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MEMORANDUM

TO: Members of the Accessibility Advisory Committee
CC: Iain MacLean, Municipal Clerk; Melissa Myers, Accessibility Advisor; Annie Sherry, Legislative Assistant
FROM: Tracey Jones-Grant, Managing Director, Diversity & Inclusion/ANSAIO
DATE: October 3, 2022
SUBJECT: **October 4, 2022 Special Accessibility Advisory Meeting – 2022 Town Hall Discussion**

Members of the Accessibility Advisory Committee,

Over the past few months, the Accessibility Advisor and Legislative Assistant have been working with the Committee, other business units of the Halifax Regional Municipality, and external vendors to plan the logistics of the Committee's 2022 Annual Town Hall. This annual event is a staple identified within the workplan, and the COVID-19 pandemic gave the Committee an opportunity to reimagine what this event can look like. There have been significant changes in how this event was run last year in comparison to years prior, which has in turn changed the roles that staff have taken on and resources required to help make this event come to fruition.

With this substantial shift, it is worth taking the time to reflect and ensure that all of our actions are matching the intended outcome of this annual event as directed by members of this Committee.

I want to take this opportunity to create space for a discussion for members of the Accessibility Advisory Committee to reflect and determine the overarching goals of the Town Hall and our plans moving forward. For the upcoming meeting on October 4th, I would encourage members to reflect on the following questions to prepare for this discussion:

- What is the purpose of the Annual Town Hall?
- How could this event be designed to foster collaboration and further engagement from the public?
- Is there a better time of year that this event could take place?

I look forward to our upcoming discussion where the Committee can reflect on this event together.

Sincerely,
Tracey Jones-Grant
Managing Director, Diversity & Inclusion/ANSAIO