

CITY OF NANAIMO

MANUAL OF ENGINEERING STANDARDS & SPECIFICATIONS



Edition No. 1415
(REVISE? TBD 2025)

ENGINEERING STANDARDS & SPECIFICATIONS

INTRODUCTION

CONTENTS

SECTION

INTRODUCTION <i>(REVISE? TBD 2025)</i>	0
GENERAL DRAFTING REQUIREMENTS	1
GENERAL DEFINITIONS AND REFERENCES	2
GENERAL REQUIREMENTS	3
EXCAVATION, TRENCHING AND BACKFILL	4
WATER DISTRIBUTION SYSTEM	5
SANITARY SEWER SYSTEM	6
STORMWATER MANAGEMENT	7
TRANSPORTATION	8
AGGREGATES AND GRANULAR MATERIAL	9
ROADWAY, LIGHTING AND TRAFFIC SIGNALS	10
CAST IN PLACE CONCRETE WORKS	11
ASPHALTIC CONCRETE PAVING	12
SURFACE TREATMENTS	13
LANDSCAPE	14

APPENDIX

FORM -	REVISION REQUEST SUMMARY SHEET FOR THE MANUAL OF ENGINEERING STANDARDS & SPECIFICATIONS	A
SECTIONAL CROSS-REFERENCE		B
FORM -	CONDITION SHEET	C
FORM -	EASEMENT OF RELEASE AND INSPECTION FOLLOWING INSTALLATION OF UTILITY	C
SAMPLE -	SAMPLE EASEMENT SKETCH – RW2	C
MINIMUM REQUIRED STATUTORY RIGHT-OF-WAY AND TEMPORARY WORKING EASEMENT WIDTHS FOR UNDERGROUND SERVICES THROUGH PRIVATE PROPERTY		D

ENGINEERING STANDARDS & SPECIFICATIONS

INTRODUCTION

APPENDIX

FORM -	SUBSTANTIAL COMPLETION STATISTICS RECORDS UTILITIES AND WORKS FOR DEVELOPMENT	E []
FORM -	SERVICE SHEET FOR A SINGLE FAMILY DWELLING RESIDENTIAL LOT (REVISE? TBD 2025)	F1 []
FORM -	SERVICE SHEET FOR ALL LOTS EXCLUDING SINGLE FAMILY DWELLING RESIDENTIAL (REVISE? TBD 2025)	F2 []
FORM -	BUILDING DEVELOPMENT WATER METER INFORMATION SHEET	F3 []
FORM -	CERTIFICATION OF DESIGN	G1 []
FORM -	CERTIFICATION OF INSTALLED WORKS	G2 []
FORM -	CERTIFICATION OF STREET LIGHT INSTALLATION	G3 []
FORM -	CERTIFICATION OF LANDSCAPE INSTALLATION	G4 []
FORM -	SANITARY SEWER FLOW ANALYSIS – CALCULATION SHEET	H1 []
FORM -	STORMWATER MANAGEMENT FLOW ANALYSIS – CALCULATION SHEET	H2 []
FORM -	FIRE FLOW – CALCULATION SHEET (REVISE? TBD 2025)	H3 []
SAMPLE -	WATER METER SIZING CALCULATION SHEET EXAMPLE	H4 []
SAMPLE -	WATER METER SIZING CALCULATION SHEET	H5 []
SAMPLE -	CITY OF NANAIMO'S FIELD HANDBOOK OF GENERAL SIGNS	I []
SAMPLE -	BC HYDRO STREET LIGHT INFORMATION MANAGEMENT SYSTEM SYSTEM (SLIM) (REVISE? TBD 2025)	J []
	AMENDMENT RECORD	[]

ENGINEERING STANDARDS & SPECIFICATIONS

INTRODUCTION

CONTENTS (REVISE? TBD 2025)

SECTION

Introduction	0.01 [↓]
Application of the Standards	0.02 [↓]
Requests for Changes to the Standards	0.03 [↓]
Amendment to Standards	0.04 [↓]

