



2024 Annual Report Stormwater Management System

Table of Contents

Introduction	3
1. Brief Description of The Authorized Stormwater System.....	4
2. Overview of Condition and Operational Performance	4
2.1 Operations and Maintenance Manual update O&M	4
2.2 Summary of infrastructure upgrades to the approved system completed under other Capital construction	5
2.3 Summary of Required Monitoring Data and Interpretation	5
2.4 Summary and Interpretation of Environmental Trends	5
2.5 Summary of Operating Problems	5
2.6 Summary of Inspection, Maintenance, and Repairs.....	6
2.7 Summary of Calibration and Maintenance on all Monitoring Equipment	11
2.8 Complaints Arising from Operation of the Works.....	11
3. Alterations to the Current Authorized System	12
4. Spill(s) and Abnormal Discharge Event(s).....	12
5. Summary of Corrective Actions to Improve or Correct Performance.....	12
6. Conclusion	13
7. Definitions and Terms.....	13
8. Regulations, References, and Key Contacts.....	15

Introduction

Under Environmental Compliance Approval (ECA) agreements issued by the Ministry of Environment, Conservation and Parks (MECP), Loyalist Township is required to report annually on the requirements indicated in ECA 158-S701 for the Municipal Stormwater Management System.

This report covers the period of January 1 to December 31, 2024, and is prepared and submitted to the MECP by April 30, 2025. The report is to be made available to the public by June 1, via the Township website.

A copy of the report can also be obtained, at no charge, from Loyalist Township office located at 263 Main Street, Odessa, ON, (613) 386-7351.

Loyalist Township strives to provide information in a format accessible to all people. Please contact the Clerk's Division at 613-386-7351 ext. 7 between 8:30 am to 4:30 pm or email clerk@loyalist.ca. you may also complete a request form, available at the Municipal Office in Odessa or online at www.loyalist.ca to request an alternative format.

ECA 158-S701 lists in Schedule E Section 5.0 the reporting requirements for the Stormwater Management System. The following summaries are to be included in the annual report:

- a) All monitoring data along with an interpretation of the data and an overview of the condition and operational performance of the Authorized System and any Adverse Effects on the Natural Environment;
- b) Interpretation of environmental trends based on all monitoring information and data for the previous five years;
- c) Any operating problems encountered, and corrective actions taken;
- d) All inspections, maintenance, and repairs carried out on any major structure, equipment, apparatus, mechanism, or thing forming part of the Authorized System;
- e) Calibration and maintenance carried out on all monitoring equipment;
- f) Any complaints related to the Sewage Works received during the reporting period and any steps taken to address the complaints;
- g) All alterations to the Authorized System within the reporting period that are authorized by this Approval, including a list of Alterations that pose a Significant Drinking Water Threat;
- h) All spills or abnormal discharge events;
- i) Actions taken, including timelines, to improve or correct performance of any aspect of the Authorized System; and
- j) Status of actions for the previous reporting year.

1. Brief Description of The Authorized Stormwater System

The Storm Water Management (SWM) system serving Loyalist Township is a separated stormwater system. The system consists of storm sewers, culverts, ditches, stormwater management facilities, and outlets. The Township's SWM system, primarily covers three separate subsystems located in Amherstview, Bath, and Odessa. The total stormwater collection system has a length of approximately 48.6 kilometers. The system has one normal treatment stormwater pond, two enhanced treatment stormwater ponds, two basic treatment ponds and one basic level treatment dry pond. The system also includes one normal and five enhanced treatment Oil Grit Separators.

2. Overview of Condition and Operational Performance

Throughout this reporting year, the authorized stormwater system has performed satisfactorily. Inspections and routine monitoring observations indicate that the system's condition is acceptable based on the available information. Monitoring data has not yet been gathered, as staff are waiting for the release of the monitoring plan guidance document from the MECP.

2.1 Operations and Maintenance Manual update O&M

Loyalist Township's O&M Manual for the authorized system was finalized and implemented in December 2024. The document includes or references the following:

- a) Procedures for the routine operation of the Sewage Works;
- b) Inspection programs, including the frequency of inspection, and the methods or tests employed to detect when maintenance is necessary;
- c) Maintenance and repair programs;
- d) Operational and maintenance requirements to protect sources of drinking water, such as those included in the Standard Operating Policy for Sewage Works, and any applicable local Source Protection Plan policies;
- e) Procedures for routine physical inspection and calibration of monitoring equipment or components in accordance with the Monitoring Plan;
- f) Emergency Response, Spill Reporting and Contingency Plans and Procedures for dealing with equipment breakdowns, potential spills, and any other abnormal situations, including notification to the Spills Action Centre, the Medical Officer of Health, and the District Manager;

- g) Procedures for receiving, responding, and recording public complaints, including recording any follow-up actions taken;
- h) As-built drawings or record drawings of the Sewage Works.

