

Passed By Council on:

Purpose

To ensure that lost and found items are properly accounted for.

Policy Statement

1. Any employee who finds an item is to report it to his/her supervisor, who will complete a report on the item.
2. Caretakers/Parks Services workers will maintain lost and found items for a period of approximately one week, after that time the item will be forwarded to the foreperson who will in turn forward the item to the office at the Municipal Maintenance Depot.
3. Employees who find items in other parks and open spaces are to report the item to the department and then arrange with their foreperson to have the item dropped off at the Municipal Maintenance Depot.

Application

Responsibilities

Parks employees, all employees.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Never formally approved by Council. Public Works and Environment Standing Committee report - September 23, 2004. Regular Meeting of Council - October 4, 2004..

Review Period

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