

COUNCIL POLICY



Document Name: Lost or Unclaimed Property

Department Name: Communications and Engagement

Document Number: FEM-020

Effective Date: December 14, 2021

Next Revision Date: December 2024

STRATEGIC PLAN LINKAGE

- Strategic Priority 1 - Responsible Government

PURPOSE AND OBJECTIVE

The purpose of this policy is to authorize the Municipality to dispose of lost or unclaimed property in a manner consistent with the requirements of the Municipal Government Act and the Municipality's goals.

GENERAL PRINCIPLES

1. Definitions:

- 1.1. "Lost and Found Property" (Property) means lost, mislaid, unattended or abandoned personal property found on Municipal Premises that has left the possession of its rightful owner without having directly entered the possession of another person.
- 1.2. "Municipal Premises" means all buildings, grounds such as public spaces, parks and playgrounds, and vehicle or equipment assets whether owned, leased, rented or otherwise under the control of the Municipality.
- 1.3. "Social Profit" means a registered charity or non-profit organization providing services within the Municipality.

2. Responsibilities:

2.1. Council to:

- 2.1.1. Approve any amendments to this policy.

2.2. CAO to:

- 2.2.1. Develop and adopt a plan to collect, retain, and dispose of Lost and Found Property; and
- 2.2.2. ensure that the Municipality's obligations with respect to Lost and Found Property are met.

3. General Procedures:

3.1. Collection of Lost and Found Property:

- 3.1.1. Unattended and unclaimed property found on Municipal Premises is to be collected and retained by the Municipality for safekeeping and return to the rightful owner.

3.2. Retention of Lost and Found Property:

- 3.2.1. Property that is collected by the Municipality will be retained for a minimum period of 30 days from the date it came into the possession of the Municipality.
- 3.2.2. The Municipality will attempt to return Property to its rightful owner, if the rightful owner can be identified.
- 3.2.3. Unsafe, unsanitary, or perishable Property may be disposed of at any time and does not need to be retained for 30 days.

3.3. Disposition of Lost and Found Property:

- 3.3.1. If Property is not claimed within 30 days, it becomes the property of the Municipality and may be disposed of by:
- 3.3.1.1. sale at public auction;
 - 3.3.1.2. donation to a Social Profit;
 - 3.3.1.3. transfer to the local RCMP detachment;
 - 3.3.1.4. destruction of the Property; or
 - 3.3.1.5. an alternate method of disposal specified by Council.
- 3.3.2. If Property is sold, the prior owner of the Property is entitled to the proceeds of the sale, minus any applicable expenses incurred by the Municipality, if the prior owner makes a claim within 90 days of the date of sale of the Property.

4. Rescind and Replace

- 4.1. This Policy, when passed, rescinds and replaces Lost and Found Administrative Directive FEM-020-D, dated August 9, 2019.

APPROVAL

This Policy was approved by Council. It will be reviewed not later than its next Revision Date to determine its effectiveness and appropriateness. It may be assessed before that time as necessary.

Original document signed by:

Sandy Bowman, Mayor
Jade Brown, Chief Legislative Officer

Date: December 14, 2021

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

Legal References: Municipal Government Act, R.S.A. 2000, c.M-26

Cross References: Lost and Found Property FEM-020-P01

Position Responsible: Director, Communications and Engagement

COUNCIL POLICY DETAILS AND REVISION HISTORY

| Date | Action | Description |
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