2.2 Summary of infrastructure upgrades to the approved system completed under other Capital construction

During the resurfacing of five streets in Amherstview as part of the municipality's mill and pave program, all catch basin and manholes in the project boundary were repaired. This included replacing damaged frame and grates, replacing broken risers, adjusting elevations to match new road profiles and repairing the surrounding curb.

2.3 Summary of Required Monitoring Data and Interpretation

The MECP is in the process of finalizing the monitoring plan requirements, therefore, no monitoring data was obtained in 2024.

2.4 Summary and Interpretation of Environmental Trends

Currently, there is no guidance and instruction in the regulations or from the MECP to conduct monitoring of water quality or collect data for stormwater management systems, and therefore, there are no environmental trends to report. Staff have not observed any immediate impacts due to environmental patterns, nor shifts in weather or temperature that indicate any concerns.

2.5 Summary of Operating Problems

Facility	Asset ID	Operating Problem	Corrective Action
Academy St Depression	7	Inlet/outlet obstructions, reduced functionality and sediment build up	Scheduled plan for 2025 to rehabilitate back to original design

The roadside depression/swale on Academy Street in Bath was observed to have substantial inlet and outlet obstructions as well as large amounts of sediment build up. A plan has been established to rehabilitate the swale back to its original design and set to occur in Q2 and Q3 of 2025. This work will include tree and stump removal, regrading sediment removal and flushing of the sewer pipe system inletting the pond.

Minor operating issues are typically corrected during routine inspections of the stormwater management system. This usually includes removing obstructions from inlets and outlets, removing trash and other debris and clearing overgrowth. All deficiencies that cannot be repaired by the inspector are reported to the supervisor, who then schedules equipment and personnel to address the problem. These items are tracked using Citywide to ensure performance measures and actions are taken.

2.6 Summary of Inspection, Maintenance, and Repairs

The SWM system inspection program ensures the ongoing performance and reliability of all components within the system. Trained personnel perform inspections to determine maintenance requirements and proactively address potential operational issues.

Completion of an Operations and Maintenance Manual is required for sewage works within the authorized system on or before December 31, 2024. This Manual has been completed and is held by the Public Works Division. Changes will be made to the municipality's current reporting, maintenance, and inspection procedures to reflect the requirements of the O&M manual.

The program encompasses three distinct inspection tiers:

1. **Routine inspections:** Scheduled at regular intervals to monitor the condition and performance of the SWM system, ensuring long-term operational integrity.
2. **Enhanced inspections:** Triggered by routine inspection findings or specific operational concerns to address recurring or emergent issues requiring increased monitoring.
3. **Rainfall event-driven inspections:** Conducted after significant precipitation events to assess the impact of heavy rainfall on SWM system infrastructure and ensure identification and resolution of any resulting damage or performance issues.

Staff conducted routine storm pond inspections throughout the year to monitor system functionality. Inspection frequencies were not finalized until the Operations and Maintenance (O&M) Manual was completed on December 31, 2024. A summary of the inspection frequency for each component of the SWM system in 2024 is presented in Table 3.

In 2025, Table 3 will be replaced by Table 5 as part of the ongoing development and refinement of the O&M Manual. These tables may be additionally refined to meet industry best practice.

Table 1. Routine Pond inspection task list and descriptions	
Inspection Activity	Description
Outlet blockage	Visual inspection for debris, trash or vegetation blocking outflow of water. Inspect outlet pipes for condition and operational performance
Inlet blockage	Visual inspection for debris, trash or vegetation blocking inflow of water. Inspect inlet pipes for condition and operational performance
Shoreline vegetation	Visual inspection during perimeter walk for overgrowth and invasive plant species
Upland vegetation	Visual inspection during perimeter walk for overgrowth and invasive plant species - Maintained by parks staff

