

MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____
SECTION PROCEDURE AND ORGANIZATION OF COUNCIL	SUBJECT STREETLIGHT

1. PURPOSE

1.1. To establish a Policy which presents budgeting, financing and operating guidelines for municipally owned streetlights and describes the criteria for reviewing requests for new streetlight installations. This policy applies to municipally owned and operated streetlights only. It does not apply to privately installed lights.

2. POLICY OBJECTIVE

2.1. The objectives of the Streetlight Policy are to:

- a) Provide policy direction with respect to streetlight service levels and overall streetlight administration.
- b) Provide residents with direction on how to request for changes to the streetlight service or new streetlight installations.
- c) Provide the Director of Finance with direction on making changes to the payment of streetlight service or establishing payment of new streetlight installations.
- d) Provide the Director of Property Inspection and Public Works with direction on repairing and replacing malfunctioning streetlights, installation standards and fees.

3. BUDGET AND FINANCING

3.1. The Municipality of Argyle 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.

3.2. 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 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.

3.3. Operating budgets will be proposed to Council on an annual basis to provide streetlight maintenance, insurance and operational costs. Over-expenditures of this budget will be approved by a motion of Council.

4. STREETLIGHT REQUEST PROCESS

4.1. Only Organizations, community groups or a group of residents may apply directly to the Municipality for a new streetlight. Individual resident requests will not be accepted.

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4.2. Organizations, community groups or a groups of residents who wish to apply for a new streetlight must do so through their district Councillor via the petition process.

4.3. The petition (Schedule A) must be submitted to the CAO by the district Councillor and shall:

- a) Clearly map the area to which the request pertains;
- b) Indicate the proposed location of the streetlight(s) to be installed;
- c) Indicate the properties that are located within a 100 feet radius of streetlight; and,
- d) Indicate that owners representing at least 75% of the properties within the radius must attest that they are in favour of a streetlight in order for the petition to be considered.

4.4. Requests shall be reviewed and approved or denied by the Chief Administrative Officer and the decision has no right to appeal. Where this policy is silent, approval to proceed with streetlight installation or removal will be sought by a motion of Council.

4.5. Once a request has been approved, it will be passed on to the Director of Property Inspection and Public Works for completion.

5. DECISION CRITERIA

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

- a) The streetlight capital budget can accommodate the new installation or Council has approved an over-expenditure by motion;
- b) The location is serviceable by Nova Scotia Power;
- c) There is an existing utility pole at the requested location;
- d) The light is not located on a private property;
- e) The light is roadway facing;
- f) There is sufficient electric equipment, wiring, and pole space clearance available at the requested location for the addition of a streetlight;
- g) The request is submitted by the district Councillor;
- h) The location of the streetlight does not impair the Starlight Reserve and Tourist Destination Status of the Acadian Skies & Mi'kmaq Lands of Nova Scotia; and,

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- i) The light requested is servicing safety concerns at:
 - 5.1.i.1. Pedestrian crosswalks
 - 5.1.i.2. Area with high night-time traffic accident history (per Police/Fire Dept.)
 - 5.1.i.3. Areas with road conditions that are deemed potentially hazardous; or,
 - 5.1.i.4. Areas of heavy pedestrian or vehicular traffic, such as public or community building (community centers, etc.).

6. REMOVAL OF STREETLIGHTS

- 6.1. Removal of existing streetlights may be requested by the district Councillor via the petition process.
- 6.2. The petition shall follow the process outlined in section 4.3.

7. REPAIRS AND REPLACEMENT OF MALFUNCTIONING STREETLIGHTS

- 7.1. The Director of Property Inspection and Public Works is responsible for coordinating the installation, maintenance and replacement of all streetlights.
- 7.2. The Municipality will become aware of malfunctioning streetlights as follows:
 - a) By reports received from the public; and,
 - b) By periodic area inspections.
- 7.3. 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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SCHEDULE A

NEW STREETLIGHT REQUEST PETITION FORM

Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council Members
Of Intent to Consider [7 days minimum]: November 27, 2014

Date of Passage of Current Policy: December 9, 2014

I certify that this Policy was adopted by Council as indicated above.

Alda B. O'Steenant
Warden

Dec. 16/14
Date

[Signature]
Chief Administrative Officer

Dec 16, 14
Date



NEW STREETLIGHT REQUEST PETITION FORM

(Please complete in full, please use additional paper if necessary)

Address: 27 Courthouse Road, Tusket, Nova Scotia, B0W 3M0 Phone: (902) 648-2311 Fax: (902) 648-0367
email: admin@munargyle.com www. munargyle.com

Requestor Contact Information:		
First Name:	Last Name:	
Mailing Address:	City/Town:	
Province:	Postal Code:	
Home Phone:	Cell Phone:	
Business Phone:	Email:	
Are you making this application as a:		
Please check the most applicable.		
<input type="checkbox"/> Organization, Community Group, Group of Residents		
<input type="checkbox"/> Councillor		
Number of lights being requested:		
1	2	3
District (check all that apply):		
<input type="checkbox"/> District 1	<input type="checkbox"/> District 2	
<input type="checkbox"/> District 3	<input type="checkbox"/> District 4	
<input type="checkbox"/> District 5	<input type="checkbox"/> District 6	
<input type="checkbox"/> District 7	<input type="checkbox"/> District 8	
<input type="checkbox"/> District 9		
Additional Instructions:		
For further information, please refer to the Municipal Streetlight Policy, which can be found on the Municipal website at www.munargyle.com		
Note: This form is for a new streetlight installation only. If you are requesting repair to existing streetlights, please send a brief e-mail, fax, or letter, describing the location of the malfunctioning light to the coordinates listed above. If possible, please provide the civic address nearest to the malfunctioning light.		

Submission:

Please submit this completed form to the coordinates listed above. E-mail communication is preferred. Requests will be answered within 6 weeks from the date of receipt.

Signature:

Signature: _____

Date: _____

For Office Use Only:

Date request received: _____

Criteria:

1. The streetlight capital budget can accommodate the new installation;
2. The location is serviceable by Nova Scotia Power;
3. There is an existing utility pole at the requested location;
4. The light is not located on a private property;
5. The light is roadway facing;
6. There is sufficient electric equipment, wiring, and pole space clearance available;
7. The request is submitted by the district Councillor.
8. The location of the streetlight does not impair the Starlight Reserve and Tourist Destination Status of the Acadian Skies & Mi'kmaq Lands of Nova Scotia; and
9. The light requested is servicing safety concerns at:
 - a. Pedestrian crosswalks
 - b. Area with high night-time traffic accident history (per Police/Fire Dept.)
 - c. Areas with road conditions that are deemed potentially hazardous; or,
 - d. Areas of heavy pedestrian or vehicular traffic, such as public or community building (community centers, etc.)

Does the request meet all of the criteria outlined in the Municipal Streetlight Policy? YES NO

If not, please provide further information below:

Recommendation & Approval:

Does the Department of Property Inspection and Public Works recommend this installation: YES NO

Signature: _____

Date: _____

Does the Chief Administrative Officer and the Director of Finance approve this installation: YES NO

Signature: _____

Date: _____