

## 9.0 STUDY CONSULTATION

The Oakville Master Plan study was launched through a Steering Committee meeting in August 2006. As the study progressed, various forms of consultation took place. Effective communication and consultation with stakeholders and the community is essential to ensure that those responsible for implementing this Fire Master Plan, and those with a vested interest, understand the basis on which certain decisions are made and why particular actions are required.

Stakeholders can provide valuable input at each step of the process, providing information about context and background from different perspectives. This helps to identify risks and provides information that is used for study analysis and recommendation phases. Engaging stakeholders and the community helps ensure that multiple perspectives can be brought to the fire master planning process.

As outlined in the study proposal, Steering Committee meetings were held at critical points, stakeholders were included through presentations and the broader public was invited to gain more information through a Public Open House at the study conclusion. A summary of overall study consultation activities follows.

### *Project Meetings*

Throughout this study, the Dillon team met with the Steering Committee to keep them abreast of study progress. The following meetings took place:

- Meeting 1: Steering Community Project Initiation - August 23, 2006
- Meeting 2: Study Progress Meeting - December 19, 2006
- Meeting 3: Study Progress Meeting - Interim Modeling Results - February 21, 2007
- Meeting 4: Study Progress Meeting - Preliminary Recommendations – April 12, 2007
- Meeting 5: Review of Draft Report – November 6, 2007

A presentation was made to the Community Services Committee on January 9, 2007 to introduce the study. In addition, other meetings were held throughout the study with Fire Department staff, the Town's Executive Management Team and combinations thereof.

### *Public and Stakeholder Consultation*

Once again, engaging stakeholders and the community helps ensure that multiple perspectives can be brought to the fire master planning process. Stakeholder and community participation in this study is the first step towards developing partnerships and their supporting relationships of trust. The Oakville Fire Department notified the public and stakeholders through direct mail, email and newspaper advertisement to encourage them to attend this meeting.

The consultation approach was designed to gain as much input from stakeholders as possible. Two meetings were held to solicit feedback from the public and stakeholders. Those meetings were held in the morning and evening of February 21, 2007 at the Training Facility of the Oakville Fire Department. In these stakeholder meetings a presentation was given to explain the study objectives, followed by a question and answer period to obtain input from the participants.

At the conclusion of these meetings all participants were given a questionnaire to complete and submit if they had any further comment or concerns that might impact the study, however, none were received. A copy of the presentation and questionnaire are attached as **Appendix B** of this report.