Table 1. Routine Pond inspection task list and descriptions	
Inspection Activity	Description
Oil build up	Visual inspection for sheen
Sediment depth	Currently not monitored
Trash build up	Remove or report trash build up in and around SWMF, inlets and outlets.
Berm stability	Visual inspection of structural integrity of berm
Inlet structure	Visual inspection of structure condition and operational performance. Removal and reporting of any obstructions
Outlet structure	Visual inspection of structure condition and operational performance. Removal and reporting of any obstructions
Maintenance access	Visual inspection of access routes. Insuring safe, easy access for maintenance staff. Ensure proper signage is in place.
Overflow	Visual inspection of overflow structures for condition and operational performance

Table 2. Routine OGS Inspection Task List and Descriptions	
Inspection Activity	Description
Condition of unit	Visual inspection of structure, Inlet flume, separation chamber, hydrocarbon baffle, screen and outlet/inlet pipes for condition and operational performance
Blockages or obstructions	Check for obstructions in any component of the OGS
Measure solid material build up	The difference between the internal structure height and the depth measure to the sediment. Multiplied by the sump area to give a volume per cubic meter. Compare to the design volume of the sump. If the sediment is >80% of the design volume schedule an OGS cleanout.
Measure fine sediment behind screen	Measure the depth of fine sediment accumulated behind the separation screen. Clean out as required
Measure floating trash and debris in separation chamber	Rough measurement of depth of floating trash. Clean out as required

Table 3. Summary of routine maintenance activities and frequency		
Location	Type	Description
All Oil Grit Separators	Sediment removal	As required by inspections
	Screen maintenance (power washing)	As required
	Visual inspection for damage to internal parts (separation chamber, separation screen, oil baffle)	Annually
	Cleanout unit	As required by inspections
All Ponds	Sediment removal	As required in O&M
	Weed control	as required
	Physical movement of parts	Annually
	Trash removal	As required by inspections

Table 4. Routine Inspection Summary			
Facility	Asset ID	Routine Inspection Frequency	Inspections Conducted
Stormwater Collection System (Sewer Pipes & Manholes)	Various	Every 15-20 years, or as required, either as part of Loyalist Township's CCTV inspection and flushing program or initiated in advance of capital projects.	0*
Stormwater Collection System (Catch basins)	Various	Every 3 years	1/3 of system
Grass swales and enhanced grass swales	7, 73		1
Parkside SWMP	1		3
Lakeside SWMP	3		3
LEBP (South) SWMP	2		3
LEBP (West) SWMP	13		2
LEBP (North) SWMP	14		1
Public Works Garage SWMP	N/A		1
Public Works Garage OGS	N/A		1
Amherstview Fire Hall OGS	1695		0
Bayshore Drive OGS	8496		0
Jordyn's Court, Amherstview OGS	8535		0
Simurda Court, Amherstview OGS	8564		0
Davy Street, Bath OGS	9055		0
Amy Lynn Drive, Amherstview OGS	8930		0
Outlets	Various	once every 4 years	0
Transitional Facilities**			
Odessa West SWMP	12		1
Lakeside Ponds SWMP	N/A		2
Loyalist Shores SWMP	10		1
Aura by the Lake SWMP	11		0
Loyalist Estates SWMP	6		3

*CCTV inspection was completed on newly installed pipe for capital projects and subdivision development as part of the quality control process.

** Facilities that are connected to the Authorized System, but ownership has not been assumed by the township. These Sewage Works are not part of the Authorized System

Routine maintenance is a scheduled program of activities designed to ensure the ongoing functionality, performance, and aesthetics of stormwater management works. These activities include tasks such as mowing, trash removal, vegetation management, sediment removal, and the upkeep of inlets, outlets, and other structures, performed at regular intervals to prevent deterioration and maintain system reliability. Typical maintenance frequencies can be seen in Tables 1 and 2. In contrast, corrective repairs are unplanned activities identified during routine

inspections, intended to address issues that impair the functionality or safety of the stormwater management system. These repairs are less frequent but often more complex and costly. A summary of maintenance and repairs can be seen in Table 6.

Routine inspection and maintenance, conducted at the recommended frequency, are critical to identifying the need for corrective repairs early. Early detection facilitates timely planning, scheduling, and budget adjustments to minimize disruption and ensure the continued performance of the stormwater management system.

