



Town of Minto

Annual Performance Report

Municipal Sanitary Collection System

Operating under

ECA # 106-W601

Issue Date: January, 2023

For the year 2024

**Prepared for the Ministry of the Environment
Conservation and Parks**

By the Town of Minto Public Works Department



Introduction

The Town of Minto (Town) Sanitary Collection System includes three separate systems: one to serve the distinct urban area of Palmerston, one to serve the distinct urban area of Harriston, and one to serve the distinct urban area of Clifford.

The facility is owned and operated by the Town of Minto under the conditions of ECA # 106-W601 on January 10th, 2023.

ECA Schedule E section 4.0 requires the submission of an annual report on the performance of the sewage works.

Any questions regarding this report can be directed to Mark Robertson, Wastewater Services Manager, Town of Minto at 519-343-2921, Fax 519-343-2182 or Cell 519-292-1374.

Email mark@town.minto.on.ca

Facility History and Description

The Town of Minto (Town) Sewage Collection System includes three separate systems; one to serve the distinct urban area of Palmerston (Palmerston Sewage Collection System), one to serve the distinct urban area of Harriston (Harriston Sewage Collection System), and another one to serve the distinct urban area of Clifford (Clifford Sewage Collection System). The Palmerston Sewage Collection System serves the distinct urban area of Palmerston and consists of works for the collection and transmission of sewage, consisting of trunk sewers, separate sewers and low-pressure forcemains, with discharge to the Palmerston Wastewater Treatment Plant (WWTP). Treated effluent from the WWTP is discharged to the headwaters of the Wallace Drain, a tributary to the Little Maitland River.

The Harriston Sewage Collection System serves the distinct urban area of Harriston and consists of works for the collection and transmission of sewage, consisting of trunk sewers, separate sewers, sewage pumping stations and forcemains, with discharge to the Harriston Sewage Treatment Works (STW), which is a three-cell aerated lagoon system. Treated effluent from the STW is discharged to the Maitland River, via Municipal Drain No. 12, during the discharge period (October 1 through April 30). Treated effluent is stored in the lagoons during the non-discharge period (May 1 through September 30), until discharging to the Maitland River is permitted.

The Clifford Sewage Collection System serves the distinct urban area of Clifford and consists of works for the collection and transmission of sewage, consisting of trunk sewers and separate sewers, with discharge via an influent sewage pumping station to the Clifford Wastewater Treatment Plant (WWTP), which is a facultative lagoon system (one aerated facultative lagoon and three facultative lagoons). Treated effluent from the WWTP is discharged to Coon Creek via Minto Municipal Drain No. 93 during the discharge period (November 1 through April 30). Treated effluent is stored in the lagoons during the non-discharge period (May 1 through October 31), until discharging to Coon Creek is permitted.



Sanitary Collection System

Operational Performance

Operational performance is considered good. Very few complaints and all infrastructure seem to be operating properly.

During heavy rains and snowmelt events no sanitary main backups or overflows were observed or reported by residents in 2024.

Environmental Trends

Provided by Maitland Valley, see attached report.

Operational Challenges

A number of manhole frame and cover repair repairs throughout the 3 communities as well as various riser adjustments to match in with existing grades. This type of repair is becoming more common on both existing and new infrastructure. Town staff will continue to monitor. Town Staff has also noted a reduction in quality of frame and covers. The new covers get stuck in the frames after 1 season.

Inspection summary

- GIS location and elevation data collected on service cleanouts has begun by Town staff and implemented into the Town's CityWide GIS program. Currently waiting on asset syncing for full functionality.
- Inspection and quality-based assessment completed on all structures in 2024.
- All overflow and outlet locations signed.
- I&I inspections completed in both Harriston and Palmerston. The goal of Identifying and reducing Inflow and Infiltration lowering the risk of an overflow event.

Calibration and Maintenance

The Town of Minto utilizes a computerized preventative maintenance system, and the sanitary collection infrastructure has been incorporated into the system. Work orders are generated and distributed to the operators monthly. These work orders have been developed from manufacturer's manuals and staff experience. Completed work orders are filed and provide history on any particular piece of equipment.

Flow metering devices were verified by a certified third-party contractor. Flowmetrix Technical Services performed this work for us in 2024 and a copy of that report is included with this one.

In-house lab equipment was calibrated, and a copy of this report is also included.

10 Manholes injected with chemical grout to seal infiltration leaks in manholes. Repairs were identified by Town staff and repaired by Specialty Grouting Services out of Southgate.



Complaints

In 2024 the Town received 7 sanitary complaints throughout the 3 Towns. They are logged and saved with a description of actions taken through Citywide.

Alterations to Authorized System

One Schedule C approved alterations to the authorized system to report in 2024. Extension of Allan St W, in Clifford.

