



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 and the approval of new streetlights;
4. Provide the Director of Infrastructure and Operations with direction on maintaing repairing and replacing malfunctioning street lights;
5. Provide the Supervisor of Roads Operations 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 |
|---|---|
| <u>Charge Area</u> | <u>Properties subject to a common Streetlight area rate or the Urban Service Rate.</u> |
| <u>Mount Uniacke Growth Management Area (GMA)</u> | <u>The area of Mount Uniacke defined through the Municipality’s ‘Subdivision Bylaw’.</u> |
| Private Road | Private Road as defined in the Subdivision Bylaw |
| Streetlight Partially Serviced Area | An area partially serviced with streetlights or an area where an area rate is charged to contribute towards a neighboring urban serviced area (areas of Elmsdale, Milford and Shubenacadie that fall outside the centrally serviced area; safety lighting throughout the electoral districts of Mt Uniacke). <u>New developments within the Mount Uniacke GMA are Serviced Areas. See Appendix A.</u> |
| 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). |



| Term | Definition |
|------------------------------|---|
| Streetlight Un-serviced Area | An area where no streetlights or charges for urban services exists (the remainder of the Municipality). |

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, describes under what circumstances the Municipality will take ownership of streetlight assets, and outlines subdivider/developer installation standards s and fees.

POLICY STATEMENT

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

1. 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/Private Road owners are required to pay for the installation of municipally approved streetlights according to the guidelines set in Schedule B of this Policy.~~ Subdividers/Developers/Private Road owners are required to pay for and coordinate the installation of Municipally approved streetlights within the Streetlight Service Areas, as shown in Schedule A, and the Mount Uniacke Growth Management Area (GMA) according to the guidelines set in Schedule B of this Policy.
- 1.3 A Streetlight Reserve is established for the following purposes:
 - 1.3.1. To provide for a reasonable and cost-efficient inventory of light fixtures and arms for replacements and new installations;
 - 1.3.2. To provide for the installation, maintenance and labour costs related to new installations; and,

- 1.3.3. 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.
- 1.4. The balance of this reserve will be reviewed annually during the regular budgeting process.
- 1.5 The Streetlight Reserve will be divided into two areas:
- 1.5.1. Urban Service Rate Streetlight Reserve, which will fund streetlight costs for Urban Service Rate communities; and,
- 1.5.2. Other Streetlight Reserves, which will fund streetlight costs for streetlight-serviced communities who are charged only for streetlight services.
- 1.6 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 policies.
- 1.7 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 policies.
- 1.8 The Municipality shall recover any streetlight-related costs, not financed by reserves, Private Road owners 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:
- 1.8.1. Uniform amount per property;
- 1.8.2. Uniform amount per dwelling unit; or
- 1.8.3. Area rate per \$100 of assessment.
- 1.9 This charge will be included on and become part of the total taxes due on the annual final tax billing.
- 1.10 The Municipality is not responsible for the installation of new streetlights on private roads (amended May 2018). The Municipality will pay for power and operating repairs on private road lights in the Streetlight Serviced Area. The Municipality will pay for replacement of a private road streetlight in the Streetlight Serviced Area if the light was installed prior to May 2018.

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

2.0 Streetlight Areas

2.1 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.~~

2.2 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 Bylaw (SUB) for the purpose of determining when a developer or private road owner will be required to ~~provide for the capital cost of~~ install streetlights.

