

Engineering Department - Land Development Division

Issue Date: March 1, 2012

Reference No. 5250-20 (Bulletin)

AUTHORITY: GENERAL MANAGER, ENGINEERING

ATTENTION: LAND DEVELOPMENT CONSULTANTS

SUBJECT: TANGIBLE CAPITAL ASSET (TCA) REPORTING GUIDELINES

EFFECTIVE: IMMEDIATELY

Further to our February 7, 2012 workshop, the Tangible Capital Asset (TCA) Reporting Guidelines have been finalized as per the comments received by Consultants and are available on the City website. Please ensure that submitted TCA Reporting Forms are completed according to these guidelines. In addition, handwritten forms will not be accepted. Please ensure the forms are completed digitally using Microsoft Excel, as provided, and formatted appropriately for printing.

TCA Reporting Forms must be submitted as part of the Pre-Construction Meeting Requirements. If changes occur to the quantities or values of the reported assets between the time of the Pre-Construction Meeting and completion of construction, then a revised TCA Reporting Form must be submitted as part of the Maintenance Request Requirements.

Thank you.



Doug Mossey, EIT
Acting Inspection Services Manager

DVM/brb