

GOV-002-019

Strathcona County
Municipal Policy Handbook

Lost or Unclaimed Property

Date of Council Approval: 01/02/95; 02/01/2000;
06/26/2007

Resolution No.:15/95; 44/2000;
584/2007

Lead Role: Council

Replaces: n/a

Last Review Date: May 23, 2013

Next Review Date: 05/2016

Administrative Responsibility: Facility Services

Policy Statement

Strathcona County will make every effort to maintain the integrity of personal property left in the possession of the County. The County will undertake reasonable efforts to ascertain legal ownership prior to disposal of unclaimed articles. Where it is necessary that unclaimed property be disposed of, Strathcona County will, wherever applicable, support Strathcona County charities.

Definitions:

"Owner" means the legal owner of lost or unclaimed property.

"Finder" means a person who has found lost property and who has placed that lost property in the custody of the County.

"Significant Value" shall mean a value that, in the opinion of the Manager, Facility Services, exceeds \$250.00.

Guidelines

Strathcona County will retain all lost or unclaimed property coming into the possession of the County for at least thirty (30) days from the date it comes into the County's possession unless it is unsafe, unsanitary or perishable, in which case it may be disposed of at any time, or as Council directs. Any property remaining unclaimed by the Owner after 30 days becomes the property of the County.

If, after the 30 days, the Owner has not claimed the lost property, the Finder of that lost or unclaimed property is entitled to claim it.

Thereafter, lost articles of clothing or property that are of a value that does not warrant sale shall be donated to Strathcona County charities. Lost articles of clothing or property that are of Significant Value shall be sold and the proceeds retained for a period of ninety (90) days. The purchaser of lost or unclaimed property is the absolute owner of it.

An Owner of lost or unclaimed property is entitled to the proceeds of the sale, less all expenses incurred by the County, if the Owner makes a claim to the County within 90 days of the date of the sale. If the sale proceeds are not claimed by the Owner within 90 days from the date of sale, the rights of any Owner to the sale proceeds are extinguished and the Finder may claim the net sale proceeds. In the absence of any claimant, the sale proceeds belong to the County. In the case of lost sums of money, unclaimed amounts become the property of the County 90 days after deposit.

Roles and Responsibilities

Department Director:

The department director is responsible for the following:

- (i) To provide a secure location where lost articles can be stored.
- (ii) To ensure that each article is tagged to indicate the date on which it was found, the location where it was found and the name, address and telephone number of the person who turned in the lost property.
- (iii) Maintain a log of all property lost and indicating whether the property was claimed, when and by whom.
- (iv) With respect to lost money, to ensure that all funds are properly identified and to forward the same to the Treasurer for deposit as he may direct.
- (v) To provide to the Manager, Facility Services, at his request, all unclaimed property held by the department for more than thirty (30) days, for disposition in accordance with this policy.

Director, Facility Services:

- (i) The Director, Facility Services, is responsible for the following:
- (ii) To coordinate, from time to time, the sale of unclaimed property of Significant Value in the most cost effective manner in the circumstances.
- (iii) To ensure that all sale proceeds are properly identified and forwarded to the Treasurer for deposit as he may direct.

Treasurer:

The Treasurer is responsible to designate a specific account where lost sums of money or proceeds from the sale of properties of Significant Value shall be held.