



## INTRODUCTION

### PURPOSE

This policy presents budgeting, financing and operating guidelines for municipally owned streetlights and describes the criteria for reviewing requests for new streetlight installations.

### OBJECTIVES

The objectives of the Street Lighting Policy are to:

1. Provide policy direction with respect to street light service levels and overall street light administration;
2. Provide tax payers with direction on how to request changes to the street light service;
3. Provide the Director of Finance with direction on making changes to the street light service;
4. Provide the Director of Operational Services with direction on repairing and replacing malfunctioning street lights;
5. Provide the Director of Engineering Services with direction on developer installation standards and fees;
6. Provide the Director of Planning and Development with direction on developer installation standards and fees.

### SCOPE

This policy applies to municipally owned and operated streetlights. It does not apply to privately installed lights. Municipally owned streetlights are provided for traffic safety, not property security.

### DEFINITIONS

Term	Definition
Streetlight Serviced Area	An area currently serviced with streetlights where streetlights appear in a specific pattern throughout the serviced charge area (the Corridor urban service area, Mt Uniacke subdivision/Park properties, the Rawdon streetlight service area and the electoral districts of Nine Mile River and Enfield District 10).
Streetlight Partially Serviced Area	An area partially serviced with streetlights or an area where an area rate is charged to contribute towards a neighbouring urban serviced area (areas of Elmsdale, Milford and Shubenacadie that fall outside the centrally serviced area; safety lighting throughout electoral districts 12 and 13, Mt Uniacke).
Streetlight Un-serviced Area	An area where no streetlights or charges for urban services exists (the remainder of the Municipality).
By-Law	Denotes laws passed and enforced by the Municipality.
Council Policy	A resolution of the council that is required, pursuant to the Municipal Government Act, to be recorded in the by-law records of a municipality, except where the context otherwise requires.
Policy Directive	An order or instruction issued by the Municipality through policy statements. Directives are typically mandatory and use terms “must”, “shall” and “will”.
Policy Guideline	A policy statement such as a rule or principal that provides guidance to appropriate behavior. Guidelines are non-mandatory and use the terms “may” and “should”.
Standard	An organization’s technical and performance specifications in regard to a deliverable.



## POLICY

The Municipality of East Hants is responsible for all costs associated with the ownership of its streetlight assets. These costs include, but are not limited to, the installation, maintenance and operation of streetlight fixtures and arms. Installation and maintenance of streetlights are contracted to an external service company.

This policy presents budgeting, financing and operating guidelines for municipally owned streetlights, describes the criteria for reviewing requests for new streetlight installations and outlines subdivider/developer installation standards and fees.

### POLICY STATEMENTS

The following policy statements are the directives and rules by which the Municipality of East Hants personnel must follow.

#### 1.0 Budget and Financing

- 1.1 The Streetlight Serviced Area Map, appended to this Policy as Schedule A, identifies streetlight serviced areas, as defined by this Policy.
- 1.2 Within Streetlight Serviced Areas, as shown on Schedule A, Subdividers/Developers are required to pay for the installation of municipally approved streetlights according to the guidelines set in Schedule B of this Policy.
- 1.3 Per Council motion C11(303), a Streetlight Reserve is established for the following purposes:
  - a) To provide for a reasonable and cost-efficient inventory of light fixtures and arms for replacements and new installations;
  - b) To provide for the installation, maintenance and labour costs related to new installations; and,
  - c) To provide for a cost-efficient and reasonable capability of recovering from uninsurable streetlight related losses due to a natural disaster or other unforeseen event.

The balance of this reserve will be reviewed annually during the regular budgeting process.

- 1.4 The Streetlight Reserve will be divided into two areas:
  - a) Urban Service Rate Streetlight Reserve, which will fund streetlight costs for Urban Service Rate communities; and,
  - b) Other Streetlight Reserve, which will fund streetlight costs for streetlight-serviced communities who are charged only for streetlight services.
- 1.5 Capital budgets will be proposed to Council on an annual basis. These budgets will be based on an estimate of new streetlight installations for the forthcoming fiscal year. New installations do not include replacements, which are considered a maintenance operating cost. Over-expenditures of this budget will be governed by the rules set out in Council approved policy.
- 1.6 Operating budgets will be proposed to Council on an annual basis to provide for streetlight maintenance, insurance and operational costs. Over-expenditures of this budget will be governed by the rules set out in Council approved policy.



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1.7 The Municipality shall recover any streetlight-related costs, not financed by reserves or subdividers/developers, by one of the following methods, as specified in the terms of an area petition or by the local area Councillor(s) of the charge area:

- a) Uniform amount per property;
- b) Uniform amount per dwelling unit; or
- c) Area rate per \$100 of assessment.

