

Client Guidelines: Irrigation District Annual Reporting

A. Purpose

The purpose of this guideline is to clearly identify the documentation an irrigation district must submit annually to the Ministry of Agriculture to meet the requirements of *The Irrigation Act, 2019*.

B. Requirements

The table below identifies what an irrigation district is required to submit and the date by when it must be submitted to the ministry.

Requirement	Annual Date Due
Annual reporting will include submission of the following documents: <ul style="list-style-type: none">Minutes from the annual meeting with details respecting the irrigation district's business affairs.Financial statements, including details of the Irrigation Replacement Fund (IRF). The following statements are required:<ul style="list-style-type: none">✓ Balance sheet.✓ Income statement.✓ Cash flow statement.	Within 120 days of district's fiscal year end.
<ul style="list-style-type: none">Assessment Role – a record of irrigators served by the irrigation district. Includes details such as irrigator name, legal land location, acres, water charges, etc.	March 31
<ul style="list-style-type: none">Copy of new bylaws or amended by-laws.	March 31
<ul style="list-style-type: none">Irrigation Works Management Plan (IWMP), which includes:<ul style="list-style-type: none">✓ Estimated or planned timing and cost of irrigation works renewal/replacement.✓ Estimate annual contributions to the IRF.✓ Description of all irrigation works including name and type, number and location.✓ Detailed description of any project to renew, replace or decommission irrigation works.	March 31 (Amendments to plan, submit as updated.)

C. Authority

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

- Section 2-14 identifies the information related to water services charges that are captured in the assessment role.
- Section 2-17 identifies the annual reporting requirements for an irrigation district.
- Section 2-22 identifies an irrigation district's responsibilities regarding bylaws.
- Section 4-1 identifies the requirements for an Irrigation Replacement Fund and Irrigation Works Management Plan for an irrigation district.

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

- Section 19 identifies the details required in an Irrigation Works Management Plan and the requirement to identify the estimated annual contribution to the IRF.

D. General

1. The Ministry of Agriculture is responsible to ensure compliance with *The Irrigation Act, 2019* and *The Irrigation Regulations, 2020*.
2. The Ministry of Agriculture provides support and technical assistance to irrigators and irrigation districts throughout the province of Saskatchewan.

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