

STREET LIGHTING POLICY

S-088-98

Effective Date:  
March 22, 2006

1. **Purpose:**

To guide staff, council and the general public in the installation, removal, and general administration of municipally owned streetlights within the geographical jurisdiction of the Municipality of the District of Yarmouth.

2. **Scope:**

This streetlight policy applies to municipally owned streetlights only. It does not apply to street or overhead lights owned or operated by any other governmental or commercial body or private person(s) (unless by written agreement).

3. **Guiding Principles:**

3.1 **Intended Use**

The streetlight asset is intended to provide safe and secure travel for vehicular and pedestrian traffic through-out the Municipality where these two have cause to share roadways and walkways in sufficient number and frequency so as to warrant an investment in streetlight infrastructure. It is also intended for the installation of a streetlight would aid in the accessibility and efficient use of **Municipal Infrastructure**.

The Municipality **does not** provide streetlights for personal or commercial convenience or as a measure of security. The Municipality considers these objectives to be beyond the scope of its responsibilities.

3.2 **Dark Skies Initiatives**

The Municipality is sensitive to this relatively new tourism and energy saving initiative that is evolving in different jurisdictions. (as a reference see *International Dark-Sky Association (IDA)*, [www.darksky.org](http://www.darksky.org))

Generally, this type of lighting sheds lumens groundward and not skyward. The purpose is to mitigate skyward “light pollution”, contribute to energy savings and to promote night time sky and star gazing types of activities.

Streetlights sourced will be specified as being “**Dark Skies**” friendly, and as such will be outfitted with bulbs, heads, shrouding, etc. as recommended by the manufacturer pursuant to IDA standards.

There will be an exception to this principle where the Director of Public Works determines that alternate specifications to the fixture and its related components are necessary to achieving specific outcomes in specific applications.

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Dark Skies Grandfathering caveat:

*Because some of the Light Emitting Diode (LED) streetlight technology had been installed by Nova Scotia Power Incorporated (NSPI) unilaterally prior to the Municipality taking direct ownership and control of this asset, the **Dark Skies** principle will be effective for streetlight acquisitions post ownership transition from N.S.P.I. to the Municipality.*

4. **Definitions:**

- 4.1 **Densely Populated** – means an area in the Municipality where 11 or more personal residences (as represented by a civic numbering sign) are clustered within a driving distance of 1 kilometre. For the purposes of this policy only, sidewalks owned and maintained by the Municipality are deemed to be **Densely Populated**.
- 4.2 **Excluded Residence** – means a **personal residence** that is situated outside of the 200 metre (656') distance from the centerline of any road that is serviced by virtue of this policy.
- 4.3 **Less Densely Populated** – means an area in the Municipality where 1 to 10 personal residences (as represented by a civic numbering sign) are clustered within a driving distance of 1 kilometre.
- 4.4 **Majority** – means 75%.
- 4.5 **Municipal Infrastructure** – includes, whether owned directly by this municipality or not: fire halls, dry hydrants, active community centres, community mailboxes (owned by Canada Post) abutting roadways that qualify for municipal street lighting under this policy and/or any other strategically important municipal asset or infrastructure as identified by Council from time to time.
- 4.6 **One kilometre** – for the purposes of this policy, the roads in this Municipality that qualify for streetlight application will be mapped and marked in 1 kilometre increments. The 1 kilometre markers will be established in a manner consistent with the Nova Scotia Civic Address File numbering protocol as administered by the Nova Scotia Geomatics Centre. Where the road comes to an end and it is short of the one kilometre mark, the population density will be calculated pro-rata.

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- 4.7 Personal Residence** – means a non-commercial place of domicile represented by a civic number and may be full-time or seasonal occupancy.
- 4.8 Populated** – means an area in the Municipality where 1 or more personal residences (as represented by a civic numbering sign) are clustered within a driving distance of 1 kilometre.
- 4.9 Reside** – means to dwell permanently or for a considerable time.
- 4.10 Unpopulated** – means any area in the Municipality where within a driving distance of 1 kilometre there are no personal residences.

**5. Geo-physical installation criteria:**

Municipal administration may consider the placement of a street light provided the following geo-physical criteria are met and/or considered; these criteria will be applied to all requests for streetlight installations.