0.01 INTRODUCTION

- .1 This Manual of Engineering Standards ~~and~~ Specifications ~~has been compiled to reflect~~ (MoESS), also referenced as Schedule A in the *Subdivision and Development Servicing Bylaw*, reflects the design requirements, material specifications, and installation requirements for Municipal Works constructed in the City of Nanaimo. For a list of acceptable products for installation within the City of Nanaimo, refer to the City of Nanaimo Approved Products List [↓]. (REVISE? TBD 2025)
- .2 This Manual is intended for use by City Engineering, Public Works, Parks and Recreation Department employees; ~~Consulting Engineers~~ Qualified Professionals, working for the City of Nanaimo; private developers and others doing work in the City. (REVISE? TBD 2025)
 - (a) The majority of Manual users are registrants governed by the *Professional Governance Act* (PGA) along with their respective professional regulatory bodies, who are working with a Professional of Record. (REVISE? TBD 2025)
- .3 The Manual is divided into fourteen (14) sections.
 - (a) Section 1 covers General Drafting Requirements and provides standards for design drawings, ~~record as-built~~ drawings, certification of installed works and design in statutory rights-of-way, etc. (REVISE? TBD 2025)
 - (b) Section 2 covers the General Definitions and References for the manual, followed by General Requirements covered in Section 3.
 - (c) Section 4 covers excavation, trenching and backfill as it applies to the installation of underground utilities such as water, sanitary sewer and storm sewer lines, and private utilities installed within statutory rights-of-way and road right-of-way. (REVISE? TBD 2025)
 - (d) Sections 5, 6 and 7 deal with standards for water, sanitary sewer, storm sewer.

ENGINEERING STANDARDS & SPECIFICATIONS

INTRODUCTION

- (e) Section 8 deals with standards for transportation infrastructure. Section 9 covers standards for the roadway structure, the aggregates and granular materials required. Section 10 deals with standards for roadway lighting and traffic signals.
 - (f) Sections 11 and 12 deal with information on requirements for cast in place concrete works as well as asphaltic concrete paving.
 - (g) Section 13 deals with surface treatments, for use in road rights-of-way.
 - (h) Section 14 covers standards for landscaping in **City** streets, including required maintenance.
- .4 The sections on water, sanitary sewer, storm sewer, transportation, roadway lighting and traffic signals are divided into three basic parts under the following sub-headings:
- (a) Design Criteria.
 - (b) Specifications.
 - (c) Installation.
- .5 Individually, these sub-headings have a numbering sequence common to each section. Each sub-section or sub-heading has a block of numbers reserved and applied to it.
- .6 The numbers which have been reserved for each sub-section and which would be preceded by the applicable section number are as follows:
- (a) Design Criteria .00 to .19
 - (b) Specifications .20 to .39
 - (c) Installation .40 to .69
- .7 With this method of numbering, the numbering sequence is not continuous from sub-section to sub-section. Some sub-sections do not use all the numbers allotted to them.

0.02 APPLICATION OF THE STANDARDS

- .1 The Manual of Engineering Standards ~~and~~ & Specifications (**MoESS**) ~~shall apply~~ **applies** to **City** of Nanaimo capital projects, works within statutory **rights-of-way** and **dedicated** road rights-of-way and works taken over by the **City** of Nanaimo related to private development ~~(i.e., subdivision, etc.). There are sections of the Manual which are not applicable to all the various users. However, contracts, designs and construction of works within the scope of the manual shall comply with the intent of the Manual and adhere to the Design, Specification and Installation Requirements.~~
(REVISE? TBD 2025)