2.22.3 ~~All new Municipal roads within the Mount Uniacke GMA will have streetlights installed in accordance with the standards outlined in Schedule B of this Policy. Once these roads are approved by the Municipal Engineer, they will be added to the Mount Uniacke Street Light Serviced Area.~~

| | |
|-------------------------------------|--|
| 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 the electoral districts of Mt Uniacke). |
| Streetlight Un-serviced Area | An area where no streetlights or charges for urban services exists (the remainder of the Municipality). |

3. Guidelines for Installations in Streetlight Serviced Areas



- 3.1 Streetlights are provided for traffic safety, not property security.
- 3.2 The Municipality reserves the right to make streetlight servicing decisions in a manner that allows for control of the billing structure in place.
- 3.3 ~~Streetlight Requests~~ Developers, Private Road Owner(s), and individual residents may all apply to the Municipality for streetlight approval.
- ~~3.3.1 Developers and Private Road owner(s) will apply directly to the Municipality for all new streetlight installations.~~
- ~~3.3.23.3.1~~ 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 43).
- ~~3.3.33.3.2~~ 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.
- 3.4 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:
- 3.4.1. The streetlight capital budget can accommodate the new installation or the CAO has approved an over-expenditure according to current policy of Council;
- 3.4.2. The light requested is within a Serviced Area and follows the established pattern in the area;
- 3.4.3. The lights requested are servicing new development within a Serviced Area;
- 3.4.4. The light requested is within a Partially Serviced or Un-serviced area and is classified as Safety Lighting;
- 3.4.5. There is an existing utility pole at the requested location including sufficient electrical equipment, wiring, and pole spacing;
- 3.4.6. The light is not located on private property (except when being installed by private road owners on the private road); and
- 3.4.7. The light is roadway facing.
- ~~3.4.8. There is sufficient electric equipment, wiring, and pole space clearance available at the requested location for the addition of a streetlight.~~



- 3.5 Safety lighting requests will be reviewed and approved or denied based on the following:
- 3.5.1. The request is for one light or the sporadic placement of lights throughout an area;
 - 3.5.2. In a Partially Serviced area the request must be supported by the area Councillor and the existing rate must cover the anticipated cost;
 - 3.5.3. 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;
 - 3.5.4. There is an existing utility pole at the requested location;
 - 3.5.5. The light is not located on private property;
 - 3.5.6. The light is roadway facing;
 - 3.5.7. There is sufficient electric equipment, wiring, and pole space clearance available at the requested location for the addition of a streetlight;
 - 3.5.8. Priority will be given to the installation of safety lights at/in:
 - 3.5.8.1. Roadway intersections;
 - 3.5.8.2. Pedestrian crosswalks;
 - 3.5.8.3. Areas with high night-time traffic accident history (per Police/Fire Department);
 - 3.5.8.4. Areas with road conditions that are deemed potentially hazardous;
 - 3.5.8.5. Areas of heavy pedestrian or vehicular traffic, such as public or community buildings (schools, community centers, etc.).

4. New Streetlight Service Requests

- 4.1. The Municipality reserves the right to make streetlight servicing decisions in a manner that allows for control of the billing structure in place.
- 4.2. A new streetlight service in the Partially Serviced Area 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.
- 4.3. 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.
- 4.4. 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.

4.5. The petition shall:

- 4.5.1. Clearly map the charge area to which the request pertains;
- 4.5.2. Indicate the properties that are located within the charge area;
- 4.5.3. 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);
- 4.5.4. Indicate the proposed location of the streetlights to be installed; and,
- 4.5.5. 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. Removal of Streetlight Services

5.1. 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.

5.2. The petition shall:

- 5.2.1. Clearly map the charge area to which the request pertains;
- 5.2.2. Indicate the properties that are located within the charge area;
- 5.2.3. 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);
- 5.2.4. Indicate the estimated annual savings of removing the lights;
- 5.2.5. Indicate the exact streetlights to be removed; and,
- 5.2.6. 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. Repairs and Replacement of Malfunctioning Streetlights