- 5.1 Densely Populated areas** – streetlights shall be placed on every second utility pole, but in no instances shall they be closer than 180' (55 metres) apart.
- 5.2 Less Densely Populated area** – streetlights will be placed on every fourth utility pole.
- 5.3 Unpopulated areas** – no streetlights will be placed except in cases where there is **Municipal Infrastructure** that the Municipality deems appropriate to have lit.
- 5.4 Duplexes, Multi-Unit Dwelling, Apartments** – for purposes of determining the level of population density under this policy, a structure that fits this description will be counted as one residential unit (as represented by a civic numbering sign); except in situations where it abuts a sidewalk.
- 5.5** Where there is a conflict between the street address and the driveway location of a residence in determining which serviceable road a residence is located on, the location of the **Civic Numbering Sign** will prevail in determining which road is to be considered. If there is no Civic Numbering Sign, the Chief Administrative Officer (CAO) and Director of Public Works

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will use their judgment to make a determination.

- 5.6 Where a 1 kilometre distance marker falls between the entrance to a driveway and the physical location of the residence (all within the 200 metre zone), the location of the **Civic Numbering Sign** will prevail in determining the residential location in relation to the 1 kilometre marker. If there is no Civic Numbering Sign, the C.A.O. and Director of Public Works will use their judgment to make a determination.
- 5.7 **Proximity to public road** – a request for a streetlight installation by a personal residence will only be entertained if the residence is within 200 metres (656') driving distance to the centerline of the public road.
- 5.8 All streetlights will be aimed outwardly towards the public road/sidewalk/road shoulder, as the case may be, and in a downward angle to provide best possible illumination to the **intended coverage area**.
- 5.9 Identify and consider any other overhead light sources **already in place by others**.
- 5.10 **Provincial** public streets or roads may be serviced.
- 5.11 **Municipally owned** streets or roads may be serviced.
- 5.12 **Private** roads, laneways and driveways will not be serviced. (Subject to the discretion of the Municipality under the **Municipal Infrastructure** provisions.)
- 5.13 Streets and roads in **other municipal and town jurisdictions** will not be serviced.
- 5.14 **100-series highways and interchanges** will not be serviced.
- 5.15 Municipally owned **sport and recreation facilities** are excluded from this policy.
- 5.16 Other criteria as determined appropriate from time to time by C.A.O. or Director of Public Works.

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**6. Criteria for request for streetlight installation:**

- i. **Populated areas** by written request as described below.
- ii. **Municipal Infrastructure** by written request as described below.

Once a written request for streetlight installation has been delivered to the Municipal Administration offices, the C.A.O., in consultation with the Director of Public works, will apply the following considerations:

- The written request meets the information requirements as per this policy.
- Funds have been set aside in the capital budget to accommodate streetlight acquisition and installation in the current fiscal year.
- Identification of area as **Densely Populated, Less Densely Populated, Unpopulated, or Municipal Infrastructure.**
- Have **excluded residences** been left off the petition.
- The request will not interrupt the pattern already designated for that area as identified.
- Utility pole(s), wiring, and equipment are available to host a streetlight and the utility pole fits physical functionality criteria.
- The **geo-physical criteria** have been considered.
- Is the request supported by the District(s) Councilor(s).

The C.A.O. will deliver a report to be made available to council as well as the author(s) of the written request, which will include a decision and the reason for the decision based on the criteria and considerations as per this policy.

The written report shall be delivered no later than six months from the date the written request was received.

**7. Process for requesting Streetlight installation in Populated Areas:**

A new Streetlight(s) installation may be requested in **Populated Areas** by submitting a request in writing.

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7.1 The written request shall include:

- 7.1.1 An identifiable map of the area to be lit.
- 7.1.2 Residential properties that are within the intended coverage area.
- 7.1.3 Proposed location of the streetlight(s).
- 7.1.4 Signature of the proponent.
- 7.1.5 Documented support from the District Councilor if possible. (Or Councilors if the proposed area crosses District boundaries.)

7.2 Delivery to the Municipal Administration office either by hand or post.

7.3 A written request that is not acted on, for any reason whatsoever, within 1 calendar year from the date that it is delivered, shall become invalid.

**8. Process for Requesting Streetlight Installation in Municipal Infrastructure Area:**

The Municipality may, at its own discretion deem it appropriate or necessary to install Streetlight(s) in areas containing **Municipal Infrastructure**.

