1960

c 382 Statute Labour Act

Ontario
CHAPTER 382

The Statute Labour Act

EXEMPTIONS

1. A person who is a member of the naval, military or air forces of Canada, or who is called out on active service or for annual training, or who is engaged in or called to the performance of naval, military or other duty in pursuance of orders in that behalf, is not liable to perform statute labour or to commute therefor. R.S.O. 1950, c. 372, s. 1.

2. A student in attendance at an institution of learning in Ontario is not liable to perform statute labour or to commute therefor, and no poll tax shall be levied against or collected from any such student. R.S.O. 1950, c. 372, s. 2.

(NOTE.—See Fire Fighters' Exemption Act, R.S.O. 1960, c. 146.)

POLL TAX

3.—(1) Councils of cities, town, villages and townships who may pass by-laws for levying and collecting an annual tax to be known as "poll tax" of not less than $1 and not more than $10 from every male inhabitant of the municipality who,

(a) is twenty-one years or over and under sixty years of age;
(b) is not exempt from performing statute labour;
(c) is not otherwise assessed in the municipality or who is assessed and whose taxes are less than the poll tax; and
(d) has not filed with the clerk a certificate showing that he has been assessed or performed statute labour or paid poll tax elsewhere in Ontario.

(2) Where any person is assessed and his taxes are less than the amount of the poll tax, he is liable to pay the poll tax only.

(3) Where any such male inhabitant has been employed by the same person for not less than thirty days, the employer shall pay over the amount of the tax to the collector on demand out of any wages due to the employee, and such payment relieves the employer from any liability to the employee for the amount so paid. R.S.O. 1950, c. 372, s. 3.
4.—(1) Every person assessed upon the assessment roll of a township that has not passed a by-law abolishing statute labour is, if his property is assessed at not more than $300, liable to two days statute labour; at more than $300 but not more than $500, three days; at more than $500 but not more than $700, four days; at more than $700 but not more than $900, five days; and for every $300 over $900, or any fractional part thereof over $150, one additional day; but the council may, by a by-law operating generally and rateably, reduce or increase the number of days labour to which all the persons, rated on the assessment roll or otherwise, shall be respectively liable so that the number of days labour to which each person is liable shall be in proportion to the amount at which he is assessed, and in all cases both of residents and non-residents the statute labour shall be rated and charged against every separate lot or parcel according to its assessed value.

(2) Where one person is assessed for lots or parts of several lots in different parts of the township, not exceeding in the aggregate 200 acres, such part or parts shall be rated and charged for statute labour as if the same were one lot, and the statute labour shall be rated and charged against any excess over 200 acres as if the excess were one lot.

(3) Every resident has the right to perform his whole statute labour in the statute labour division in which his residence is situate, unless otherwise ordered by the municipal council.

(4) The council may pass by-laws for regulating the manner and the divisions in which statute labour or commutation money shall be performed or expended. R.S.O. 1950, c. 372, s. 4.

5.—(1) The council of any township may by by-law direct that a sum not exceeding $3 a day shall be paid as commutation of statute labour for the whole or any part of the township, in which case the amount of the commutation shall be added in a separate column in the collector’s roll and shall be collected and accounted for like other taxes.

(2) Where no such by-law has been passed, the statute labour in respect of lands of residents and non-residents shall be commuted at the rate of $2 for each day’s labour. R.S.O. 1950, c. 372, s. 5.

6.—(1) In a township that has not passed a by-law abolishing statute labour or a by-law for levying poll tax, every male inhabitant of the township who,
(a) is twenty-one years or over and under sixty years of age;

(b) is not exempt from performing statute labour;

(c) is not otherwise assessed in the township; and

(d) has not filed with the clerk a certificate showing that he has been assessed or performed statute labour or paid poll tax elsewhere in Ontario,

is liable to one day of statute labour on the roads and highways in the township.

(2) Every farmer's son entered as such on the assessment roll of a township is, if not otherwise exempted by law, liable to perform statute labour or commute therefor as if he were not so entered. R.S.O. 1950, c. 372, s. 6.

7. The council of every township may pass by-laws to abolish statute labour. R.S.O. 1950, c. 372, s. 7.

8.—(1) Every person liable to pay poll tax shall pay it to the collector appointed to collect it within two days after demand therefor by the collector, and in case of neglect or refusal to pay the tax, the collector may levy it by distress and sale of the goods and chattels of the defaulter, with costs of distress, and if no sufficient distress can be found, the defaulter, for his refusal or neglect to pay the tax, shall incur a penalty of $10.

(2) Any person liable to perform statute labour under section 6, not commuted, shall perform it when required so to do by the pathmaster or other officer of the municipality appointed for that purpose, and, in case of wilful neglect or refusal to perform the labour after six days notice requiring him to do so, shall incur a penalty of $10.

(3) All sums and penalties, other than costs, recovered under this section shall be paid to the treasurer of the local municipality and shall form part of the statute labour fund thereof. R.S.O. 1950, c. 372, s. 8.

9. A non-resident owner of unoccupied land shall not be permitted to perform statute labour in respect thereof, but the labour shall be commuted and the amount of the commutation shall be charged against every separate lot or parcel and be entered in the collector's roll, and the council shall order all sums paid on that account to be expended in the statute labour division in which the land is situate. R.S.O. 1950, c. 372, s. 9.
10.—(1) Where an owner or tenant makes default in performing his statute labour or in payment of commutation therefor, the overseer of highways in whose division he is placed shall return him as a defaulter to the clerk of the municipality before the 15th day of August, and the clerk shall in that case enter the commutation for statute labour against the land in the collector's roll of the current or following year, and it shall be collected by the collector.

