



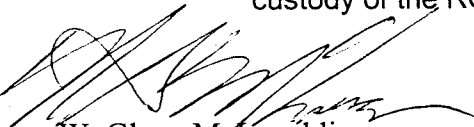
To: General Purposes Committee
From: W. Glenn McLaughlin
Manager - Purchasing & Risk
Re: Council Policy 3003 - Disposal of Property Found by the Public - Amendment

Date: November 8, 2004
File: 02-640-00

Staff Recommendation

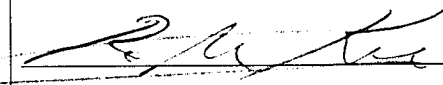
That Clause 3 of the current City of Richmond Policy 3003 - Disposal of Property Found by the Public, be rescinded and replaced with the following clause:

- 3. If the found property is currency or negotiable securities:
 - a) any sum under \$50 will be returned to the finder after it has been in the custody of the RCMP for three months;
 - b) any sum greater than \$50, **but less than \$1,000**, will be returned to the finder after it has been in the custody of the RCMP for six months;
 - c) any sum greater than **\$1,000** will be returned to the finder after it has been in the custody of the RCMP for 12 months.



W. Glenn McLaughlin
Manager - Purchasing & Risk
(4136)

Att. 1

FOR ORIGINATING DIVISION USE ONLY					
ROUTED TO:	CONCURRENCE		CONCURRENCE OF GENERAL MANAGER		
R.C.M.P.....	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>			
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> <i>dw</i>	NO <input type="checkbox"/>	REVIEWED BY CAO	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Staff Report

Origin

City Policy 3003 was originally adopted by Council in October of 1989 and was amended in June 1994. A recent occasion of found currency resulted in the issue of the City keeping 50% of the unclaimed amount for general revenue as being unfair. This report deals with amending the portion of the current policy concerning found currency or negotiable securities.

Findings Of Fact

The portion of the current policy proposed to be amended deals with found currency or negotiable securities greater than \$50 but less than \$500 (3.b), and greater than \$500 (3.c). These two clauses also provide for 50% of the amounts found be be paid to general revenue of the City.

To be consistent with most surrounding local governments that return 100% of found currency to the finder, staff propose the following changes to this policy:

1. Increasing the upper limit of unclaimed currency to be returned to the finder after a period of 6 months from \$500 to \$1,000 (clause 3.b) and deleting reference to a 50% portion of unclaimed amounts to be paid to general revenue of the City,
2. Increasing the limit of unclaimed currency to be retained for a one year period (clause 3.c) from greater than \$500 to greater than \$1,000 and deleting reference to a 50% portion of unclaimed amounts to be paid to general revenue of the City.

Financial Impact

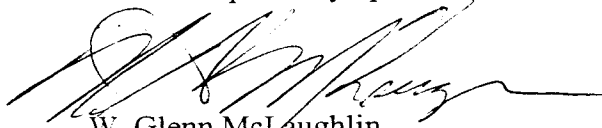
Following is the recent activity of retained currency or securities by the City:

2002	- \$486.
2003	- \$5,195.
2004 YTD	- \$2,286.

Amending the current policy to direct the full amount of found currency or negotiable securities to the finder will not have a material impact on the City's financial position.

Conclusion

Returning the unclaimed currency to the finder is in line with the surrounding municipalities and will not impact City operations.



W. Glenn McLaughlin
Manager - Purchasing & Risk
(4136)

WGM:wgm



City of Richmond

Policy Manual

Page 1 of 2

Adopted by Council: Oct. 10/89 Amended: June 27/94,

POLICY 3003

File Ref: 0640-00

DISPOSAL OF PROPERTY FOUND BY THE PUBLIC

POLICY 3003:

It is Council policy that:

This policy deals only with property found by persons **other** than RCMP members and City employees carrying out their normal duties.

1. The General Manager, Finance and Corporate Services, together with either the Operations or Support Services Officer of the RCMP, Richmond Detachment, is given:
 - a) the authority to decide whether a person claiming to be the owner of the found goods proved his or her ownership of the goods; and,
 - b) the authority, if they are not satisfied with the evidence presented by the claimant, to commence "stake holder" proceedings in Court to ascertain whether the claimant is the owner of the goods.
2. All bicycles are to be disposed of **without any option** to the finder to reclaim the same and without any "reasonable compensation" being given to the finder. The General Manager, Finance and Corporate Services is **authorized** to sell all bicycles by tender or auction or to dispose of such goods by the **best means** available.
3. If the found property is currency or negotiable securities:
 - a) any sum under \$50 will be returned to the finder after it has been in the custody of the RCMP for three months;
 - b) any sum greater than \$50, **but less than \$1,000**, will be returned to the finder after it has been in the custody of the RCMP for six months;
 - c) any sum greater than **\$1,000** will be returned to the finder after it has been in the custody of the RCMP for 12 months.
4. Where the goods are determined by the General Manager, Finance and Corporate Services to be of a perishable nature, or have no apparent market value, or their custody involves unreasonable expense or inconvenience, the goods will be sold or disposed of by the General Manager, Finance and Corporate Services by the best means available.
5. Where goods not dealt with under sections 2 and 4 have been in the possession of the RCMP for three months and the owner of the goods cannot be determined, the following shall apply:
 - a) if the goods have an estimated or appraised value of less than \$50, they will be returned to the finder;
 - b) if the goods have an estimated or appraised value greater than \$50, the General Manager, Finance and Corporate Services is authorized to dispose of the goods either by public auction, by tender, or as otherwise provided for by this policy;



