



Town of Minto

Annual Performance Report

Municipal Stormwater Management System

Operating under

ECA # 106-S701

Issue Date: January, 2024

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) Stormwater Management (SWM) 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 the ECA # 106-S701 on January 10th, 2023.

ECA Schedule E, section (5) requires the submission of an annual report on the performance of the stormwater 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 Palmerston Stormwater Management System serving the urban area of Palmerston's drainage area is a separate system for stormwater (i.e., designed not to convey sanitary sewage or combined sewage) within the Maitland River watershed. The Palmerston Stormwater Management System consists of storm sewers, culverts, swales, ditches, SWM facilities and outlets.

The Harriston Stormwater Management System serving the urban area of Harriston's drainage area is a separate system for stormwater (i.e., designed not to convey sanitary sewage or combined sewage) within the Maitland River watershed. The Harriston Stormwater Management System consists of storm sewers, culverts, swales, ditches, SWM facilities and outlets.

The Clifford Stormwater Management System serving the urban area of Clifford's drainage area is a separate system for stormwater (i.e., designed not to convey sanitary sewage or combined sewage) within the Maitland River and Saugeen River watersheds. The Clifford Stormwater Management System consists of storm sewers, culverts, swales, ditches, SWM facilities and outlets.



Stormwater Collection System

Operational Performance

Operational performance is considered good. Very few complaints and all infrastructure seem to be operating properly. There are no pump stations or flow meters in the collection systems to monitor and collect data from.

During heavy rains and snowmelt events no major flooding was observed or reported by residents in 2024.

Environmental Trends

Provided by Maitland Valley

Operational Challenges

No major storm sewer repairs completed in 2024.

Various riser adjustments throughout all 3 towns to match in with existing grades and repair damage caused by snow plowing.

Inspection summary

- GIS location and elevation data collected and implemented into the Town's CityWide GIS program. Still waiting on asset syncing for full functionality. Expected In 2025
- Inspection of all structures in 2024
- outlet data locations also collected.

Calibration and Maintenance

The Town of Minto utilizes a computerized preventative maintenance system, and the Clifford equipment has been incorporated into the system. Work orders are generated and distributed to the plant 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



Complaints

In 2024 the Town received 7 stormwater complaints throughout the 3 Towns. They are logged and saved with a description of actions taken through Citywide. All have been addressed and were not critical in nature.

Alterations to Authorized System

No Schedule C approved alterations to the authorized system to report in 2024.

Spills

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

Continual Improvement

- Scheduled basin cleanouts once every 4 years, aligning with our sanitary flushing program. Palmerston completed in 2024.
- Implementing Emergency Response, Spills Reporting & Contingency Plan.
- O&M Manual implemented.

Stormwater Management Facility Facts

SWM 6001 – Bell Street (Palmerston) – Storage Swale and Flow Control Device

- Inspected, March 6th, May 29th and July 15th, in good condition, No notable sediment, structure in good condition.

SWM 6002 – CNR Lands (Palmerston) – Surface Ponding Storage

- Inspected, March 6th, May 29th and July 15th, in good condition. Grass mowed, structures in good shape. Little to no sediment accumulation as it is in a park and has no road and salt or other debris contribution.

SWM 6003 – Milton Seiler Cres (Palmerston) - Dry Pond

- Inspected, March 6th, May 29th and July 15th, in good condition. Grass mowed, structures in good shape. Some vegetation in the bottom will continue to be monitored.



SWM 6004 – Creek Bank Meadows (Palmerston) – Dry Pond

- Inspected, March 6th, May 29th and July 15th, in good condition. Grass mowed, structures in good shape. Some vegetation in the bottom will continue to be monitored. Sediment in forebay likely from construction. Working on getting developer to clean out prior to final acceptance of the subdivision.

SWM 6005 – Palmerston Industrial Park (Palmerston) - Wet Pond

- Inspected, March 6th, May 29th and July 15th, in good condition. Grass mowed, structures in good shape. Shrubs and brush have grown around inlets and outlets and all around the water's edge. Removed manually with chainsaw and woodchipper into truck and disposed of.

SWM 6011 – Grand Trunk (Palmerston) – Dry Pond

- Inspected, March 6th, May 29th and July 15th, pond in good condition. Grass mowed, structures in good shape. Shrubs and brush have continued to grow around inlets and outlets. Removed manually with chainsaw and woodchipper into truck and disposed of.

SWM 6006 – Keith Gray Subdivision (Harriston) – Dry Pond

- Inspected Feb 29th, May 29th, July 17th, in good condition. Grass mowed, structures in good shape.

SWM 6010 – William Street (Harriston) – Dry Pond

- Inspected Feb 29th, May 29th, July 17th, in good condition. Grass mowed, structures in good shape.

SWM 6007 – Stever Development (Clifford) – Dry Pond

- Inspected, Feb 29th, May 28th, July 16th, in good condition. Structures in good shape.

SWM 6008 – William Street (Clifford) – Grassed Swales

- Inspected Feb 29th, May 28th, July 16th, in good condition. Grass mowed, structures in good shape.

SWM 6009 – Molto Subdivision (Clifford) – Dry Pond

- Inspected Feb 29th, May 28th, July 16th, in good condition. Structures in good shape.



All Inspection Photos Are Saved Below

T:\E - Environmental Services\E02 - Storm Sewers\ECA - Retention Pond

Stormwater Schedule C Amendments

No Schedule C amendments in 2024

Operating Summary Report for 2024

- Rainfall data collected from Maitland valley.

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

Provincial Regulations

The 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

Complaint log

Maitland Valley Environmental Trends

Source Water Report

Process flow schematic