



# Appendix A

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## Kickoff Meeting Minutes




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MEETING: SWMMP Kickoff DATE: February 28 2020  
 LOCATION: Township of North Dumfries Community Centre TIME: 10:00-11:30 am  
 PROJECT NAME: Ayr SWM Master Plan PROJECT #: 2019-0506  
 PURPOSE: Kickoff Meeting

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PRESENT: REGRETS:  
 Roy Johnson, Water Resources, COLE (RJ) n/a  
 Mark Smuck, Director of Community Services, Ayr (MS)  
 Cyrus Rife, Operations Supervisor, Ayr (CR)

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ITEM	DESCRIPTION	ACTION BY
1.	Treasurer will want to pay bills quickly due to government funding; MS will send RJ contact info for Treasurer to facilitate coordination	MS
2.	MS indicates the Ayr does not have a great deal of background information, but may be available from Region of Waterloo and/or GRCA	Info
3.	Town is built on an old gravel pit. Instead of storm sewers, catchbasins are pervious to the fractured rock below; when they overflow, ponding occurs on streets or in people's yards. There are no sewer outlets, will need to assess ditches for conveyance capacity.	Info
4.	MS to provide information on immediate future development	MS
5.	COLE to provide Notice of Commencement of EA Study to Ayr	RJ
6.	KSmart Engineers provide technical review for the Town, in conjunction with GRCA. MS to provide contact info to COLE	MS
7.	Flooding and erosion locations were discussed.	Info
8.	Region of Waterloo has pumping stations and wells in town, MS to provide info to COLE	RJ
9.	MS retires end of April, replacement TBD.	Info
10.	Town uses GRCA rainfall data	Info
11.	Gibson Street appears to have a high groundwater level; ex. Inglis Street is 8' below surrounding grade.	Info

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**Summary of Actions**

ITEM	ACTION	LEAD	DUE DATE
1.	MS to provide COLE with available data for review	MS	
2.	COLE to provide Notice of Commencement	RJ	3/13/2020
3.	COLE to review available data, contact KSmart and GRCA, arrange meeting w/ Town staff to visit flooding and erosion locations	RJ	

Next Meeting: TBD

Minutes Recorded By: Roy Johnson

Distribution: All Invitees, Sub-Consultants