

Title: Disposal of Found Goods	Policy No: 10.01 Supersedes: REVISED (Amends previous policy Mar. 1, 2006)	
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: January 17, 2017	
	Review Date: January 2018	
Policy Statement: 1. In accordance with Section 67 of the Community Charter, property that has come into the custody and possession of the RCMP or the Municipality on behalf of a Municipality may be disposed of and the proceeds from that disposal dealt with in accordance with the regulations under the Community Charter if (a) the owner of the property has not been identified after reasonable effort, and (b) a court of competent jurisdiction has not made an order in respect of the property. 2. Property may be disposed of at any time if (a) the property is a perishable article, (b) the property has no apparent marketable value, or (c) custody of the property involves unreasonable expense or inconvenience.		
Purpose: To provide direction to Municipal and RCMP Staff with regard to property that has come into the possession of the RCMP or the Municipality on behalf of the Municipality.		
<u>Key Areas of Responsibility:</u> <div style="text-align: center;">Action to Take</div> <u>Unclaimed Property</u> 1. The Manager of Procurement will dispose of unclaimed property provided it has been held for 3 months and provided that it is no longer required for police purposes (i.e. evidence or active police file). <u>Claimed Property</u> 2. People who submit lost property to the RCMP or Municipality may also submit a claim for this property to the Municipal Clerk.	<div style="text-align: center;">Responsibility</div> Manager of Procurement Municipal Clerk	

Detailed Actions	Responsibility
<p><u>Unclaimed Property</u></p> <ol style="list-style-type: none"> 1. The lost property will be held for 3 months. After that time, notice will be given in accordance with Section 94 of the Community Charter for lost property with an estimated value over \$500. 2. If the property still remains unclaimed, the property will be sent to public auction or disposed of in another method that brings best value to the Municipality. 3. Proceeds from the auction will be held for 6 months from the date of sale and will then be transferred to general revenue. 	<p>Municipal Clerk</p> <p>Manager of Procurement</p> <p>Manager of Procurement</p>
<p><u>Claimed Property</u></p> <ol style="list-style-type: none"> 1. The lost property will be held for 30 days from the date of the claim. After that time, notice will be given in accordance with Section 94 of the Community Charter for lost property with an estimated value over \$500. 2. If, after the notice is given, the item still remains unclaimed by the owner, the item will be returned to the finder. 3. If the estimated value of the item exceeds \$3000, staff will report the claim to a closed Council meeting before the item is returned to the finder. 4. If the owner claims the property within this period, the finder will be advised in writing. 	<p>Municipal Clerk</p> <p>RCMP Staff</p> <p>Municipal Clerk</p> <p>Municipal Clerk</p>