



Town of Stettler Municipal Candidates Forum

Monday, September 27, 2021, 7:00pm – 9:00pm

The HUB (6202 – 44 Avenue), Stettler, AB

Co-hosted by the Stettler Regional Board of Trade and the Stettler Public Library

Contact Information

Stettler Regional Board of Trade and Community Development

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Stettler Public Library

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Candidates are asked to please note the following:

- Tables will be set up around the perimeter of the room: one table and chair per candidate
- Candidates are welcome to use the tables prior to and following the forum
- Introduction: candidates will have up to four (4) minutes
- Questions to the candidates:
 - The moderator will be asking questions from pre-submitted questions or questions submitted from the floor
 - The moderator will brief the questions (less than 1 minute). They will rule out of order question(s) deemed inappropriate, offensive or derogatory, or attempts to unreasonably use the question period for expressing a point-of-view on any issue.
 - The moderator will invite (on a rotation basis or by direction of the submission) the first response
 - The question will then be passed to other candidates upon discretion of the moderator
 - Each candidate will have one (1) minute for rebuttal or to summarize their platform on the question presented
 - The moderator will have final jurisdiction in all matters
- Closing remarks: candidates will have up to two (2) minutes
- Candidates will be invited to return to their tables following the forum to personally meet voters

Schedule:

6:00pm	Candidates arrive and present themselves to draw for order of speaking
6:30pm	Doors open to the public
6:55pm	Call to order
7:00pm	Moderator Remarks Welcome, opening remarks, rules
7:05pm	Introduction of candidates alphabetically
7:10pm	Opening Remarks Each candidate is given four (4) minutes to introduce themselves and their party's platform
7:30pm	Question period from the floor begins
8:50pm	Concluding remarks Each candidate will be given two (2) minutes each to summarize
9:00pm	Thank you and farewell remarks

Doors will be open to the public for the candidates at 6:00pm to enable them to set up their materials. No signs may be posted in the room, nor attached to any walls, curtains, doors, etc. The public will be admitted at 6:30pm to give the constituents the chance to chat with the candidates beforehand. There will be coffee/tea/water/cookies available. The forum will commence at 7:00pm sharp. Anyone arriving late will only be seated between speakers so as to keep the disruptions to a minimum. We will adjourn by 9:00pm.

Candidates will be seated alphabetically at the speaker's table, starting on the right facing the audience. Candidates will be introduced in this order. Candidates will be provided time to expand on their platforms during the opening remarks, the question period, and closing remarks. The format of presentation is at the discretion of the candidate. A timer will be provided who will show a yellow flag as a twenty (20) second warning and a red flag at the end of the allotted speaking time. When you see a red flag- please conclude your sentence as quickly as possible. The moderator will ask the candidate to be seated. We do not want to cut people off mid-thought however it is necessary to keep on schedule.

The constituents will be given the chance to ask questions of the candidates by written submissions. The questions may be addressed to whichever candidate the constituents wish however all candidates will be given the opportunity to answer upon discretion of the moderator. Questions will be kept to less than one (1) minute and only one question will be permitted per person. Replies will be kept to two (2) minutes. At the end of the evening, each candidate will be given two (2) minutes to deliver a concluding statement.

If candidates have any questions regarding this event, please direct them to Donna Morris, Stettler Regional Board of Trade (dmorris@stettlerboardoftrade.com or 403-742-3181) or Rhonda O'Neill, Stettler Public Library (spl@prl.ab.ca or 403-742-2292).