

FOUND BICYCLE POLICY
Council Policy No. 78/21

PURPOSE:

To establish a policy that outlines a procedure for collecting and disposing of abandoned and unclaimed bicycles within the City.

POLICY:

PROCESS:

- (1) Abandoned or found bicycles are picked up by Bylaw Enforcement Officers from a member of the public or RCMP detachment.
- (2) A bylaw investigation file is generated and a 30-day diary date is started. All Found bicycles are tagged, photographed and stored at the Pomeroy Sports Center.
- (3) After the 30-day period has expired, a Bylaw Enforcement Officer will review the file and proceed with the process of disposition for the unclaimed bicycle.

DISPOSITION:

- (1) A Bylaw Enforcement Officer will contact the finder if they have requested to claim the found bicycle first. A Bicycle Release form will be filled out and signed by the finder and Bylaw Enforcement Officer, and the bicycle will be removed from storage.
- (2) A Bylaw Enforcement Officer will contact the Recreation Manager or designate to inform him/her the allotted 30-day time period has expired and to proceed with disposition of the unclaimed bicycle if no finder has claimed in the bicycle. The investigation file will be updated and closed by the Bylaw Enforcement Department.
- (3) The Recreation Manager or designate will contact community groups, outreach programs or members of the public to arrange viewing and pick up of any bicycles.
- (4) All found bicycles will require Bicycle Release forms signed prior to being removed and released from the storage area.
- (5) Any bicycles not claimed or donated will be disposed of at the recommendation of the Recreation Manager or designate, and if the bicycle is derelict, in a state of disrepair, or unsafe to donate, the bicycle will be disposed for scrap or used for spare parts.