

To: See Distribution

Subject:

Highways Operations Department Registry of External Operating Agreements

Purpose:

To establish a procedure for the approval, retention and upkeep of external operating agreements.

BACKGROUND:

The Department has recognized the requirement to compile and maintain a central registry of all external operating agreements negotiated by the Ministry that impact or may impact some portion or aspect of highway operations. External operating agreements are defined as any protocols, memorandum of understanding, master agreements that have been negotiated by or on behalf of the Highways Operations Department.

NEW POLICY:

- All external operating agreements are to be forwarded to the Manager, Operations Policy for file retention purposes and dissemination throughout the Ministry.
- The Manager, Operations Policy will be responsible for alerting the Department Representative of renegotiation periods or any other key date or administrative duties associated with the agreement.
- A listing of the agreements will be maintained and provided in paper and electronic format by the Manager, Operations Policy.
- The Director, Marine Branch is responsible for the implementation of this policy.

The Registry currently includes the following Agreements:

MOTH/BC Hydro Protocol Agreement	Director, Region Two
MOTH/BC TEL Protocol Agreement	Director, Region Six
MOTH/West Kootenay Power Protocol Agreement	Director, Region Three
BCTV Video Image Agreement	
Rogers Cantel Wireless Master Agreement	Director, C & M Branch
Clearnet Wireless Master Agreement	Director, C & M Branch
Microcell Wireless Master Agreement	Director, C & M Branch
BC TEL Mobility Wireless Master Agreement	Director, C & M Branch
MOTH/LEDCOR Ind. Fibre Optic Master Agreement	Director, C & M Branch

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Registry of External Operating Agreements

MOTH/BC Cattlemen's Assoc. Sch. 2 Fencing	Chief Environmental Services Officer
MOTH/Stellat'en First Nations ROW Settlement Agreement	Director, Aboriginal Relations Branch
MOTH/MELPMOU, Utility Line Administration Section 4/74 Roads	Director, Properties Branch
MOTH/Ministry of Environment MOU Operational Activities	Chief Environmental Services Engineer
MOTH/EMPR MOU Gravel Pit/Quarry Operations	Chief Geotechnical Materials and Pavements Engineer
MOTH/Min. of Forests Protocol Agreement	Director, C & M Branch
MOTH/BCTFA MOU Highway Capital Projects	Deputy Minister
MOTH/Mt. Revelstoke Park Highway Maintenance (Draft)	District Manager, Selkirk District

The Registry will not include standard contracts or agreements. Some examples which would not be included in the Registry are:

- Cost sharing agreements
- Permits issued by District Development Approvals staff
- Road and Bridge Maintenance contacts.

For clarification of this policy contact the Director, Marine Branch, Headquarters.

Contact:

Darcy Byers  
Director, Marine Branch

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Manager, Operations Policy

***Original Signed By:***

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Dan Doyle  
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Highways Operations Department