

**Title: Street Light Policy**

**Approved by Council**

**Date: October 15<sup>th</sup>, 2024**

**Policy Review Notification**

**Date: September 23<sup>rd</sup>, 2024**

**Policy Review**

**Date: June 18<sup>th</sup>, 2024**

I certify this to be a true copy of the **Street Light Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held on October 15<sup>th</sup>, 2024



Shelley David

Municipal Clerk

## 1. Purpose

The purpose of the policy is to establish a procedure for Council to deliver the service of streetlighting, and to provide guidance to staff on how this service will be delivered.

## 2. Scope

This policy applies to requests for street lighting by members of Council for the streetlight program or requests from residents.

## 3. Roles and Responsibilities

3.1. Municipal Council will:

- a) Review, amend, and adopt the Street Light Policy.
- b) Support the Chief Administrative Officer (CAO) and staff in policy implementation.

3.2. The CAO will:

- a) Administer and implement the Street Light Policy.
- b) Support staff in the implementation of the policy.

3.3. Municipal staff will:

- a) Adhere to the policy procedures as outlined in this policy.

## Policy

### 4. Policy Statement

- 4.1. It shall be the policy of the Municipality of the County of Richmond that the allocation of streetlights will be carried out on an annual basis, for each district, and will occur early in the year to ensure that the funding required is authorized by Council and included in the municipal budget, and also to permit sufficient time for Nova Scotia Power to order the materials required.

### 5. Street Light Program

- 5.1. The street light program will include installation/removal/relocation of streetlights and any other related costs.
- 5.2. There will be no carry-over of streetlights from year to year.
- 5.3. Streetlights, as the name implies, are for illuminating streets. Municipal lights must be erected in such a manner as to illuminate a public road, private road (with limitations) subject to the following exception:
  - a) Lights may be approved for purposes other than illuminating a public road, subject to approval from the member of Council, for emergency/ safety purposes (such as Volunteer Fire Departments, community mailboxes, non-profit organizations, etc.), under the condition that the lights may only be installed on Municipal property or within a public right of way.
  - b) Private roads require a minimum of four (4) of the following:
    - i. Residentially taxed properties with a dwelling or structure; and/or
    - ii. Commercially taxed properties with a structure.
- 5.4. The maximum lights per District per year is five (5).
- 5.5. Each member of Council will be responsible for identifying the street light program for the current year, and presenting their program to Council by April 15, each year, for Council approval, and inclusion in the municipal budget.
- 5.6. The Director of Public Works will be responsible for assisting the member of Council in determining the cost of the annual street light program requested and including these costs in the Department budget.

5.7. The Director of Public Works will also be responsible for purchasing street light services from Nova Scotia Power, following approval by Council, and working with the member of Council to implement the annual street light program approved by Council.

## 6. Request Process

- 6.1. The member of Council identifies the lighting requirement and/or a resident may approach the municipality with a request for lighting.
- 6.2. The lighting request is forwarded to the Director of Public Works via email.
- 6.3. The Director of Public Works shall consult with the member of Council regarding the lighting request.
- 6.4. Once the service request has been assessed and approved by the Director of Public Works, a work order will be issued, and the originator of the request will be notified.

## Repeal and Replace

The previous version, and all other versions of the Street Light Policy, are repealed and replaced by this Policy.

## Policy Review/Amendment Schedule

Date of Review	Approved/Amended by Council
January 21, 2019	January 28, 2019
June 18 & Sept 23, 2024 - Amended the following: formatting, replaced the word Councillor with members of Council throughout, 5.3 (b) replaced the word permanent residence with a dwelling or structure; and/or Commercially taxed properties with a structure, 6.2 removed the words phone and mail.	October 15, 2024