

**TO:** All HQ Directors, Operations, Planning and Major Projects  
All Regional Directors  
All District Highways Managers

**SUBJECT:**

Update to Fibre Optic Telecommunications Approvals Procedures.

**PURPOSE:**

To clarify and update policy and procedure with respect to the approvals process for utility companies wishing to construct, maintain and operate fibre optic telecommunications facilities on highways under the jurisdiction and control of the Ministry of Transportation and Highways.

**BACKGROUND:**

Technical Circular T14-00 "Fibre Optic Telecommunications Facilities Policy and Procedures" outlined the District Approvals process for any fibre optics telecommunications installations on a highway. This Circular further clarifies the approvals process for fibre optic telecommunications installations.

**NEW POLICY:**

Where applications are received to place fibre optic telecommunications facilities on highway right-of-way, the following approvals procedure will be followed.

- Applications continue to be received by District offices. A District representative will be selected to manage the application.
- Where an application covers more than one District in a Region, the Regional Director will select a District to coordinate the application.
- Where the application covers more than one Region, The ADM, Highways Operations will work with Regional Directors to select one District to coordinate the application.
- One Project Agreement will be issued for each application.
- The District Representative will be responsible for developing terms related to the location of the facility in the highway and will establish site specific terms and conditions related to the construction and maintenance of the facility.
- Applications received by the District representative will be forwarded to the Manager, Operations Policy, Construction and Maintenance Branch who will be responsible for the preparation of the Project Agreement. Preparation of the Agreement includes District terms and conditions and BCTFA pricing and pricing related terms and conditions.

- Sign off of Project Agreements will be the responsibility of the Ministry Executive (ADM, Highways Operations Department).
- If it is determined by the BCTFA that no fee is to be set for the proposed works, the current District development approvals process is to be followed.

**CONTACT:**

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