



## POLICY MANUAL

### Policy No. 408

Section:	Operations
Title	Lost and Found

#### REASON FOR POLICY

To effectively manage property lost or found at North Vancouver Recreation and Culture Commission (NVRC) facilities.

#### POLICY

1. Property found in or around NVRC facilities, if unclaimed, shall be catalogued and retained for a sixty-day period.
2. Articles which are determined by staff to be prohibited, restricted, controlled, infectious, and/or poisonous under the Criminal Code of Canada, the Controlled Drugs and Substances Act, the Food and Drugs Act, the Transportation of Dangerous Goods Act, or any other applicable laws will not be returned and may be referred to the police without delay.
3. Every effort shall be made to return identifiable property to the rightful owner upon proper proof of ownership.
4. Money and articles of estimated value in excess of \$1,000 shall be reported to the RCMP. RCMP guidelines for recovered property that may be required for criminal proceedings shall be followed, if necessary.
5. Property with an estimated value of less than \$1,000 which is unclaimed after sixty days shall become the property of the NVRC and be disposed of as follows:
  - Money or negotiable securities shall be credited to the NVRC.
  - Valuables and equipment that have resale value shall be disposed of at public auction, with the proceeds to be credited to the NVRC.
  - Useable clothing and other personal belongings shall be donated to a non-profit organization designated by the NVRC.
6. Articles which are determined by staff to have no market value or those which are unsafe, unsanitary or perishable shall be disposed of by the best means available.
7. NVRC employees are not eligible to claim found property.

**DEFINITIONS**

*Valuables* – those items which need to be held in safekeeping, such as money, rings, expensive jewellery, watches, credit cards, negotiable cheques, wallets, negotiable securities, cell phones, laptops/PDAs and other electronic devices.

*Belongings* – anything not defined as valuable, such as costume jewellery, glasses, keys, hearing aids, briefcases/purses, prescription drugs and clothing.

**AUTHORITY TO ACT**

Authority to act is delegated to the Director of Recreation & Culture.

Original Approval Date:	February 10, 2000	Approved by:	Commission
Amended:	September 10, 2008	Approved by:	Commission