



PROCEDURE

PROCEDURE NO: 802•1

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TITLE: Found/Unclaimed Property Guidelines

APPROVAL DATE: July 14, 2003

POLICY: 802, Found/Unclaimed Property

REVISION DATE:

SECTION: Protective Services

RESPONSIBLE

DEPARTMENT: Enforcement Services

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.
4. Bicycles:
 1. The City may contract the handling of lost or unclaimed bicycles to a non-profit group.
 2. After entering into a contract:
 - a) The City may refer all calls for service for found property to the contractor;
 - b) The contractor shall, on behalf of the City and in a timely manner, pickup the bicycle and take it to a secure storage area.
 - c) The contractor shall hold the bicycle, for a minimum of 30 days.
 - d) The contractor shall advise Enforcement Services of the property, by completing the required form and submitting it within 24 hrs of coming into possession of the property.
 - e) Enforcement Services shall maintain a ledger of the property.

- f) Upon expiration of the holding period, the contractor may dispose of the bicycle, by public auction, unless otherwise approved by Council.
- g) Except as otherwise provided in 4.2.8., the contractor will keep all proceeds of the public auction.
- h) Any claims from prior owners will be received by Enforcement Services.
 - i) Enforcement Services will investigate the claim, and if required, contact the contractor and make arrangements for the contractor to provide a refund to the prior owner.

5. Live Animals:

- 1. From time to time the City comes into possession of animals that are not impounded or seized under Municipal Bylaw or Provincial Legislation.
- 2. In these cases, Enforcement Services will hold the animal at the animal shelter, or other appropriate location, for 7 days.
- 3. Following the 7-day period, Enforcement Services may sell or adopt the animal.

6. Other Unsafe, Unsanitary or Perishable Property:

- 1. All other unsafe, unsanitary or perishable property will be held for a period of time as deemed by the Enforcement Service Program Manager.
- 2. After the time noted in 6.1, the property will be disposed of by the best-suited means available.

7. All Other Property:

- 1. Enforcement Services will hold and administer all other lost or unclaimed property as per the provisions of the MGA.