



POLICY

POLICY NO:	802	APPROVAL DATE:	July 14, 2003
TITLE:	Found/Unclaimed Property	REVISION DATE:	
SECTION:	Protective Services	PAGE	1 OF 1
DEPARTMENT:	Enforcement Services		

POLICY STATEMENT

To establish a procedure for handling found and unclaimed property coming into the possession of the City.

REASON FOR POLICY

To provide City Council and Administration a permanent reference and working guide for handling and administering found and unclaimed property.

RELATED INFORMATION

1. The *Municipal Government Act*, has provisions that outline a procedure for lost or unclaimed property coming into the possession of a municipality, as summarised below:
 1. Property must be retained for 30 days unless it is unsafe, unsanitary, or perishable;
 2. Property that is unsafe, unsanitary or perishable may be disposed of at any time;
 3. If the property is unclaimed, the City may dispose of the property by public auction or as Council directs; and
 4. A prior owner of the property is entitled to the proceeds of the sale, less expenses, if the prior owner makes a claim to the City within 90 days of the date of sale.
2. The City will follow the procedure outlined in the *Municipal Government Act* and may contract the handling of lost or unclaimed property.
3. All lost or unclaimed property shall be recorded, inventory shall be tracked, and final disposition noted by administration.