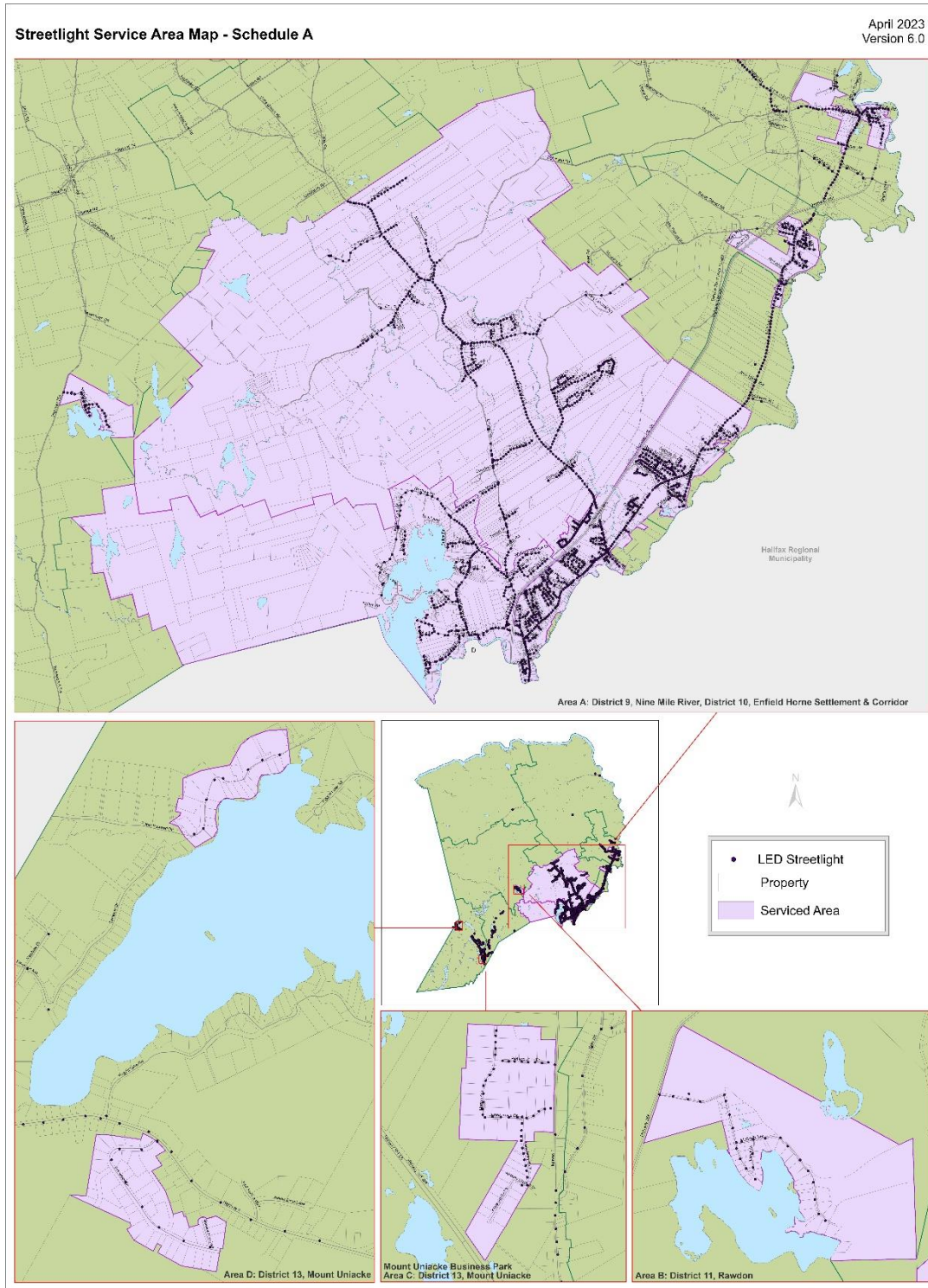
- 6.1. The Director of Infrastructure and Operations is responsible for coordinating the installation, maintenance and replacement of all streetlights.

- 6.2. The Municipality will become aware of malfunctioning street lights as follows:
 - 6.2.1. By reports received from the public; and
 - 6.2.2. By periodic area sweeps.

