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## MEMORANDUM

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

Attention Chair and Members of the Accessibility Advisory Committee:

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 August 16, 2021 meeting of the Accessibility Advisory Committee, ongoing efforts, and a request for further direction from the Committee on the timing of the event.

### Hybrid Event Overview:

The event will be physically hosted and livestreamed from Paul O'Regan Hall at the Halifax Central Library with viewings occurring at the Tantallon and Musquodoboit Harbour Libraries. Staff support will be available at each of the viewing locations to facilitate questions from the audience. We are working with the Halifax Public Libraries staff to ensure that support will be available for those who wish to watch or participate in the event by using a personal device at other library locations.

### Site Visit:

On September 8, 2021 the Legislative Assistant and Accessibility Advisor conducted a site visit to Paul O'Regan Hall to determine the layout, accessibility, and technical capabilities of the space. Paul O'Regan Hall can accommodate 50 people with current COVID restrictions and has room for seating on the floor, in risers, and for the panelists to be seated at the front of the Hall for the duration of the event. The site visit provided staff with further context for what technical services the Central Library has and will be needed from a livestreaming company. The Hall will also provide enough space for live ASL Interpretation and will be able to facilitate CART Captioning Services.

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### Communications:

The Accessibility Advisor and Legislative Assistant have been working with the Libraries and HRM Corporate Communications staff to develop a communications plan for the Annual Town Hall. HRM Corporate Communications is working on draft materials that will be ready for the Committee's consideration during the September 20, 2021 Accessibility Advisory Committee meeting. These drafts will provide branding options for the communications materials to be used for the event.

The communications plan includes but is not limited to:

- Advertising options for both digital and print
- Utilizing HRM social media platforms
- Creating a page for the event on the HRM website
- Timelines for launching materials
- A plan to engage the Council Coordinator Office so that information about the Town Hall may be shared in Councillor Newsletters

The Public Libraries have agreed to use their internal communications to spread the word as well. One of these options is the distribution of a flyer/postcard about the Town Hall in home delivery packages that the Library provides on a monthly basis.

### Options for Time of Event:

The Committee had previously agreed to the event taking place from 7-9 p.m. In referencing documents from previous Annual Town Halls, staff found that the events have generally taken place earlier in the evening. Staff would like direction from the Committee on moving forward with one of the following time frames:

- 6:00 – 8:00 p.m.
- 6:30 – 8:30 p.m.
- 7:00 – 9:00 p.m.

### Between now and the next AAC Meeting:

- Livestream Company Estimates received and company selected
- Business Units invited for panel participation
- ASL and CART Captioning booked
- Launch of communication materials for event
- Agenda development
- Access-A-Bus logistics