



2025 Annual Performance Report Sanitary Collection System

January 1, 2025 to December 31, 2025

Township of Wilmot – Infrastructure Services Department

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List Of Abbreviations

Abbreviation	Definition
CCTV	Closed-Circuit Television
CLI-ECA	Consolidated Linear Infrastructure Environmental Compliance Approval
ECA	Environmental Compliance Approval
MECP	Ministry of the Environment, Conservation and Parks
O&M	Operations and Maintenance
SCADA	Supervisory Control and Data Acquisition
SOPs	Standard Operating Procedures

1 Purpose

As per the Township of Wilmot's Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA), the owner of the Sanitary Collection System is required to complete an annual performance report. The purpose of this report is to provide the Ministry of the Environment, Conservation and Parks (MECP), system owners, council members and users a summary of the performance of the sanitary collection system in the Township of Wilmot. This report will create a formal record of the performance of the sanitary collection system with respect to the system operation and any alterations. This report satisfies the reporting requirements required by Schedule E of the Township's CLI-ECA (#078-W601).

The information in this report will be essential in the planning of infrastructure maintenance and repairs with respect to the sanitary collection system.

This report will be submitted to the Director of the MECP by March 31st annually. It will also be made available to the public by June 1st annually by publishing the report on the Township of Wilmot website. Additionally, the report shall be made available by request and without charge to members of the public.

2 Scope

This annual report for the sanitary collection system includes information for the period of January 1, 2025, to December 31, 2025, for all municipal sanitary collection infrastructure owned and operated by the Township of Wilmot. This report does not include any infrastructure currently located within unassumed development sites as these remain the responsibility of the developer to own and operate.

The following areas of the Township have municipal sanitary collection systems in place:

- Baden
- New Hamburg
- Mannheim

3 System Overview

The Township owns, maintains, and operates the sanitary collection system which consists of sewers and pumping stations. The Township sanitary sewage collection system consists of 56,580m of gravity sewers and the following pumping stations:

- Forest Glen Sewage Pumping Station - SANP008 (Lift Station 1)
- Milton Byron Sewage Pumping Station - SANP001 (Lift Station 2)
- Marvin Street Sewage Pumping Station - SANPS004 (Lift Station 3)
- Baden West Pumping Station - SANPS007 (Lift Station 4)
- Milne Drive Sewage Pumping Station - SANP006 (Lift Station 5)

Treatment of the sewage from the Township's sanitary collection system is the responsibility of the Region of Waterloo. This is managed through two additional pumping stations and the New Hamburg Wastewater Treatment Facility, all owned and operated by the Region of Waterloo.

4 Inspections, Maintenance, Repairs and Improvements

The Township has created a Sanitary Operations and Maintenance (O&M) Manual which was finalized in January 2025. The O&M manual outlines procedures and schedules for inspections, maintenance and repairs. Inspections, maintenance and repairs are executed in accordance with the O&M manual and associated Standard Operating Procedures (SOPs).

The Township maintains a structured collection of SOPs that explain many of the common inspection, maintenance and repair activities and how to complete them safely and effectively. These SOPs have been approved and utilized for many years and form the basis for many of the activities performed on the wastewater distribution system.

To remain effective, sanitary collections systems require regular inspection, maintenance and monitoring to ensure they continue to meet design objectives. This process is also crucial for maintaining acceptable public safety standards.

4.1 Inspection

Lift stations are checked every Monday and Friday according to the SOP – 1.1 Lift Station Maintenance. Pumps are pulled and inspected for problems when checks indicate there may be an issue. All pump inspections and maintenance at the lift stations were completed as per SOP – 1.16 Sanitary Lift Station Pump Inspection and Maintenance. Where potential issues are identified, work orders are generated for remedial action.

More thorough condition assessments and operational evaluations of three of the lift stations was completed in 2025 by a consultant and a report with findings was provided to Township staff. The Forrest Glen (Lift 1), Milton Byron (Lift 2) and Milne Drive (Lift 5) pump stations were inspected and evaluated. The inspections identified required upgrades that would ensure the continued reliability of the facilities. This report also provided recommendations for a state of good repair and capital upgrade projects to address deficiencies and maintain long-term asset performance.

4.2 Maintenance

The following maintenance activities were performed in the 2025 calendar year:

- Each of the wet wells at the lift stations were cleaned and inspected.
- Flushing of 5,147m of sewer mains in New Hamburg (not including those completed as part of the CCTV program) were completed in 2025.
- Standby lift station pump generator units are tested regularly and serviced once in January 2025.
- Annual inspections of all generators are completed each January. Annual inspections include load bank tests, oil changes and battery tests.

4.3 Repairs

The following repairs were performed in the 2025 calendar year:

Table 1: Summary of Repairs to the Sanitary System

Location	Repairs Required	Actions Taken
424 Grandview	Root intrusion into sewer service	Repaired November 27, 2025
425 Fairview St	Leak in force main	Replaced with new pipe March 19, 2025
373 Joseph St	Offset joints at previous repair location	Repaired June 2, 2025
Milne Drive Lift Station (Lift 5)	Lift station pump out for repair	Repaired pump was re-installed at lift station March 13, 2025
Milne Drive Lift Station (Lift 5)	3 check valves in need of replacement	3 check valves were replaced September 25, 2025
Baden West Lift Station (Lift 4)	Pump repair	Pump repaired
1473 Gingerich Road, Baden	Blocked sanitary sewer resulting in a spill	Blockage removed and sewer repaired (January 30 th to February 1 st , 2025)
18 Jantzi Place, New Hamburg	Blocked sewer	Blockage cleared March 15, 2025

Complaints are received on an ongoing basis and can be made through email, phone calls or in person.