1.8 This charge will be included on and become part of the total taxes due on the annual final tax billing.

1.9 All area rates will be approved by Council on an annual basis.

### 2.0 Streetlight Areas

The Municipality of East Hants sets various area rates for streetlight charges. Areas throughout the Municipality can be defined as streetlight serviced, partially serviced and un-serviced; see below. The Streetlight Serviced Area Map is found in Schedule A of this policy. The Streetlight Serviced Area Map is a map showing the fully serviced streetlight areas of East Hants. This map, as amended from time to time by Council, will be maintained by the Director of Planning and Development. The map will be a reference when enforcing the Subdivision By-Law (SUB) for the purpose of determining when a developer will be required to provide for the capital cost of streetlights.

Streetlight Serviced Area	An area currently serviced with streetlights where streetlights appear in a specific pattern throughout the serviced charge area (the Corridor urban service area, Mt Uniacke subdivision/Park properties, the Rawdon streetlight service area and the electoral districts of Nine Mile River and Enfield District 10).
Streetlight Partially Serviced Area	An area partially serviced with streetlights or an area where an area rate is charged to contribute towards a neighbouring urban serviced area (areas of Elmsdale, Milford and Shubenacadie that fall outside the centrally serviced area; safety lighting throughout electoral districts 12 and 13, Mt Uniacke).
Streetlight Un-serviced Area	An area where no streetlights or charges for urban services exists (the remainder of the Municipality).

### 3.0 Guidelines for Installations in Streetlight Serviced Areas

#### 3.1 General

Streetlights are provided for traffic safety, not property security.

The Municipality reserves the right to make streetlight servicing decisions in a manner that allows for control of the billing structure in place.

#### 3.2 Streetlight Requests

Developers will apply directly to the Municipality for all new streetlight installations.



Individual residents and organizations may apply directly to the Municipality for a new streetlight to be located in a Serviced Area only. Individual residents and organizations who wish to apply for a new streetlight in a Partially Serviced or Un-serviced area must do so through their area Councilor or via the petition process (see Section 3).

Requests shall be reviewed and approved or denied by the Director of Finance. Where this policy is silent, approval to proceed with streetlight installation or removal will be sought from the Councilor(s) in the charge area or by a motion of Council.

**3.3 Decision Criteria for Serviced Area Streetlight Requests**

The Municipality of East Hants does not have a comprehensive street lighting design plan. In the absence of such a plan, the installation of streetlights will be reviewed and approved or denied based upon the following applicable street lighting policy guidelines:

- a) The streetlight capital budget can accommodate the new installation or the CAO has approved an over-expenditure according to current policy of Council;
- b) The light requested is within a Serviced Area and follows the established pattern in the area;
- c) The lights requested are servicing new development within a Serviced Area;
- d) The light requested is within a Partially Serviced or Un-serviced area and is classified as Safety Lighting;
- e) There is an existing utility pole at the requested location;
- f) The light is not located on private property;
- g) The light is roadway facing;
- h) There is sufficient electric equipment, wiring, and pole space clearance available at the requested location for the addition of a streetlight.

**3.4 Decision Criteria for Safety Lighting Streetlight Requests**

Safety lighting requests will be reviewed and approved or denied based on the following:

- a) The request is for one light or the sporadic placement of lights throughout an area;
- b) In a Partially Serviced area the request must be supported by the area Councilor and the existing rate must cover the anticipated cost;
- c) In Un-serviced areas, where the streetlight will be charged to the Transportation budget of the Municipality, the request must be supported by a motion of Council;
- d) There is an existing utility pole at the requested location;
- e) The light is not located on private property;
- f) The light is roadway facing;
- g) There is sufficient electric equipment, wiring, and pole space clearance available at the requested location for the addition of a streetlight;
- h) Priority will be given to the installation of safety lights at/in:
  - i. roadway intersections;
  - ii. pedestrian crosswalks;
  - iii. areas with high night-time traffic accident history (per Police/Fire Dept);
  - iv. areas with road conditions that are deemed potentially hazardous;
  - v. areas of heavy pedestrian or vehicular traffic, such as public or community buildings (schools, community centers, etc.).



### 4.0 New Streetlight Service Requests

The Municipality reserves the right to make streetlight servicing decisions in a manner that allows for control of the billing structure in place.

#### ***New Streetlight Services - Partially Serviced area***

A new streetlight service is considered as a request for a substantial (more than 5% of the pre-existing number of lights in any one fiscal year) installation of lights within a Partially Serviced area. This does not include the installation of safety lighting within these areas.

#### ***New Streetlight Services - Un-serviced area***

A new streetlight service is considered as a request for the installation of lights within a previously un-serviced area. This does not include the installation of safety lighting within that area.

A *New Streetlight Service* may be requested by the area Councillor(s) or by petition. Where charges for a new service cross electoral boundaries, approval to proceed must be received from all area Councillors affected. Where a petition is required, resources permitting, municipal staff will undertake the petitioning of property owners within the proposed charge area. Where a new billing area rate is required, lights will not be installed until Council approves the creation of the new rate.