Table 5. Typical Maintenance Frequency Developed (2025)**		
SWM System Component	Routine Maintenance Type	Frequency
Storm sewer pipe, manholes, and outlets	Sediment/debris removal	At least every 15-20 years or as required by inspection.
Catch basins (general)	Sediment/debris removal	Every 3 years for each zone
Manholes (directly upstream from a SWMF)	Sediment/debris removal	As required by inspection.
Culverts	Sediment/debris removal	As required.
	Vegetation management	As required.
Roadside Ditches/Swales	Sediment/debris removal	As required.
	Vegetation management	As required.
All Ponds	Vegetation management	As required by inspection.
	Invasive species	As required by inspection.
	Algae growth	As required by inspection.
	Physical movement of parts	Every inspection.
	Inlet/outlet/overflow cleanout	As required by inspection.
	Sediment removal	At least every 25 years or as required by inspection.
OGS – CDS Type	Inspection for damage to internal parts (separation chamber, separation screen, oil baffle)	At least annually as part of inspection for damage to internal parts, and as required by inspection.
	Inlet/outlet cleanout	As required by inspection.
	Screen maintenance (power washing)	As required by inspection.
	Sediment/trash/oil removal	As required by inspection.
	Cleanout unit	Immediately in the event of a spill, or as required by inspection.
OGS – Oil Interceptor Type (CR-6 Roads Garage)	Inspection for damage to internal structure/parts (chambers, vent pipes, inlet pipe, and components located below normal liquid level including weirs and outlet pipe at both invert)	At least annually as part of inspection for damage to internal parts, and as required by inspection.
	Inlet/outlet cleanout	As required by inspection.
	Snow/ice buildup	As required by inspection.
	Sediment/trash/oil removal	As required by inspection.
	Cleanout unit	Immediately in the event of a spill, or as required by inspection.

Table 5. Typical Maintenance Frequency Developed (2025)**		
SWM System Component	Routine Maintenance Type	Frequency
Grass Swales/Enhanced Grass Swale	Vegetation management	As required by inspection.
	Sediment removal	As required by inspection.
	Inlet/outlet cleanout	As required by inspection.
	Energy dissipators	As required by inspection.

Table 6. Summary of Maintenance and Repairs				
Facility	Asset ID	Description of Issue	Maintenance and Repairs Performed	Date Completed
Stormwater Collection System (Sewer Pipes & Manholes)	7038, 7041, 7046, 7281, 7025, 7022, 7246, 7238, 7236, 7234, 7225, 7223, 721, 7215, 7213, 7205, 7203, 7201, 8949	-	Manhole lids/frames and risers were repaired/ replaced and adjusted as a part of a road resurfacing project in Amherstview.	May-Aug 2024
Stormwater Collection System (Catch basins)	7918, 7919, 7023, 7024, 7019, 7018, 7021, 7020, 7039, 7040, 7042, 7043, 7044, 7045, 8951, 7853, 7251, 7249, 7233, 7235, 8100, 7239, 7240, 7241, 7243, 7245, 8091, 7248, 7226, 7222, 7220, 7219, 8130, 7216, 7212, 8129, 7206, 7204, 7200, 7199, 7814	-	Catch basin lids/frames, risers and surrounding curb were repaired/ replaced and adjusted as a part of a road resurfacing project in Amherstview.	May-Aug 2024
	Various CB's in Zone 1, Zone 5, Zone 6, Zone B1, Zone B2	-	Sediment/debris/trash was removed from catch basins, mainly in sections of Amherstview and Bath, cleaning approximately 1/3 of the system.	Jul-Oct 2024
Bayshore Enhanced Swale	73	Overgrown vegetation	Brushing and clearing vegetation	Dec 02/2024
Parkside SWMP	1	Trash build-up	Trash removed during inspection	Mar 08/2024
Lakeside SWMP	3	Overflow Structure blocked by vegetation	Obstruction removed during inspection	Mar 08/2024
		Trash build-up	Trash removed during inspection	Mar 08/2024
LEBP (South) SWMP	2	Trash build-up on shoreline	Trash removed during inspection	Apr 03/2024
Transitional Facilities**				
Lakeside Ponds SWMP	N/A	Trash build up	Trash removed during inspection	Mar 08/2024
Loyalist Shores SWMP	10	Trash build up	Trash removed during inspection	Mar 08/2024
Regular Maintenance**				
Catch basins in Amherstview and Bath	(Zone 1, 5, 6, B1, B2)	Annual Inspection/ Cleanout	Inspected and sediment was removed via a vacuum truck by township staff.	May-Aug 2024

** Facilities that are connected to the Authorized System, but ownership has not been assumed by the township. These Sewage Works are not part of the Authorized System

2.7 Summary of Calibration and Maintenance on all Monitoring Equipment

As per the ECA requirements, a Monitoring Plan will be developed and implemented for the authorized system on or before September 30, 2025, or within twenty-four months of the date of the publication of the Ministry's monitoring guidance, whichever is earliest. The monitoring plan will include procedures for routine physical inspection and calibration of monitoring equipment or components. Currently Loyalist Township has no monitoring equipment for the authorized stormwater system to report on.

