

Corporate Policies and Procedures			
DEPARTMENT: <i>Public Works</i>			POLICY #: 6-04
POLICY: Streetlights			
DATE: October 1, 2014	REV. DATE:	COVERAGE: Public Works	PAGE #: 1 of 1

POLICY

This policy is to provide a protocol and action for street light requests.

PROCEDURE

1. Requests for street lights will be forwarded to the Public Works Manager for his review and action. The Public Works Manager will acknowledge receipt of the request to the requestor.
2. Where the request is on Ministry of Transportation (M.T.O.) or The County of Renfrew right of way, the request will be forwarded to the proper authorities within 15 days of receipt of the request being received by the Public Works Manager.
3. The Municipality will use engineering judgment considering things as roadway geometry, crash rates or frequent occurrence of poor weather conditions as rain, fog, ice or snow. Other factors such as pedestrian use and frequency will also be considered.
4. The Public Works Manager upon reviewing the location for the streetlight request and the criteria laid out in part 3, will either recommend or deny.
5. A letter will be sent to the requestor regarding the Public Works Manager's decision.
6. If the request is recommended and money is available in the budget the streetlight will be installed within 90 days of the decision. If money is not in the budget it will be budgeted for in the following year