

**Title: Found/Unclaimed Property Policy****Resolution: 172-2014****Revised:****Special Notes:  
MGA Part 16, Section 610****Next Review:****POLICY STATEMENT:**

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

**PURPOSE:**

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

**INTERPRETATION**

**Prior Owner** means a person who is legally entitled to the property and had proof of ownership satisfactory to the Town.

**Animal** means the same as the Wildlife Act and shall include but is not limited to big game, bird of prey, controlled animal, dog, endangered animal, endangered organism, fur bearing animal, game bird and fish that is not a human.

**RELATED INFORMATION**

The *Municipal Government Act*, has provisions that outline a procedure for lost or unclaimed property coming into the possession of a municipality.

1. Lost or unclaimed property coming into the possession of the Town must be retained for at least 30 days from the date it comes into possession of the Town unless it is unsafe, unsanitary, or perishable; in which case it may be disposed of at any time.
2. If the property is unclaimed within 30 days, it becomes the property of the Town and the Town may dispose of the property by public auction or as Council directs.
3. The purchaser of lost or unclaimed property is the absolute owner of it.
4. A prior owner of the lost or unclaimed property is entitled to the proceeds of the sale, less expenses incurred by the Town, if the prior owner makes a claim to the Town within 90 days after the date of sale.
5. If the sale proceeds are not claimed within 90 days from the date of sale, the rights of any prior owner to the sale proceeds are extinguished and the sale proceeds belong to the Town.
6. The Town may contract the handling of lost or unclaimed property.

7. All lost or unclaimed property shall be recorded, inventory shall be tracked, and final disposition noted by Municipal Enforcement Services.

**LIVE ANIMALS**

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


**BICYCLES**

1. The Town may contract the handling of lost or unclaimed bicycles to a non-profit group ("the contractor").
2. After entering into a contract:
  - a) The Town **may** refer all calls for service for found bicycles to the contractor;
  - b) The contractor shall, on behalf of the Town 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 Municipal Enforcement Services of the bicycle, by completing the required form and submitting it within 24 hrs of coming into possession of the bicycle; and
  - e) Municipal Enforcement Services shall maintain a ledger of the bicycles.
3. Upon expiration of the holding period, the Town or Contractor may dispose of the bicycle, by public auction, unless:
  - a) otherwise approved by the Town;
  - b) destroyed in another method approved by this policy.
4. Except as otherwise provided the contractor will keep all proceeds of the public auction.
5. Any claims from prior owners will be received by Municipal Enforcement Services.
6. Municipal 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.

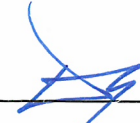
**ALL OTHER PROPERTY**

1. Municipal Enforcement Services will hold and administer all other lost or unclaimed property as per the provisions of the *Municipal Government Act*.

2. All proceeds obtained through public auction of found property, bicycles or adoption of animals, which is not proceeds kept by "the Contractor" shall be placed in general revenue.

A handwritten signature in blue ink, reading "Ralph Leriger", written over a horizontal line.

Mayor Ralph Leriger

A handwritten signature in blue ink, consisting of stylized initials, written over a horizontal line.  
CAO Dean Krause