


FRONTAGE WORKS AND SERVICES REQUIREMENTS

Governance and Priorities Committee
May 11, 2026

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Agenda

- Frontage Works & Services
 - Legislation and Bylaws
 - Timing and Extent of Requirements
- Upcoming and Future Initiatives
- Questions

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What are frontage works and services?

- 'Frontage Works and Services' refers to public infrastructure constructed within dedicated roads, lanes, and trails adjacent to a property or properties being developed.
 - 'works' = surface elements, such as roads, curbs, sidewalks, bike lanes, etc.
 - 'services' = sub-surface elements, such as water, sewer, and drainage systems

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Where do we get the authority?

- The *Local Government Act* provides local governments with the authority to set standards, by bylaw, for works and services, and to require works and services in relation to the development of land
- Requirements may vary by land use, zone, area, or road classification.

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What City bylaws require W&S?

- Nanaimo implements this authority through:
 - Subdivision Control Bylaw 1989 No. 3260 (subdivision stage)
 - Includes the Manual of Engineering Standards and Specifications
 - Building Bylaw 2016 No. 7224 (development/building permit stage)

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What are the different types of frontage works and services?

Works:

- Highways; sidewalks; boulevards; boulevard crossings; street lighting; transit bays; underground wiring
- Benches; bollards; bicycle parking facilities; directional signage; parklets; street lamps; street signs; transit shelters; waste disposal and recycling containers
- Infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; traffic calming measures
- Sustainable design features that provide for energy and water conservation, reduction of greenhouse gas emissions and climate resilience

Services:

- water distribution system
- fire hydrant system
- sewage collection system
- sewage disposal system
- drainage collection system
- drainage disposal system

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Other Works and Services

- Survey & Legal 'Infrastructure'
 - Integrated survey monuments
 - Required rights-of-way, covenants, and easements
- Off-site works
 - Road improvements or widening beyond the parcel frontage
 - Sidewalk or boulevard completion
 - Water, sewer, or storm system upgrades and extensions

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When are frontage works and services required?

- Subdivision
- Building Permit

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Subdivision Works and Services

- Timing:
 - Before final subdivision approval (registration)
 - **OR**
 - Secured by bonding per Council Policy COU-115 Review of Bonding Requirements and Council Policy COU-010 Subdivision – Bonding Requirements

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Subdivision W&S Examples



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Building Permit Works and Services

- Timing:
 - Prior to issuance of a building permit or occupancy
- Under Building Bylaw 2016 No. 7224:
 - A building permit cannot be issued unless required works and services (as defined by Section 24 of the bylaw) are:
 - Installed, or
 - Secured to the City's satisfaction.

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Building Permit W&S Examples



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How is the extent of work determined?

- Bylaw Exemptions
- Policy Direction
- Safety and Best practices

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Bylaw Exemptions from W&S

- Subdivision on parcels zoned:
 - I3 (General Industrial) or I4 (Heavy Industrial)
- Building Permits on parcels zoned:
 - I1 (Highway Industrial), where the value of construction does not exceed \$150,000
 - I2 (Light Industrial), where the value of construction does not exceed \$250,000
 - I3 (High Tech Industrial) or I4 (Industrial)
- Building permits where:
 - Additional floor area not exceeding 25% of existing, or 600m², whichever is less
 - Four or fewer residential units
 - No increase in floor area

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Policy Direction regarding W&S

Council Policy COU-154: Guidelines for the Application of Frontage Works and Services Requirements

- Frontage works are generally required to meet the ultimate road standard envisioned in City plans, not just existing conditions.
- Frontage works may be deferred, modified, or partially exempted where:
 - Ultimate alignment or grade is unknown
 - Works cannot be practically constructed except as part of a larger capital project
 - Construction would create safety or operational issues.
- Cost Sharing
 - Where works benefit multiple properties or the broader network, the City may:
 - Participate in cost-sharing, or
 - Collect frontage improvements at a later date through area-wide projects

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City Plan Policy regarding W&S

- C2.4 Safe Mobility (Vision Zero)
 - C2.4.2 Apply Complete Streets road design principles (see Section C2.5 Complete Streets) to prioritize safety and comfort for vulnerable road users.
- C2.5 Complete Streets
 - C2.5.1 Incorporate Complete Street principles in road retrofits and new construction, supported by City standards, guidelines, and best practices.
 - C2.5.3 Require future development to implement street oriented design approaches that support vibrant and accessible streetscapes.
 - C2.5.4 Ensure access for all travel modes through the development process, prioritizing walking, cycling, transit, and goods movement.
- D2.1 City Boundary & Urban Containment Boundary
 - D2.1.5 The City will support full community servicing (road, sewer, water, and storm) for all lands within the UCB, excluding lands in the UCB that are within the Semi-Rural Neighbourhood designation or Resource Management designation.

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Safety and Best Practices for W&S

- reality of the circumstances of the land
 - safety considerations
 - best practices
- Review is completed through development application submission and review process, between applicant's professional engineer and Staff
 - Works are designed and certified by applicant's professional engineer
 - Deviations from MoESS require approval from City Engineer

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Development Tools & Timing

	Works & Services	Road Dedication	DCCs / SSACs / ACCs	Covenants / SRWs / Easements
Rezoning	S	✓	✗	✓
Development Permit	✗	✗	✗	✓
Subdivision	✓	✓	✓	✓
Building Permit	✓	✓*	✓	✓

**Once a Servicing Officer is designated by bylaw
S – secured for future*

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Summary of Frontage Works and Services

- Subdivision and Building Permits = mandatory works and services unless explicitly exempted
 - Council policy provides flexibility, but exemptions are case-by-case
 - Building Bylaw includes thresholds for amount of construction that can occur without triggering frontage works
- Timing is before approval or occupancy, secured by bonding if not constructed.

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Upcoming Initiatives

- June 2026 - Bylaw Introduction:
 - Subdivision and Development Servicing Bylaw
 - Manual of Engineering Standards and Specifications amendments (Edition 15)
 - Servicing Officer designation (via Officer Designation and Delegation of Authority Bylaw)
- City Plan amendments – Public Hearing scheduled for May 2026

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Future Initiatives

- Following the new Subdivision and Development Servicing Bylaw:
 - Review and potential update to the Building Bylaw
 - Review of applicable Policies
- Latecomer Policy and Bylaw

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Questions

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