- 6.3. The Municipality will order repairs/replacements of malfunctioning streetlights from its maintenance contractor in accordance with the following guidelines:
 - 6.3.1. If there is a clear and imminent threat to public safety, a repair or replacement will be ordered immediately;
 - 6.3.2. 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.



Schedule A - Streetlight Service Area Map





Schedule B: Sub-divider/Developer/Private Road Installation Standards ~~and Fees~~

Developers and private road owners are required to ~~provide for the capital cost~~coordinate and pay for the installation of Municipally-approved streetlights in their developments where required per the Municipality of East Hants Subdivision Bylaw (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. Civil Engineering Technologist. The Municipality will, on behalf of the developer/private road owners, purchase and install the streetlights and recover the costs via a fixed fee per installed streetlight, according to the following schedule. Alternatively, t~~The developer/private road owners ~~may contract~~must coordinate the ~~for the~~ installation of lights and associated infrastructure including power poles and secondary wiring; this must be done in accordance with NS Power’s standards, permissions and regulations and with the light specifications approved by the ~~Civil Engineering Technologist~~Municipal Engineer. ~~–~~The standard fixture will be a 43W fixture, except at intersections, which may require higher illumination, at the Municipality’s discretion.

The Table below outlines the typical costs of streetlight installations to Municipal Standards

~~A Sub-divider/Developer/Private Road owner 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/Private Road Owners Installation Fees:~~

Typical Costs of Municipal Standard Streetlights

| Date | LED Streetlight Fully Installed Unit Cost (\$/Assembly) | | | |
|----------------------------------|---|----------|----------|-------------------|
| | 40-55 Watt | 83 Watt | 110 Watt | 10' Arm Surcharge |
| Nov 30th, 2021 to Nov 30th, 2022 | \$ 790 | \$ 1,050 | \$ 1,190 | \$ 200 |
| Nov 30th, 2022 to Nov 30th, 2023 | \$ 820 | \$ 1,090 | \$ 1,230 | \$ 200 |
| Nov 30th, 2023 to Nov 30th, 2024 | \$ 850 | \$ 1,130 | \$ 1,270 | \$ 200 |



GOVERNANCE

ROLES AND RESPONSIBILITIES

| Title/Role | Responsibilities |
|----------------------------------|--|
| Policy Owner | The Director of Finance is responsible for the administration of the Street Lighting Council Policy. |
| Assistant Municipal Clerk | <ul style="list-style-type: none"> Facilitate an annual Policy Review; and, Ensure final approved policies are maintained, stored and posted where appropriate |
| 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 | | Report |
| East Hants Street Light Request Form | | Form |
| East Hants Subdivision Bylaw | | Bylaw |

VERSION LOG

| Version Number | Amendment Description | Amendment/Policy Editor | Amendment/Policy Owner | Approver | 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 |



STREET LIGHTING POLICY

Council Administrative

| Version Number | Amendment Description | Amendment/Policy Editor | Amendment/Policy Owner | Approver | Approval Date |
|----------------|---|--|------------------------------------|----------------|-------------------------------|
| 5.0 | Changes to District references and staff titles and incorporating Private Road considerations | | Kim Ramsay - Deputy CAO | Council | May 23 rd , 2018 |
| 6.0 | Changes to maps to add three additional areas | | Sue Surrette - Director of Finance | Council | May 22 nd , 2019 |
| 7.0 | Update Schedule A - Map & Schedule B - new contract rates | | Sue Surrette - Director of Finance | Council | March 30 th , 2022 |
| 8.0 | <u>Policy review, template update, clarified section 1.10, added requirements for streetlights in new developments in Mt. Uniacke GMA, removed the ability for Developers to pay the Municipality to install streetlights, update to Schedule A - New Map, update to Schedule B - change to removal Municipal installation.</u> | <u>Manager of Finance/Policy Analyst</u> | <u>Director of Finance</u> | <u>Council</u> | |

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

Kim Ramsay
Municipal Clerk
Municipal Clerk