

# COUNTY OF ST. PAUL NO. 19

*Our Mission - To create desirable rural experiences*



## ADM-19 Street Lighting Request Policy

Department: Administration

### POLICY OBJECTIVE:

The County of St. Paul desires to provide street lighting that meets a defined level of service to balance enjoyment of property, safety, the environment, and financial considerations.

### POLICY STATEMENTS:

#### 1.0 Definitions

1.1 The following terms shall be defined as follows:

- (a) “Non-Invested Option” means the County pays a fee for the installation and replacement of the streetlights in addition to the monthly payments, and additional services available under the Invested Option are not provided; and
- (b) “Street Lighting” means the provision of lighting at night in public places to illuminate roadways.

#### 2.0 Eligibility

2.1 This Policy shall apply to County road rights-of-way only.

2.2 The street lighting systems in the County shall be divided into two categories:

- (a) Street lighting within hamlets; and
- (b) Street lighting within lake subdivisions.

#### 3.0 Public Requests

3.1 Requests may be received by the County for various reasons including but not limited to the addition or removal, rearrangement, or refurbishing of streetlights. To provide consistency, residents wishing to make a request shall follow the process outlined below:

- (a) Written requests for new streetlights and/or changes in existing streetlights must be made to the Chief Administrative Officer. Requests shall include the primary concern, written consent from adjacent landowners affected by the proposed light, and contact information for follow-up;
- (b) Upon receipt of the street lighting request, the Public Works Department shall conduct a field survey of the requested site. This survey may include determining the existing lighting conditions (analysis of the number of streetlights, locations, spacing, fixture types, poles, and any other pertinent information). Data generated by this survey will be cross-referenced with data in the GIS system. The results of this field survey will be presented to the Chief Administrative Officer who will inform the divisional councillor of the results;
- (c) The area will be reviewed and the effects the request will have on the area will be assessed. The review may include assessments of the following:
  - (i) Night activity – key origin or destination points or areas with pedestrian activity;
  - (ii) History of accidents – instances where improved lighting can be reasonably assumed to improve the safety of the road and/or intersection;
  - (iii) History of crime – instances where improved lighting can be reasonably assumed to deter future criminal activity;
  - (iv) General Municipal Servicing Standards – if clearly not in conformance with the local design standards;
  - (v) Potential hazards – any natural or physical constraints or impaired sightlines whose effects would be lessened by improved lighting; and
  - (vi) Potential light pollution – consider any potential negative effects on existing residences, buildings, or natural areas; and
- (d) Following the review of a street lighting request, the Chief Administrative Officer shall present a Request for Decision to Council with a recommendation.

#### **4.0 Financial Considerations**

- 4.1 All new Street Lighting shall be obtained through the Non-Invested Option type of billing.
- 4.2 The County shall meet with their street lighting service provider on an annual basis to review the updates to the GIS database, review the agreement in place between the County and service provider, and review any changes to the Street Lighting system.

4.3 Where requests for Street Lighting changes are not approved using the process outlined in Section 3.0, the requesting person or community may have the opportunity to enter into a Local Improvement Tax Agreement with the County, as outlined in the *Municipal Government Act*, or install a light on their property at their own expense.

## **5.0 Asset Management**

5.1 All future streetlight data including location, type, year of installation, and any other pertinent information, shall be entered in the County's GIS database as they are installed. When an existing streetlight is replaced or repaired, the GIS database shall be updated for that light.

## **6.0 Health and Environment**

6.1 As a general objective, the County shall seek to reduce light pollution of the night sky and any light trespassing on adjacent properties. The County shall endeavor to provide future installations that are dark sky approved.

6.2 All new street lighting installation shall have light emitting diode (LED) luminaires and be fully shielded (pointing downward).

Council Approval: September 14, 2010  
Amended: December 10, 2019  
Amended: May 12, 2020