2.8 Complaints Arising from Operation of the Works

The CLI ECA requires that the Township log all complaints and inquiries, investigate, and address them. Township staff make every effort to respond to complaints in a timely manner. Citywide is used to record details, actions taken and the status of the workorder/service request. Service requests are logged and distributed by type.

Loyalist Township received six service requests in 2024 in relation to the authorized system. All complaints were promptly and fully investigated by Loyalist Township staff to their satisfaction. Table 4 lists all the complaints with respect to the Authorized Stormwater Management System received during the reporting period.

Service requests concerning rural culverts, private property drainage issues and The County of Lennox and Addington property are outside of the scope of the CLI ECA and are not included in this report.

Table 7. Summary of Complaints and Current Status of Issues

Service Request	Facility	Asset ID	Issue	Action	Status
SR-19268	Stormwater Collection System	N/A	Catch basins obstructed	Cleared obstruction	Resolved
SR-18486	Stormwater Collection System	7349, 8421	Catch basins obstructed	Inspection performed; no action needed	Resolved
SR-17860	Stormwater Collection System	7949	Cross culvert not draining	Inspection performed	In progress
SR-17589	Stormwater Collection System	7377	Catch basin obstructed	Inspection performed, determined to be a lot grading issue	Resolved
SR-17099	Stormwater Collection System	Downstream of 8676	Beaver dam	Dam dismantled, contracted trapper	Resolved
SR-16942	Stormwater Collection System	9079	Catch basin obstructed	Cleared obstruction	Resolved

3. Alterations to the Current Authorized System

The following alterations were made to the Authorized Stormwater Management System in 2024.

Table 8. Summary of Alterations			
Description	Drinking Water Threat	Form	Status
Loyalist Estates Phase 12 – New storm sewers	None	SW1	In Progress
Odessa West Improvements – Storm sewer replacement and new extensions	None	SW1	In Progress
Loyalist Township Public Works Garage - New SWMF	None	SW2	Complete
Lakeside Ponds Phase 1 Stage 4 & Phase 2 Stage 1 Loyalist Estates Phase 4 & 7	-	DNF	Works Assumed by Loyalist Township

4. Spill(s) and Abnormal Discharge Event(s)

No spills or abnormal discharge events occurred during the reporting period.

5. Summary of Corrective Actions to Improve or Correct Performance

Table 9. Summary of Corrective Actions				
Year	Facility	Asset ID	Description of Action	Status
2023	Stormwater Collection System	Various	8 Km of storm sewer inspected. Flushed/cleaned 2.3 Km of storm sewer	Complete
	Stormwater Collection System	Various	Review and implement plan for repair/maintenance based on CCTV report	In Progress
	Lakeside SWMP	3	Sediment was removed as part of the subdivision agreement before ownership was transferred to Loyalist Township	Complete
2024	Academy St. North Side Depression	7	Scheduled plan for 2025 to rehabilitate back to original design	In Progress

6. Conclusion

To the best of staff's knowledge, the authorized stormwater system is operated in compliance with the conditions set out in the ECA. This report has been compiled in accordance with the reporting requirements of Schedule E Section 5.0 of ECA 158-S701.

7. Definitions and Terms

“Alteration(s)” includes the following, in respect of the Authorized System, but does not include repairs to the system:

- a) An extension of the system
- b) A replacement or retirement of part of the system, or
- c) A modification of, addition to, or enlargement of the system.

“Authorized System” means the Sewage Works comprising the Municipal Stormwater Management System authorized under the ECA 158-S701.

“Appurtenance(s)” has the same meaning as defined in O. Reg. 525/98 (Approval Exemptions) made under the OWRA

“CCTV” means a closed-circuit television video, in relation to the process of using a camera to see inside of stormwater pipes.

