

**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