- c) if the goods are offered for sale by auction, tender, or other means as described in this policy, proceeds from the sale will be distributed as follows:
 - (i) the finder will receive 50% of the proceeds after deduction of the City's expenses associated with the obtaining, holding, evaluating and disposing of the goods;
 - (ii) the balance of the funds will be paid to the general revenue of the City.
- 6. If the found property is a coin or money collection or is money other than Canadian or American currency, the General Manager, Finance and Corporate Services is authorized to sell such property by tender or auction or to dispose of such property by other means as he deems will bring the best price, and the General Manager, Finance and Corporate Services' decision shall be final. The reward paid to the finder shall be calculated as in the case of currency under section 3.
- 7. If the found property is of historic, architectural, archaeological or paleontological significance or is an antique, the General Manager, Finance and Corporate Services is authorized to sell such property by tender or auction or to dispose of such property by other means, as he deems fit.
- 8. In determining the value of any negotiable securities or other goods, fair market value at retail shall be used as the measure of value.
- 9. All property found at one time in one location shall constitute one find, whether found by one person or more than one person.
- 10. The General Manager, Finance and Corporate Services is authorized to determine the value of all found property and all costs applicable to the obtaining, holding and disposing of any found property, and where he deems it necessary, is authorized to obtain technical descriptions, certifications, evaluations or appraisals from such persons as he deems fit.
- 11. The General Manager, Finance and Corporate Services' decision on all matters arising in individual cases while administering this policy shall be final.
- 12. In this policy, the word "finder" includes both the finder of the property and the occupier of the land upon which the property is found. If the occupier of land and the finder of the property both claim any property found on the occupier's land, the occupier's claim shall rank in priority to the finder's claim, and the goods returned or reward paid accordingly.



City of Richmond

Policy Manual

Page 1 of 2

Adopted by Council: Oct. 10/89

Amended: June 27/94

POLICY 3003

File Ref: 0640-00

DISPOSAL OF PROPERTY FOUND BY THE PUBLIC

POLICY 3003:

It is Council policy that:

This policy deals only with property found by persons **other than RCMP members and City employees** carrying out their normal duties.

1. The City Treasurer, together with either the Operations or Support Services Officer of the RCMP, Richmond Detachment, is given:
 - a) the authority to decide whether a person claiming to be the owner of the found goods proved his or her ownership of the goods; and,
 - b) the authority, if they are not satisfied with the evidence presented by the claimant, to commence "stake holder" proceedings in Court to ascertain whether the claimant is the owner of the goods.
2. All bicycles are to be disposed of without any option to the finder to reclaim the same and without any "reasonable compensation" being given to the finder. The City Treasurer is authorized to sell all bicycles by tender or auction or to dispose of such goods by the best means available.
3. If the found property is currency or negotiable securities:
 - a) any sum under \$50 will be returned to the finder after it has been in the custody of the RCMP for three months;
 - b) any sum greater than \$50, but less than \$500, will be retained for six months by the RCMP, after which 50% will be returned to the finder and the balance paid to the general revenue of the City;
 - c) any sum greater than \$500 will be retained for one full year by the RCMP and 50% will be returned to the finder and the balance paid to the general revenue of the City.
4. Where the goods are determined by the City Treasurer to be of a perishable nature, or have no apparent market value, or their custody involves unreasonable expense or inconvenience, the goods will be sold or disposed of by the City Treasurer by the best means available.
5. Where goods not dealt with under sections 2 and 4 have been in the possession of the RCMP for three months and the owner of the goods cannot be determined, the following shall apply:
 - a) if the goods have an estimated or appraised value of less than \$50, they will be returned to the finder;



- b) if the goods have an estimated or appraised value greater than \$50, the City Treasurer is authorized to dispose of the goods either by public auction, by tender, or as otherwise provided for by this policy;
 - c) if the goods are offered for sale by auction, tender, or other means as described in this policy, proceeds from the sale will be distributed as follows:
 - (i) the finder will receive 50% of the proceeds after deduction of the City's expenses associated with the obtaining, holding, evaluating and disposing of the goods;
 - (ii) the balance of the funds will be paid to the general revenue of the City.
6. If the found property is a coin or money collection or is money other than Canadian or American currency, the City Treasurer is authorized to sell such property by tender or auction or to dispose of such property by other means as he deems will bring the best price, and the City Treasurer's decision shall be final. The reward paid to the finder shall be calculated as in the case of currency under section 3.
 7. If the found property is of historic, architectural, archaeological or paleontological significance or is an antique, the City Treasurer is authorized to sell such property by tender or auction or to dispose of such property by other means, as he deems fit.
 8. In determining the value of any negotiable securities or other goods, fair market value at retail shall be used as the measure of value.
 9. All property found at one time in one location shall constitute one find, whether found by one person or more than one person.
 10. The City Treasurer is authorized to determine the value of all found property and all costs applicable to the obtaining, holding and disposing of any found property, and where he deems it necessary, is authorized to obtain technical descriptions, certifications, evaluations or appraisals from such persons as he deems fit.
 11. The City Treasurer's decision on all matters arising in individual cases while administering this policy shall be final.
 12. In this policy, the word "finder" includes both the finder of the property and the occupier of the land upon which the property is found. If the occupier of land and the finder of the property both claim any property found on the occupier's land, the occupier's claim shall rank in priority to the finder's claim, and the goods returned or reward paid accordingly.

(Treasury Department)