The petition shall:

- a) clearly map the charge area to which the request pertains;
- b) indicate the properties that are located within the charge area;
- c) indicate the proposed cost impact of installation and estimated area rate as determined by the Director of Finance in consultation with the area Councillor(s) (charged per property, charge per dwelling unit or charge per \$100 of assessment);
- d) indicate the proposed location of the streetlights to be installed; and,
- e) indicate that owners representing at least 2/3 of the properties in the charge area must attest that they are in favour of street lighting in order for the petition to be considered.

### 5.0 Removal of Streetlight Services

Removal of existing streetlights may be requested by the area Councillor(s) or by petition. Where the service charge area crosses electoral boundaries, approval must be received from all area Councillors affected. Where a petition is required, resources permitting, municipal staff will undertake the petitioning of property owners within the proposed charge area. The petition shall:

- a) clearly map the charge area to which the request pertains;



- b) indicate the properties that are located within the charge area;
- c) indicate the proposed cost impact of removal and a method of charge back as determined by the Director of Finance in consultation with the area Councillor(s) (charged per property, charge per dwelling unit or charge per \$100 of assessment);
- d) indicate the estimated annual savings of removing the lights;
- e) indicate the exact streetlights to be removed; and,
- f) indicate that owners representing at least 2/3 of the properties in the charge area are in favour of the removal of the street lighting in order for the petition to be considered.

### 6.0 Repairs and Replacement of Malfunctioning Streetlights

The Director of Operational Services is responsible for coordinating the installation, maintenance and replacement of all streetlights.

The Municipality will become aware of malfunctioning street lights as follows:

- a) by reports received from the public; and
- b) by periodic area sweeps.

The Municipality will order repairs/replacements of malfunctioning streetlights from its maintenance contractor in accordance with the following guidelines:

- a) If there is a clear and imminent threat to public safety, a repair or replacement will be ordered immediately;
- b) Otherwise, the Municipality will order repairs/replacements when it is cost-effective, but in all cases, an order for known work will be placed no later than every three months.



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# STREET LIGHTING COUNCIL POLICY



See attached Schedule A



**Schedule B: Schedule B: Sub-divider/Developer Installation Standards and Fees**

Developers are required to provide for the capital cost of Municipally-approved streetlights in their developments where required per the Municipality of East Hants Subdivision By-Law (SUB) or by development agreement. The standard will be one streetlight at every intersection and at every second utility pole or as determined necessary by the Municipal Engineer. The Municipality will, on behalf of the developer, purchase and install the streetlights and recover the costs via a fixed fee per installed streetlight, according to the following schedule. Alternatively, the developer may contract for the installation of lights; this must be done in accordance with NS Power’s standards, permissions and regulations and with the light specifications approved by the Municipal Engineer. The standard fixture will be a 43W fixture, except at intersections, which may require higher illumination, at the Municipality’s discretion.

A Sub-divider/Developer may provide for the capital cost of Municipally-approved streetlights in their developments in the partially serviced areas if the request is supported by the area Councillor and the existing rate is able to cover the anticipated cost, while maintaining control over the billing systems in place.

**Subdivider/Developer Installation Fees:**

Calendar Year	LED Streetlight Fully Installed Unit Cost (\$/assembly)			
	43W	55W	83W	110W
2012	\$ 864	\$ 864	\$ 1,062	\$ 1,156
2013	\$ 890	\$ 890	\$ 1,094	\$ 1,190
2014	\$ 916	\$ 916	\$ 1,127	\$ 1,226
2015	\$ 944	\$ 944	\$ 1,160	\$ 1,263
2016	\$ 972	\$ 972	\$ 1,196	\$ 1,301
2017	\$ 1,002	\$ 1,002	\$ 1,231	\$ 1,340
2018	\$ 1,032	\$ 1,032	\$ 1,269	\$ 1,380
2019	\$ 1,062	\$ 1,062	\$ 1,306	\$ 1,422
2020	\$ 1,094	\$ 1,094	\$ 1,346	\$ 1,465
2021	\$ 1,127	\$ 1,127	\$ 1,385	\$ 1,508



## GOVERNANCE

### ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Owner	The Director of Finance is responsible for the administration of the Street Lighting Council Policy.
Municipality of East Hants Staff	All personnel that fall within the scope of this policy must follow the policy statements within this document and must follow the governing authority of the policy owner.

## RELATED DOCUMENTATION

Document Name	Document ID	Document Type
LED Streetlights by District	Database of LED Lights by location	Report
East Hants Street Light Request Form	PDF - Shared Drive	Form

## VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0	Street Light Policy to Council for approval	Kim Ramsay - Director of Finance	Council	February 2011
2.0	Street Lighting Policy to incorporate new LED light ownership structure and developer requirements	Normand Gendron - Acting Director of Finance	Council	November 2011
3.0	Street Lighting Policy changes to incorporate developer requirements into the Subdivision By-law and changes to the definition of "Streetlight Serviced Area".	Kim Ramsay - Director of Finance	Council	May 2012
4.0	Street Lighting Policy changes to incorporate changes to Schedule B	Kim Ramsay - Director of Finance	Council	October 2012