

Client Guidelines:

Irrigation Works Management Plan

A. Purpose

These guidelines outline the requirements for an irrigation district to establish and update an Irrigation Works Management Plan in a form and manner acceptable to the Ministry of Agriculture.

B. Irrigation Works Management Plan Reporting Requirements

An irrigation district is required to complete an Irrigation Works Management Plan based on the size and complexity of the district's infrastructure.

	TIER 1	TIER 2A	TIER 2B	TIER 3
Number of Irrigated Acres	-	< 6,000	< 6,000	≥ 6,000
Value of Assets	-	< \$5 million	< \$5 million	≥ \$5 million
Shared Infrastructure	No	Yes	Yes	Yes
IRP Funding	No	No	Yes	Yes
Plan Update Requirement	No	5 years	Annually	Annually

Tier 1

- The District has no common infrastructure works. The district will be required to complete the "Irrigation Works Management Plan—Tier 1" form to acknowledge there are no common infrastructure works that release them from the obligation to complete a detailed plan, collect a levy from the users and maintain a replacement fund. The form must be submitted annually to the ministry as a requirement of *The Irrigation Act, 2019*.

Tier 2A

- Districts with less than 6,000 irrigated acres or infrastructure replacement cost less than \$5 million are required to complete and update the information within the Irrigation Works Management Plan every five years. The "Irrigation Works Management Plan—Tier 2A" form must be submitted annually to the ministry as a requirement of *The Irrigation Act, 2019*.

Tier 2B

- Districts with less than 6,000 irrigated acres or infrastructure replacement cost less than \$5 million but are receiving funding from the Irrigation Rehabilitation Program (IRP) are required to complete and update the Irrigation Works Management Plan annually.

Tier 3

- Districts with equal to or greater than 6,000 irrigated acres or infrastructure replacement costs are equal to or exceeding \$5 million are required to complete and update the Irrigation Works Management Plan annually.

C. Irrigation Works Management Plan Development

1. An initial plan may be developed with the ministry's assistance using the information provided by the irrigation district. The ministry and the district work collaboratively to complete the plan.
2. Irrigation Works Management Plans are required to be updated based on the district tier.
3. The plan must be submitted to the ministry for review and approval by March 31 of the given year.

D. Irrigation Works Management Plan Requirements

1. The plan will be in the form provided by the ministry and must include:
 - a. A description of all irrigation district works, including the name and type, number and location.
 - b. The estimated or planned timing and cost of irrigation district works renewal or replacement.
 - c. A detailed description of any project to renew, replace or decommission irrigation works along with an explanation of why the project is planned, how the project will be completed and the timeframe for completion.
 - d. The irrigation district's estimated annual contributions to its irrigation replacement fund. Refer to "Irrigation Replacement Fund Client Guidelines" for further details regarding the fund.
 - e. Any other information as reasonably required by the ministry.
2. The ministry may assist the irrigation district in the creation and management of the plan as required.

3. The irrigation district may hire an independent third party to complete the initial plan and/or the plan updates. The plan must follow the form approved by the ministry.

E. Irrigation Works Management Plan Amendments

An irrigation district may, at any time before the additional work has been completed, submit changes or amendments to its irrigation works management plan to the ministry for approval.

F. Ministry Review

The ministry will review the Irrigation Works Management Plan or plan amendment and:

- a. Approve the plan or the amendment (conditions may apply); or
- b. Request additional information or documentation within 30 days; or
- c. Provide comments to the irrigation district; or
- d. Suggest or request changes to the Irrigation Works Management Plan or the plan amendment; or
- e. Request a meeting with the irrigation district within 30 days.

G. Failure to Adhere to the Irrigation Works Management Plan

Should an irrigation district fail to adhere to the Irrigation Works Management Plan, the ministry will work with the irrigation district to review and/or amend the plan as needed. Refer to “Irrigation Replacement Fund Guidelines” for issues surrounding sufficiency of annual levy or sufficiency of account required.

H. Authority

The following sections of *The Irrigation Act, 2019* (effective March 20, 2020) apply to these guidelines:

- Section 4-1(1)(b) identifies that an irrigation district is required to complete an irrigation works management plan and the plan must be submitted to the ministry.
- Section 4-1(1)(d) requires the irrigation district to adhere to the irrigation works management plan.

- Section 4-1(1)(e) requires the irrigation district to report any changes to the irrigation works management plan to the ministry.
- Section 6-3(1) confirms it is an offense to make a false statement or provide false information, omit information and fail to comply with the Act and *The Irrigation Regulations, 2020*.

The following sections of *The Irrigation Regulations, 2020* (effective March 20, 2020) apply to these guidelines:

- Section 19 outlines the information required within the irrigation works management plan, the timing of the submission and options for amendments to the plan.

I. Definitions

Irrigation replacement fund: a fund that is solely for the purpose of renewing, replacing, or decommissioning an irrigation district's irrigation works.

Irrigation Rehabilitation Program: a program to fund immediate and/or future costs associated with irrigation infrastructure rehabilitation as outlined in an irrigation works management plan. An irrigation district may receive funding from this program but must first have a signed irrigation works transfer agreement with the ministry to be considered.

Irrigations Works Management Plan: a plan for the renewal and replacement of the irrigation district's irrigation works based on the projected useful life of the irrigation works.

Shared Infrastructure: common irrigation works to convey water to multiple users.

J. General

The Irrigation Works Management Plan is a tool to help manage infrastructure condition assessments, funding requirements and prioritize rehabilitation and replacement activities.

The goal of completing an Irrigation Works Management Plan is to monitor the state of the district's infrastructure and plan for short- and long-term rehabilitation and replacement. Continual monitoring and assessment will help inform district investment requirements for their irrigation replacement fund. The goal is self-sustaining irrigation districts that are financially independent and successful.

Visit the Ministry of Agriculture [irrigation webpage](#) for more information or contact Crops and Irrigation in Outlook at 306-867-5500.