4.4 Improvements

Improvements were made to the wastewater collection system through several Township projects. Capital projects are completed to improve the function and efficiency of the sanitary system including the reduction in spills/overflows for the system. Additional projects address specific needs of the system.

An annual closed-circuit television (CCTV) program is completed by the Township to identify problem areas due to inflow and infiltration, blockages and infrastructure deficiencies. The CCTV program includes the flushing and videoing of the sanitary linear infrastructure. The CCTV program in 2025 completed surveillance on 2,503m of sanitary sewer in Baden, 5,337m of sanitary sewer in New Hamburg and 1,640m of sanitary sewer in Mannheim. The information from the CCTV program is used to identify and prioritize areas that will need improvements.

During the 2025 CCTV program, a section of sanitary sewer located adjacent to Shephard Place in New Hamburg was unable to be inspected. Access to maintenance holes is required to complete CCTV inspections and it was determined that the maintenance holes for this section of sanitary sewer were buried and inaccessible. Due to this finding, the infrastructure services department has created a plan to locate and uncover these manholes as soon as possible.

Based on the wastewater servicing report completed in 2024 and with approval from Council, a sanitary flow monitoring and modeling project commenced in 2025. This involves the installation of 7 flow meters which together with a sanitary model will provide information about flows, inflow



and infiltration as well as remaining capacities in the sanitary system. This is a 5-year project with the first set of model updates and first annual report scheduled to be completed in the spring of 2026.

5 Monitoring

5.1 Monitoring System

The Township is awaiting the release of the MECP’s monitoring guidance document to fully implement a monitoring plan. Updates to the monitoring system and procedures will be made accordingly as per the MECP guidance document when it is available.

During the 2025 calendar year, 7 flow monitors were installed as part of the sanitary monitoring and modeling project. This project will involve flow monitoring and modeling of data for a 5-year period.

Three of the pumping stations are monitored continuously using Supervisory Control and Data Acquisition (SCADA). This information can be viewed remotely, and station alarms are programmed to alert the operations staff 24 hours a day of potential issues. Operators respond to station alarms as required to ensure proper station operation. The current SCADA system does not have the capability to record and analyze data. Table 2 illustrates the instrumentation controls at the pumping stations.

Table 2: Summary of Pumping Station Instrumentation Controls

Component	Description
Process Equipment/System Elements	Pump control, on/off at Forrest Glen (lift 1), Milton Byron (lift 2), and Baden West (lift 4). These are hooked up to SCADA.
Flow Measurement Locations	Flow measurements at Milne (lift 5), Milton Byron (lift 2), and Baden West (lift 4).
Level Measurement Locations	Wet well ultrasonic level measurement at Forrest Glen (lift 1), Milton Byron (lift 2), and Baden West (lift 4).

5.2 Monitoring Data

No monitoring data is available for the 2025 calendar year, however, data will be available in the spring of 2026 from our sanitary monitoring and modeling program. Further information will be gathered and analyzed as per the formal monitoring plan once it has been created and implemented under the CLI-ECA system.

5.3 Calibration and Maintenance of Monitoring Equipment

Current equipment is calibrated and maintained as per the manufacturer’s recommendations. 7 new flow monitors were installed in the system in 2025, these are calibrated and maintained by the consultant as per the manufacturer’s recommendations.

7 Alterations

There were no Notice of Modifications submitted to the MECP during the reporting period. Alterations made to the sanitary system during the 2025 calendar year are recorded in Table 3.

Table 3: Sanitary System Projects in 2025

Project	Project Stage	Sewage Works	Significant Drinking Water Threat?
Brubacher Street	Construction completed 2025	Linear Sanitary Sewer Infrastructure	No
Foundry Street Reconstruction	Construction ongoing	Linear Sanitary Sewer Infrastructure	No
Victoria & Boullee	Construction ongoing	Linear Sanitary Sewer Infrastructure	No
Baden Trunk Phase 1	Construction completed 2025	Linear Sanitary Sewer Infrastructure	No

8 Collection System Overflows and Spills of Sewage

There was one overflow event during the 2025 calendar year. This spill originated from the blockage and broken sewer at 1473 Gingerich road in Baden. The spill resulted in sewage spilling into a roadside ditch. In response, the operations supervisor contacted the MECP Spills Action Centre and the Region of Waterloo Public Health Unit. A form for the Grand River Conservation Authority was also completed based on the nature of the spill.

As per the Township’s procedures, in the event of a spill, the information will be reported to the MECP Spills Action Centre and the Region of Waterloo Health unit upon discovery.

9 Status of Actions from Previous Years

There was one outstanding item from 2024 which was addressed in 2025:

- Milne Drive lift station pump was re-installed in 2025 after repairs were completed.