



# CITY POLICY

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**POLICY NUMBER:** C474

**REFERENCE:**

City Council 1998 09 15

**ADOPTED BY:**

City Council

**SUPERSEDES:**

New

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**PREPARED BY:** Corporate Services Department, Law Branch

**DATE:** 1998 07 15

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**TITLE:** Lost and Found

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**Policy Statement:**

Section 610 of the Municipal Government Act (M.G.A) authorizes a Municipality to retain lost or unclaimed property coming into its possession. If the lost or unclaimed property is not claimed within 30 days, the Municipality may dispose of it by Public Auction or as City Council directs.

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**The purpose of this policy is to:**

Provide a procedure for the disposition of lost or unclaimed property and cash coming into the possession of the municipality which is consistent with section 610 of the M.G.A. and which recognizes, to the extent possible, the legal right of a finder to acquire title to the property or cash as against all but the true owner.

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This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation or Union Agreement.



# CITY PROCEDURE

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## 1. DEFINITIONS

- 1.01 "Finder" means any person who finds lost or unclaimed property or cash, but does not include a sworn or unsworn member of the Edmonton Police Service, an employee of the City of Edmonton or any person under contract to the City of Edmonton who finds lost or unclaimed property or cash during the course of their employment.
- 1.02 "Lost or unclaimed property" means all property coming into the possession of the City of Edmonton except motor vehicles, or other property which comes into the possession of the Edmonton Police Service pursuant to the Criminal Code or other legislation which contain provisions for the disposition of that property.
- 1.03 "Owner" means the true owner of lost or unclaimed property or cash that comes into the possession of the City of Edmonton.

## 2. RESPONSIBILITIES

- 2.01 City Council shall: approve this Policy and its Procedures and any changes thereto.
- 2.02 City Manager shall: specify procedures for the sale of lost or unclaimed property and the disposition of the proceeds of sale or cash coming into the possession of a Department that is not otherwise claimed by an owner or finder.

## 3. PROCEDURES

- 3.01 Lost or unclaimed property coming into the possession of the City of Edmonton shall be retained for at least 30 days unless it is unsafe, unsanitary or perishable, in which case it may be disposed of at any time.
- 3.02 Lost or unclaimed property with an apparent value of \$50.00 or less coming into the possession of the City of Edmonton that is not claimed by the owner within 30 days shall be disposed of by public auction. The proceeds of sale shall be dealt with in accordance with the direction of the City Manager or any applicable Collective Agreement.
- 3.03 Lost or unclaimed property with an apparent value of greater than \$50.00 coming into the possession of the City of Edmonton that is not claimed by the owner within 30 days shall be returned to the finder if the finder claims the property within the next 15 days thereafter, failing which the property shall be dealt with in accordance with paragraph 3.02 above.
- 3.04 Cash coming into the possession of a department of the City of Edmonton of \$25.00 or less that is not claimed by the owner within 30 days shall be dealt with in accordance with the direction of the City Manager or any applicable Collective Agreement.



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- 3.05 Cash coming into the possession of a department of the City of Edmonton of greater than \$25.00 that is not claimed by the owner within 30 days shall be returned to the finder if the finder claims the cash within the next 15 days thereafter, failing which the cash shall be dealt with in accordance with paragraph 3.04 above.
- 3.06 When a finder turns in lost or unclaimed property or cash, the City shall provide written notification of the finder's rights under this Policy.