Spills

No spills to report from the Collection system during the reporting period in 2024. O&M manual created which includes Emergency Response, Spills Reporting & Contingency Plan

Continual Improvement

- Scheduled sanitary flushing of each community once every 4 years, aligning with our Catch basin cleaning program.
- I&I data collection continues for Harriston and Palmerston. Clifford flow data indicates no need for an I&I report.
- SmartCovers (4) relocated throughout the collection system to monitor I&I.
- Introducing a new Emergency Response, Spills Reporting & Contingency Plan.
- New O&M Manual followed.
- Training for all staff dealing with the CLI-ECA

Sanitary Sewage Pumping Station Facts

Palmerston WWTP

Daily flow totals and pumping rates monitored.
Grease removal, float and milltronics cleaning.
Annual raw pump inspections
Annual generator servicing and monthly testing.

Clifford Lagoon

Daily flow totals and pumping rates monitored.
Grease removal, float and milltronics cleaning. Raw sewage pump repair and replacement.
Annual raw pump inspections
Annual generator servicing and monthly testing.



Harriston Lagoon (William St.)

Daily flow totals and pumping rates monitored.
Regular pump maintenance is performed by removing clogs and raking screens.
Old Force Main #1 air relief chamber frame and covers repaired by operators.
Grease removal, float and milltronics cleaning.
Catwalks replaced with new grating
Annual raw pump inspections
Annual generator servicing and monthly testing.

John St. SPS

Daily flow totals and pumping rates monitored.
Grease removal, float and milltronics cleaning.
Annual raw pump inspections.
Catwalks replaced with new grating
Old raw pump #1 rebuilt and kept as a spare.
Annual generator servicing and weekly testing.

Young St SPS

Daily flow totals and pumping rates monitored.
Grease removal, float and milltronics cleaning.
Replaced Raw Pump #1
Annual raw pump inspections
Annual generator servicing and weekly testing.

Lorne St SPS

Pump hours monitored daily Mon-Fri
Grease removal, float and milltronics cleaning. Raw sewage pump repair and replacement.
Annual raw pump inspections
Annual generator servicing and monthly testing.

Robertson SPS

Pump hours monitored daily Mon-Fri
Grease removal and float cleaning.
Annual raw pump inspections
Annual generator servicing and monthly testing.



All Inspection Photos Are Saved Below

F:\Mark\Manhole Inspections

Sanitary collection Schedule C Amendments

T:\E - Environmental Services\E01 - Sanitary Sewers\2024

Operating Summary Report for 2024

- Rainfall data collected from Maitland valley. Attached.

The Sanitary collection system overall are in good condition with few repairs needed throughout 2024.

Provincial Regulations

The Sanitary Collection System is operated by the Town of Minto, Public Works, Wastewater Division.

Compliance issues and inspections are handled by the MECP, Guelph District office. All regulatory sampling is analyzed by an accredited laboratory. The facility uses SGS Lakefield Research Ltd to report on all chemical and bacteriological sampling.

Only third-party certified contractors are used to verify the flow metering devices. Operating staff received formal and hands-on training over and above the regulatory requirements.

Only licensed wastewater operators are used by the Town of Minto. All operator license expiry dates are now entered into a calendar with reminders for both the operator and management.

The following is a list of staff that have operated and/or managed the facility operations in 2024.

Primary Operators	Certificate	Certificate #	Expiry Date
Mark Robertson	WWT Class 2	82671	Dec. 31, 2027
	WWC Class 2	92599	Mar. 31, 2025
Todd Cowan	WWT Class 2	90652	Mar. 31, 2026
	WWC Class 2	107292	Sept. 30, 2025
Mike Doucette	WWT Class 1	18435	Nov. 30, 2025
Matt Gerrie	WWT Class 1	112683	Feb. 28, 2027
	WWC Class 2	121157	Feb. 28, 2026
Matt Risidore	WWT Class 1	128886	Aug. 31, 2027
	WWC OIT	120395	Dec. 31, 2025



Back-up Operators	Certificate	Certificate #	Expiry Date
Todd Rogers	WWT OIT	37336	Mar. 31, 2027
	WWC OIT	37337	Mar. 31, 2027
Clarke Richardson	WWC Class 1	56393	Jun. 30, 2026
Paul Freeland	WWC OIT	39574	May 31, 2026
Cameron Fedy	WWT Class 1	121678	Apr. 30, 2026
Cole Sloan-Turnbull	WWT OIT	127926	Jun. 30, 2027
	WWC OIT	127927	Jun. 30, 2027

Other Supporting Documents

Instrument verification report.

Flow verification report.

Annual flows.

Complaint log.

Maitland Valley environmental trends.

Source Water Protection

Process flow schematic.