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## MEMORANDUM

TO: Chair and Members of the District Boundary Resident Review Panel  
FROM: Iain MacLean, Municipal Clerk  
Liam MacSween, Elections and Special Projects Manager  
DATE: July 7, 2022  
SUBJECT: **2022 District Boundary Review – Phase Two Public Engagement Dates and Locations**

Chair and Members of the District Boundary Resident Review Panel,

The Office of the Municipal Clerk is procuring the services of an external public engagement and research firm to facilitate the public engagement activities as well as data analysis for Phase Two of the District Boundary Resident Review. As part of the public engagement strategy for Phase Two and based on discussions in District Boundary Resident Review Panel meetings, staff are recommending the creation of an online survey to gain public feedback on proposed boundary adjustments within their communities. The survey will be combined with public engagement sessions to be hosted in communities across the municipality. The intent is to hold in person sessions with a virtual integration option.

The data collected from the survey and public engagement sessions will be analyzed in a “what we heard report” prepared by the vendor. This “what we heard report” will inform the final report and recommendation from the District Boundary Resident Review Panel to Executive Standing Committee on Phase Two. The public engagement activities will take place in mid to late September. Staff are seeking direction on potential meeting locations for the public engagement session to confirm meeting space availability and assist in the development of the communications plan for the sessions.

Staff are proposing that up to five public engagement sessions be held and be hosted in HRM’s rural, urban, and suburban communities. Additional public engagement sessions, if determined by the Panel to be required, may be hosted by HRM’s Community Councils at their September and October meetings. Due to cost and logistical considerations it is recommended that meeting locations make use of municipal facilities (community recreation centres, libraries etc.) if possible.

Presentations on the proposed public engagement process will come forward for panel consideration and direction. Public Engagement is planned as an item on the Panel’s agenda for all meetings leading up to the sessions in the fall.

Iain MacLean

Municipal Clerk

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