with the Candidates
6:30PM Councillor Candidates 2 minute presentations
7:30PM Mayoral Candidates 3 minute presentations & Questions
8:30PM Meet & Greet with the Candidates
9:00PM Doors close and everyone packs up

Meet & Greet with Candidates 6:00PM to 6:30PM and 8:30PM to 9:00PM

Candidates & their volunteers should plan on arriving before 6 pm to set up their tables. All candidates will be allowed to meet and greet visitors coming to the event and will be provided a table for their own literature. As soon as the Mayoral debate is over you should be at your table to answer specific questions from attendees. Campaign signs are allowed at your tables **but we ask that you do not distribute materials or take campaign signs to the seated area.**

There will be a meeting with the Mayoral candidates and the moderator at 6:20 pm to draw of names to decide which candidate will speak first and we will do the complete reverse for the closing remarks.

Councillor candidates will make their remarks in alphabetical order and will be grouped by Ward starting with Frankford, Murray, Sidney then Trenton. Councilors will walk up one side of the stage area, go to the microphone, make their two-minute presentation and then leave by the opposite side. In order to keep things flowing quickly please make your way to the microphone as soon as the previous candidate has finished their presentation.

Mayoral Candidate Presentations & Questions 7:30pm to 8:30pm

-Each candidate will have a **maximum of three minutes for their opening remarks**. There will be time keepers which will alert the speaking candidate when they have 1 minute left and again when they have 15 seconds remaining.

-Each candidate will have a **maximum of 2 minutes for their closing remarks**. Once again the time keepers will alert the speaking candidate when they have 1 minute left and again when they have 15 seconds remaining.

-There will be a box for the audience to submit questions which will then be submitted to the moderator and grouped by topic. There will not be any questions directly from the floor. The moderator will start the Q & A with business questions followed by audience questions read by the moderator. They can be directed at a specific candidate or all three. **There will be a limit of 2 minutes for answering questions**. Time keepers will alert the speaking candidate when they have 15 seconds remaining.

-There is the opportunity for rebuttals and we encourage candidates to speak up if they would like to clarify or correct a point made by another candidate. Any cut offs for rebuttals will be the decision of the moderator. **Rebuttals will be limited to 1 minute**. Time keepers will alert the speaking candidate when they have 15 seconds remaining.

MEDIA: The local media will be in attendance, candidates may wish to have a couple of copies of your presentation for the reporters.

OTHER: Seating for the Mayoral Candidates will be provided at tables in the stage area, we ask that you come to the stage immediately following the councilor presentations.

Opening & Closing remarks will be done from the podium microphone. We will have microphones on the tables for answering questions.

We ask that all councilor candidates come to the stage area at 6:25 to line up for your presentations so we can start on time at 6:30 pm sharp.

The Quinte West Chamber of Commerce is committed to providing a fair forum for all candidates. If you have any questions or concerns please contact Suzanne Andrews, CEO at (613) 392-7635 or manager@quintewestchamber.ca