



PO Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

## MEMORANDUM

TO: Members of the Accessibility Advisory Committee  
CC: Melissa Myers, Accessibility Advisor, Office of Diversity & Inclusion/ANSAIO  
FROM: Annie Sherry, Legislative Assistant, Office of the Municipal Clerk  
DATE: August 15, 2022  
SUBJECT: **2021 Annual Town Hall Information + 2022 Annual Town Hall Planning**

Attention Chair and Members of the Accessibility Advisory Committee:

As discussed at the July 18, 2022 meeting of the Committee, members will find links below for information and documentation for the 2021 Accessibility Advisory Committee Annual Town Hall that may inform future discussions about the planning of the 2022 Annual Town Hall.

Agenda page: [2021 Accessibility Advisory Committee Annual Town Hall | Halifax](#)

Minutes: [November 10, 2021 Accessibility Advisory Committee Annual Town Hall Minutes | Halifax.ca](#)

Video: [Accessibility Advisory Committee Annual Town Hall, November 10, 2021 - YouTube](#)

### 2022 Event Planning

At the direction of the Committee, the Legislative Assistant, Annie Sherry, and Accessibility Advisor, Melissa Myers have continued working with staff at the Halifax Public Libraries and Halifax Regional Municipality to plan the Annual Town Hall. This memo outlines the work that has occurred since the July 18, 2022 meeting of the Accessibility Advisory Committee, ongoing efforts, and considerations for future meetings.

At the July 18, 2022 meeting of the Committee, members provided three potential dates for the 2022 Town Hall Event. These dates were provided to staff at the Halifax Public Library, and the following dates are currently on hold for Paul O'Regan Hall in the Halifax Central Library:

- Wednesday, November 16<sup>th</sup>
- Thursday, November 17<sup>th</sup>

---

Office of the Municipal Clerk

Tel: 902.943.8741  
Email: [sherryan@halifax.ca](mailto:sherryan@halifax.ca)

These two dates will be included in a forthcoming procurement process for the facilitation of the 2022 Annual Town Hall, and the date will be finalized following the closing of the procurement process based on availability of the vendor. Conversations are ongoing with respect to building out the procurement process with the hope that a vendor will be able to take a more active role in the facilitation, technical/livestreaming capacity, virtual engagement, and design of the event in consultation with the Committee. More information will be available for the September meeting of the Accessibility Advisory Committee.

Conversations have started with Corporate Communications in providing support for the 2022 Town Hall. In years past this has included the creation of a webpage on Halifax.ca, branded content for advertising, and a communications plan for sharing information about the Town Hall both on social media and internally to Halifax Regional Municipality staff.

Considerations for Future Meetings:

- Agenda Development
- Business Units Invited to Participate in 2022 Town Hall
- Role of Committee Members in Sharing Information Through Their Networks
- Role of Committee Members at the Town Hall
- Access-A-Bus Logistics