

## Engineering Department - Land Development Division

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Issue Date: January 25, 2012

Reference No. **5250-20 (Bulletin)**

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**AUTHORITY: GENERAL MANAGER, ENGINEERING**

**ATTENTION: LAND DEVELOPMENT CONSULTANTS**

**SUBJECT: TANGIBLE CAPITAL ASSET (TCA) REPORTING  
GUIDELINES & BRIEF WORKSHOP**

There will be a meeting to review and discuss the City's guidelines for completion of the TCA Reports for Land Development Projects.

The Engineering Division has over the past several months reviewed Consultants comments and issues regarding the completion of the TCA Reports. As a result we prepared a simplified guideline to assist you in your completion of the TCA Summary Sheet. The guideline will be reviewed at the meeting.

### **MEETING**

**DATE: FEBRUARY 7, 2012 (Tuesday)**

**TIME: 10:30AM – 12:30PM**

**PLACE: PONDSIDE CAFETERIA MEETING ROOM**

1. Please ensure that your company has one Engineering Representative attend the meeting.
2. Please confirm your attendance no later than January 31, 2012.

Your confirmation can be sent to: **SFaloure@surrey.ca**



STEPHEN TAYLOR, CPWI 3  
Acting Inspection Services Manager