ENGINEERING STANDARDS & SPECIFICATIONS

INTRODUCTION

- (a) In the context of subdivisions, this document is Schedule A in the *Subdivision and Development Servicing Bylaw*, the associated Works must be in compliance with the bylaw. (REVISE? TBD 2025)
 - (b) ~~.1(part of)~~ In other applications, there are sections of the Manual where the contracts, designs and construction of the works within the scope of the ~~manual~~ Manual ~~shall are to~~ comply with the intent of the Manual ~~adhere and be in conformance~~ to the Design, Specification and Installation Requirements. (REVISE? TBD 2025)
 - (c) ~~.5 No departure from the requirements of the Manual shall be permitted without the prior approval of the City Engineer.~~ Non-conformance from the requirements of the Manual must be documented and requires approval from the City Engineer. (REVISE? TBD 2025)
 - (d) Portions of the MoESS may apply to private property infrastructure where it is a requirement of a service being provided by the City such as, but not limited to, the requirement for cross connection control, standards for private fire hydrant installation, and stormwater management infrastructure. (REVISE? TBD 2025)
- .2 ~~.7~~ Where “approval” or “approved” is ~~requested by~~ used in the Manual, it ~~shall mean~~ means approval by the City Engineer unless otherwise stated. For “approval”, all requests shall be submitted by ~~a Professional Engineer~~ the Professional of Record, complete with any supporting documentation, to the City Engineer. (REVISE? TBD 2025)
- .3 ~~.2~~ For the definition of terms used within the Manual, ~~please~~ refer to Section 2.01 – ~~DEFINITION OF TERMS~~ Defined Terms []. (REVISE? TBD 2025)
- .4 ~~.3~~ For the list of products acceptable for the design within the scope of the Manual, please refer to the City of Nanaimo Approved Products List. (REVISE? TBD 2025)
- (a) The Approved Product List does not imply automatic approval as a product substitution for a contract specified product. Product substitution is subject to the ~~Design Engineer’s approval~~ approval by the City Engineer. (REVISE? TBD 2025)
- .5 ~~.6~~ Where the users of this Manual have any doubt as to the meaning or interpretation of any part of the Manual, they are advised to contact Engineering Department (MoESS@nanaimo.ca). ~~the Engineering, Municipal Infrastructure division for clarification.~~ (REVISE? TBD 2025)
- .6 ~~.4~~ For a list of specifications and other references by the Manual, please refer to Section 2.01B – ~~Reference~~ Reference documents that commonly apply to Works are located as reference resources accessible on the public website that is periodically updated. (REVISE? TBD 2025)

ENGINEERING STANDARDS & SPECIFICATIONS

INTRODUCTION

- .7 ~~.8~~ For proposed works not covered by the requirements of the Manual, supplementary specifications, product information or other supporting documentation ~~shall be submitted by a Professional Engineer for approval~~ [are to be submitted by the Professional of Record for approval by the City Engineer.](#) (REVISE? TBD 2025)

0.03 REQUESTS FOR CHANGES TO THE STANDARDS

- .1 Suggestions for changes to the Manual of Engineering Standards ~~and~~ Specifications are welcomed and ~~should~~ [are to](#) be directed to the [Engineering Department \(MoESS@nanaimo.ca-MoESS@nanaimo.ca\)](#). ~~Engineering, Municipal Infrastructure division using the standard Revision Request Summary Sheet form included in Appendix A of this document.~~ (REVISE? TBD 2025)
- .2 Requests for change ~~should~~ [are to](#) include the number of the section and clause for which a change is requested; suggested new wording and an explanation of the reason for the requested change. (REVISE? TBD 2025)
- .3 Requests for change ~~should~~ [are to](#) include red lined mark-ups of the written specifications or standard drawings that are relevant to the suggested change. (REVISE? TBD 2025)
- .4 Changes ~~which are made will be implemented~~ [are considered](#) at the [next update of the Manual, following due process.](#) ~~discretion of the Engineering Services Division.~~ (REVISE? TBD 2025)

0.04 AMENDMENTS TO STANDARDS

- .1 The Manual of Engineering Standards ~~and~~ Specifications ~~will be~~ [are](#) reviewed ~~approximately every three years on a regular basis~~ and amendments issued accordingly. ~~When required, interim amendments will be issued.~~ (REVISE? TBD 2025)
- .2 [Amendments and clarifications are published to the City of Nanaimo's website.](#) ~~Amendments and interim amendments will published~~ (REVISE? TBD 2025)
- .3 For the use of the copy holder, an Amendment Record Sheet has been included at the back of the Manual.