


Replaces Procedure Dated:
N/A

Approved By:



Date Approved:
May 22, 2024

UTL-QMS-P01: STREETLIGHTS

1 PURPOSE

To establish a consistent and standardized process in the evaluation and prioritization of the following:

- installation of new municipal streetlights.
- maintenance of existing municipal streetlights.

2 SCOPE

This policy applies to all municipal streetlights managed by Environmental Services.

Policy Exclusion- Streetlights located on municipal property (i.e. parks and facilities) outside of the road allowance are the responsibility of the Operations Department (Recreation and Community Services Division). Streetlights located and/or proposed in new and unassumed development areas are the responsibility of the developer; streetlights generally illuminating County Roads are the responsibility of the County of Simcoe (depending on traffic count); streetlight illumination on provincial highways and overpasses are the responsibility of the Ministry of Transportation.

3 RESPONSIBILITY

The responsibility of the Streetlight Policy applies to all Environmental Services Staff.

4 PROCEDURE

The Streetlight Policy considers the following provincial regulations, Township Standards and industry best management practices and guidelines:

- Ontario Regulation 239/02 (as amended) - Minimum Maintenance Standards for Municipal Highways
- Township of Oro-Medonte Development Engineering Policies, Process and Design Standards, including but not limited to:
 - The American National Standard Practice for Roadway Lighting
 - CSA Standards for Light Emitting Diode (LED) Equipment for Lighting Applications and Poles
 - Ontario Hydro Guidelines
 - Electrical Safety Authority Guidelines
 - Ontario Provincial Standards (Electrical)

- Guidelines for the Design, Installation, Operation & Maintenance of Street Lighting Assets (Electrical Safety Authority 2015)

4.1 Request for New Streetlights

- 4.1.1 Requests for new streetlights and/or changes in existing streetlights on Township assumed road allowances must be made from a community group or group of residents as opposed to a single individual and include documentation (e.g. signed community petitions with names, addresses, signatures of support) with greater than 75% support from the local serviced area. The local service area is identified in the Taxation By-law (as amended).
- 4.1.2 Requests must be made to Environmental Services in writing or by e-mail and include the area description, primary concerns related to streetlighting and contact information for the community group requesting the streetlight.
- 4.1.3 Environmental Services staff will review the written request and validate that it is for municipal streetlights managed by Environmental Services.
- 4.1.3.1 Should the above criteria be met; Environmental Services will direct the requestor to submit a deputation to Council using the form “Request for Public Participation Form”, available on the Township website. Environmental Services staff will liaise with the Clerk’s Office and requestor to provide procedural support during this process.
- 4.1.3.2 Should Council provide initial direction to investigate a new streetlight installation, Environmental Services will report back to Council with a cost estimate, available budget provisions to support the installation and a department work plan and request an endorsement to proceed.

4.2 Maintenance of Existing Streetlights

- 4.2.1 Environmental Services staff will conduct proactive bi-annual dusk/night inspections and one annual day inspection of streetlights. Repair lists will be generated based on inspection findings.
- 4.2.2 Streetlight calls for service received by telephone or email will be documented on an Environmental Services work order and investigated by Environmental Services staff. Upon verification of the issue, the location identified will be added to the Streetlight Repair Tracking Log.
- 4.2.2.1 Maintenance Prioritization
- 4.2.2.1.1 Critical failures (e.g. pole knock down or hit, presence of voltage on non-current component, failure of a structural element, overhead equipment hanging over a roadway, etc.) will be responded to immediately once a failure has been reported.

- 4.2.2.1.2 Where three or more streetlights on the same side of the roadway are not functioning, the lights will be repaired within 14 calendar days for Road Class 3, 4 & 5 (per Ontario Regulation 239/02 - Minimum Maintenance Standards for Municipal Highways).
- 4.2.2.1.3 All other maintenance (e.g. light out, light blinking, single light issues) will be placed on a monthly work order submitted to the electrical contractor on the 1st day of each month. The target response time for general repairs is 30 calendar days; however, repairs may take longer in the event the issue is related to power supply and requires Hydro One involvement, as determined by the electrical contractor.
- 4.2.3 Streetlights are generally designed and installed before development construction. Streetlight shields, which redirect light, will only be considered on a case-by-case basis. Shields will not be installed on the front of streetlights or at intersections/corners or in proximity to such to support traffic safety.
- 4.2.4 Trees and other vegetation interfering with illumination, maintenance access, and/or posing a damage risk to infrastructure during storm events will be identified during the inspection process. A work order with a list of trimming/removal locations will be issued once per year to the Township's approved arborist contractor. The arborist contractor will trim/remove vegetation to establish a minimum two (2) meter radius clearance around the streetlight head and/or maintenance port.

Endorsed by Council on May 22, 2024, Motion No. C240522-13