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MEMORANDUM

TO: Members of the Accessibility Advisory Committee
CC: Melissa Myers, Accessibility Advisor
FROM: Annie Sherry, Legislative Assistant
DATE: August 16, 2021
SUBJECT: **Considerations for Annual Town Hall**

Attention Chair and Members of the Accessibility Advisory Committee:

At the direction of the Committee, the Accessibility Advisor, Melissa Myers, and Legislative Assistant, Annie Sherry, met with representatives of the Halifax Public Libraries to discuss options for hosting the Accessibility Advisory Committee's Annual Town Hall. There are options for both format and dates for the Annual Town Hall, and staff are seeking direction from the Committee on which options to move forward with at the August 16, 2021 meeting.

Options for Hybrid Event:

- **Option 1:** Hosting panel in Paul O'Regan Hall (Halifax Central Library) with panelists and audience present in this location (maximum of 50 people in person with physical distancing requirements). Panel livestreamed by a contracted tech company to YouTube, with satellite locations for viewing parties at the Tantallon and Musquodoboit Harbour or Sheet Harbour Libraries. A staff member from the Municipal Clerk's Office will be present at the satellite locations to field questions.
- **Option 2:** Hosting panel in Paul O'Regan Hall (Halifax Central Library) with panelists and audience present in this location (maximum of 50 people in person with physical distancing requirements). Event livestreamed by a contracted tech company to YouTube, with each HRM library providing support for those interested in watching and participating in the Town Hall with personal devices to do so.
- **Option 3:** Hosting the event virtually in Zoom, with panelists joining from separate locations (office or home) and livestreaming the event to YouTube. Three main viewing party locations at Paul O'Regan Hall (Halifax Central Library), Tantallon, and Musquodoboit Harbour or Sheet Harbour Libraries. A staff member from the Municipal Clerk's Office will be present at the satellite locations to field questions.

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- **Option 4:** Hosting the event virtually in Zoom with Paul O'Regan Hall (Halifax Central Library) as the main viewing party location, with panelists joining from separate locations (office or home) and livestreaming the event to YouTube. Each HRM library would provide support for those interested in watching and participating in the Town Hall with personal devices to do so. Municipal Clerk's Office staff present at the viewing party location.

Halifax Public Libraries staff have advised that Paul O'Regan Hall is the biggest space available for hosting this kind of event. With physical distancing requirements, the maximum amount of people allowed in the space is 50. Halifax Public Libraries staff have advised that the room can be reconfigured to allow for more space on the floor for seating and movement throughout the Hall from an accessibility perspective. The Legislative Assistant will visit the site and report back to the Committee on how the space can be configured for the event.

Should the Committee wish to move forward with Options 1 or 2, the budget will be solely allocated to the fee for contracting a tech company to livestream the event, interpretation services, and CART Captioning. Options 3 and 4 would not require the same level of service from a tech company and there would be more room in the budget to explore other options that have been discussed (ex: translation services, digital communications/advertising the event).

Upon the decision of the Committee, the Legislative Assistant will book the desired spaces, and move forward with engaging tech companies for livestreaming if required.

Potential Dates:

Halifax Public Libraries have advised that the dates available for hosting the in-person aspect of the Annual Town Hall are:

- Monday, November 8th, 2021
- Wednesday, November 10th, 2021

Based on the availability of the facilities of the Halifax Public Libraries, the time put forward for the Annual Town Hall 7-9 p.m. Please note that the Musquodoboit Harbour Library is not available for hosting a viewing party on November 8th.

Considerations for Discussion/Decisions at a Future Meeting:

- Communication efforts (digital signage, advertising, spreading word through HRM social media channels, committee members sharing in their communities)
- Translation services
- Agenda development/distribution
- Business Units to invite for panel participation
- Legislative Assistant reporting on site visits for locations
- Access-A-Bus logistics
- Options for fielding questions from the public

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