

Provincial Offences Act Collection and Write-Off Policy
Authorization and Write-Off Levels
Schedule “A”

| WRITE OFF CATEGORY | AMOUNT | REQUIRED AUTHORIZATION |
|---------------------------|--|---|
| Administrative Costs only | Any balance | Senior Court Administration Clerk; Court Services Manager |
| Signed Affidavits | Any Balance | Court Services Manager |
| Deceased Person | Any Balance | Court Services Manager |
| Company in Default | Any Balance | Court Services Manager |
| Aged Defaulted Fine | Fine balance from \$26 up to \$10,000 | Court Services Manager Manager of Financial Services |
| | Fine balance from \$10,001 up to \$25,000 | Director of Corporate Services |
| | Fine balance from \$25,001 up to \$50,000 | CAO |
| | Fine balance from \$50,001 up to \$100,000 | Administrative Committee |
| | Fine balance over \$100,000 | Council |