8.1 Municipal residents may request streetlight coverage for **Municipal Infrastructure**. This request must be in writing and include the following:

- 8.1.1 Identifiable map of the area to be lit.
- 8.1.2 Location and description of the **Municipal Infrastructure**.
- 8.1.3 Proposed location of the streetlight(s).
- 8.1.4 Applicant's relationship, if any, to the **Municipal Infrastructure** to be lit.
- 8.1.5 The reason why the applicant feels a streetlight(s) in this location is appropriate or necessary.
- 8.1.6 Documented support from the District Councilor. (Or Councilors if the proposed area crosses District boundaries.)
- 8.1.7 Documented support from the users/custodians of the **Municipal Infrastructure** if they are other than or not represented by the applicant.
- 8.1.8 Signature of the applicant.

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- 8.2** Delivery to the Municipal Administration office either by hand or post.
- 8.3** A written request that is not acted on, for any reason what so ever, within 1 calendar year from the date that it is delivered shall become invalid.
- 9. Removal of Streetlights:**  
Streetlights may be removed from service by following the same procedures as outlined above for the Requests for Installation for **Populated areas**.  
The Municipality may remove streetlights, further to the above alternative, s under the following conditions:
- 9.1** Repeated vandalism.
- 9.2** Unpopulated area.
- 9.3** Inadequate, inappropriate and/or unsafe poles and electrical infrastructure to support the streetlight.
- 9.4** Streetlight no longer serves the purpose for which it was intended.
- 9.5** Streetlight numbers in an area exceed the criteria as outlined in this policy based on the designation identified for the area.
- 10. Streetlight Technology**  
Streetlights acquired for ownership by the Municipality shall be constructed using LED technology. The wattage, luminary power and other technical criteria shall be at the discretion of the Director of Public Works, who shall take all technical (and financial) factors into account when selecting and tendering the appropriate fixture(s) for the circumstance.
- 11. Streetlight Acquisition Process**  
Procurement of streetlights and the procurement of maintenance and repair service for the streetlights will be as per the **Municipality’s “Procurement and Purchasing Policy P-088-14”** under the direction of the Director of Public Works.

MUNICIPALITY OF THE DISTRICT OF YARMOUTH

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CAO's Annotation For Official Policy Book

Date of Notice to Council members of Intent to Consider (7 days minimum): April 30, 2015

Date of Passage of Current Policy: May 13, 2015

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

Ken Mass  
CAO

May 13, 2015  
Date

Date last reviewed: May 13, 2015

Date of last amendment: May 13, 2015



MUNICIPALITY OF THE DISTRICT OF YARMOUTH

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Appendix "A"

**Request Streetlight Installation or Removal**



Municipality of Yarmouth  
932 Highway 1  
Hebron NS B5A 5Z5  
Phone: (902)742-9691 Fax: (902)742-7557

Is this request for a removal \_\_\_\_\_ or an installation \_\_\_\_\_

Required attachments

- Identifiable map of area to be lit
  - o Including residential properties by civic number that are within the intended coverage area
  - o Proposed location of the streetlight(s)

Suggested attachments

- Documented support from the District Councilor (or Councilors)

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Applicant's name-printed

\_\_\_\_\_  
Applicant's contact number

\_\_\_\_\_  
Submission date

Notes: Submission must be delivered to Municipal administration office by hand or by post.

Requests that are not acted on within 1 calendar year of the submission date will be discarded.

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Appendix "B"

**Request Streetlight Installation or Removal  
Involving Municipal Infrastructure**



Municipality of Yarmouth  
932 Highway 1  
Hebron NS B5A 5Z5  
Phone: (902)742-9691 Fax: (902)742-7557

*Is this request for a removal \_\_\_\_\_ or an installation \_\_\_\_\_*

Required attachments

- Identifiable map of area to be lit
  - o Location and description of the Municipal Infrastructure
  - o Proposed location of the streetlight(s)
- Applicant's relationship to the Municipal Infrastructure
- Reason(s) why the applicant feels the Municipal Infrastructure should be lit
- Documented support from District Councilor (or Councilors)
- Documented support from the users/custodians of the Municipal Infrastructure if they are other than or not represented by the applicant.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Applicant's name-printed

\_\_\_\_\_  
Applicant's contact number

\_\_\_\_\_  
Submission date

Notes: Submission must be delivered to Municipal administration office by hand or by post.

Requests that are not acted on within 1 calendar year of the submission date will be discarded.

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