“CDS” means a type of MTD

“CLI ECA” means Consolidated Linear Infrastructure Environmental Compliance Approval.

“CWA” means the *Clean Water Act*, R.S.O. 2006, c.22.

“EAA” means the *Environmental Assessment Act*, R.S.O. 1990, c. E.18.

“ECA” means Environmental Compliance Approval.

“EPA” means the *Environmental Protection Act*, R.S.O. 1990, c.E.19.

“Director Notification Form” means the most recent version of the Ministry form titled Director Notification – Alterations to a Municipal Stormwater Management System, as obtained directly from the Ministry or from the Ministry's website.

“DNF” means Director Notification Form

“Form SW1” means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Storm Sewers/Ditches/Culverts as obtained directly from the Ministry or from the Ministry's website.

“Form SW2” means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Stormwater Management Facilities as obtained directly from the Ministry or from the Ministry’s website

“Licensed Engineering Practitioner or LEP” means a person who holds a licence, limited licence, or temporary licence under the *Ontario Professional Engineers Act* R.S.O. 1990, c. P.28.

“LID” means “low impact development” a Stormwater management strategy that seeks to mitigate the impacts of increased runoff and Stormwater pollution by managing runoff as close to its source as possible. LID comprises a set of site design strategies that minimize runoff and distributed, small scale structural practices that mimic natural or predevelopment hydrology through the processes of infiltration, evapotranspiration, harvesting, filtration, and detention of Stormwater.

“MECP” means the Ministry of Environment, Climate, and Parks.

“Monitoring Plan” means the monitoring plan prepared and maintained by the Owner under condition 4.1 in Schedule E of ECA 158-S701.

“MTD” means manufactured treatment device.

“Municipal Stormwater Management System” means all Sewage Works, located in the geographical area of a municipality, that collect, transmit, or treat Stormwater and are owned, or may be owned pursuant to an agreement entered into under the *Planning Act* or *Development Charges Act*, 1997, by:

- a) A municipality, a municipal service board established under the *Municipal Act*, 2001 or a city board established under the *City of Toronto Act*, 2006; or
- b) A corporation established under sections 9, 10, and 11 of the *Municipal Act*, 2001 in accordance with section 203 of that Act or under sections 7 and 8 of the *City of Toronto Act*, 2006 in accordance with sections 148 and 154 of that Act.

“O&M Manual” means the operation and maintenance manual prepared and maintained by the Owner under condition 3.2 in Schedule E of ECA 158-S701.

“OGS” means Oil and Grit Separator(s).

“OWRA” means the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40.

“Privately Owned Stormwater Works” means Stormwater Sewage Works on private land that are privately owned and, while not part of the Authorized System, are considered part of a Stormwater Treatment Train.

“Separate Sewer(s)” means pipes that collect and transmit sanitary Sewage and other Sewage from residential, commercial, institutional, and industrial buildings.

“Sewer” has the same meaning as defined in section 1 of O. Reg. 525/98 under the OWRA.

“Significant Drinking Water Threat” has the same meaning as defined in section 2 of the CWA.

“Spill(s)” has the same meaning as defined in subsection 91(1) of the EPA.

“Storm Sewer” means Sewers that collect and transmit, but not exfiltrate or lose by design, Stormwater resulting from precipitation and snowmelt.

“Stormwater” means rainwater runoff, water runoff from roofs, snowmelt, and surface runoff.

“Stormwater Management Facility or Facilities” means a Facility for the treatment, retention, infiltration, or control of Stormwater.

“Stormwater Treatment Train” means a series of Stormwater Management Facilities designed to meet Stormwater management objectives (e.g., Appendix A) for a given area, and can consist of a combination of MTDs, LIDs and end-of-pipe controls.

“SWM” means Stormwater Management.

“SWMF” means Stormwater Management Facility.

“SWMP” means Stormwater Management Pond

8. Regulations, References, and Key Contacts

In addition to meeting permits and license requirements issued for the Stormwater Management System, all acts and regulations made with regards to operating, licensing of facilities, licensing of operators, and quality standards must be met. Pertinent legislation and regulatory/professional bodies include:

- *Clean Water Act (CWA)*
- *Drainage Act*
- *Environmental Protection Act (EPA)*
- *Ontario Water Resources Act (OWRA)*
- Canadian Water and Wastewater Association
- MECP (www.ontario.ca)

For further information on this report or a related topic or if there are any questions regarding the information contained in this report, please contact:

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