(2) In every such case the clerk shall notify the overseer of highways who may be appointed for the division in the following year, or after it has been collected, of the amount of the commutation, and the overseer shall expend that amount upon the roads in the statute labour division where the property is situate, and shall give an order upon the treasurer of the municipality to the person performing the work. R.S.O. 1950, c. 372, s. 10.

STATUTE LABOUR IN UNINCORPORATED TOWNSHIPS
ROAD COMMISSIONERS

11.—(1) Twenty resident landholders,

(a) in any unincorporated township;

(b) in any designated part of any unincorporated township;

(c) in any two or more contiguous unincorporated townships;

(d) in any designated parts of two or more contiguous unincorporated townships; or

(e) in any locality that has not been surveyed or laid out into townships,

have the right to have a public meeting called for the purpose of electing road commissioners.

(2) In this section and in the following sections of this Act, "landholder" means an owner, locatee, purchaser or tenant of land who is a British subject, and "resident" includes a person who resides in the township or locality for any part of a year. R.S.O. 1950, c. 372, s. 11.

12.—(1) The landholders desiring the meeting to be called shall sign a requisition authorizing one of their number, who shall be named in the requisition, to call a meeting of the resident landholders of the township or townships or of the designated part or parts of the township or townships or of the locality for the purpose of electing road commissioners.
(2) Where it is proposed that the road commissioners shall have jurisdiction over two or more townships or designated parts of two or more townships, the requisition shall be signed by at least eight resident landholders in any one township or part of a township or where there are less than fifteen resident landholders in any one township or part of a township by a majority of them, but the total number of resident landholders signing the requisition shall not be less than twenty and the requisition shall designate what parts of the townships are to be included. R.S.O. 1950, c. 372, s. 12.

13. In case the person so named declines to call a meeting or neglects to do so for ten days after the requisition is presented to him, any three of the persons who signed the requisition may call the meeting. R.S.O. 1950, c. 372, s. 13.

14. The notice calling the meeting (Form 1),

(a) shall be posted up in at least six conspicuous places and at each post office and public school house in the township, townships or locality, as the case may be; or

(b) shall be mailed by registered letter to all landholders in the township, townships or locality addressed to their last known place of residence; or

(c) shall be published once a week for at least three weeks in a newspaper having general circulation in the township, townships or locality,

and the day named in the notice shall be at least ten days from the date of the last posting, mailing or publication, as the case may be. 1960, c. 113, s. 1.

15. The election shall take place at the time named, and the number of the commissioners to be elected shall be either three of five, as may be stated in the requisition, unless the meeting, before proceeding to an election, decides that a number different from that stated in the requisition shall be elected, but the number shall not be less than three nor more than five. R.S.O. 1950, c. 372, s. 15.

16. In case the meeting is called by the person named in the requisition, he is entitled to preside at the meeting as chairman, but if he is absent, or declines to act, the landholders present may appoint another chairman, and the chairman shall act as returning officer and, in the event of a tie, has a casting vote, although he may have previously voted, and the landholders present shall also appoint a secretary, who shall record the proceedings. R.S.O. 1950, c. 372, s. 16.
17.—(1) The landholders present shall decide how the voting for commissioners shall be conducted.

(2) Every person is entitled to vote in the election of the road commissioners who is,

(a) of the full age of twenty-one years;

(b) a British subject by birth or naturalization; and

(c) a landholder in the township or townships, or part or parts thereof, or the locality, for which the election is held.

(3) Where there is not a sufficient number of resident landholders who are British subjects to have a meeting called for the election of road commissioners pursuant to the requirements of this Act, the Minister of Lands and Forests, upon the application in writing of any three resident landholders in the township or locality, may in writing certify to that effect and in that case, resident landholders otherwise qualified who are and who are not British subjects may have the meeting called and vote in the election of road commissioners. R.S.O. 1950, c. 372, s. 17.

18. No person may be elected as a road commissioner unless he is a British subject and otherwise qualified to vote in the election of road commissioners and unless he has performed or commuted for the statute labour to which he is liable. R.S.O. 1950, c. 372, s. 18.

19. The chairman shall, at the request of any two landholders present, direct the secretary to record the names of all persons voting and, unless the vote is by ballot, how each votes. R.S.O. 1950, c. 372, s. 19.

20.—(1) If an objection is made to the right of any person to vote at the meeting, the person shall name the property in respect of which he claims the right to vote, and the chairman shall administer to him an oath, or affirmation if he is by law permitted to affirm, according to the following form, whereupon the person shall be permitted to vote:

You swear (or if the voter is entitled to affirm, solemnly affirm) that you are of the age of twenty-one years, and that you are the owner, tenant, purchaser or locatee of lot ............... in the ............... concession of this township, that you are a British subject, and that you are entitled to vote at this election.

So help you God.

(2) In the case of an election held under the authority of subsection 3 of section 17, it is not necessary that a person desiring to vote be required to make oath or affirm that he is a
British subject, and the form set forth in subsection 1 shall be amended accordingly. R.S.O. 1950, c. 372, s. 20.

21. The commissioners elected shall take a declaration of office (Form 2) before a justice of the peace and shall hold office until their successors are elected at the meeting called as provided in section 29 or, where no such meeting is called, until the 31st day of May in the year following that in which they were elected. R.S.O. 1950, c. 372, s. 21.

22. The commissioners shall meet within two weeks after their election, and shall then or as soon thereafter as may be, name the roads and parts of roads upon which statute labour is to be performed, and shall appoint the places and times at which the persons required to perform statute labour are to work. R.S.O. 1950, c. 372, s. 22.

23.—(1) The commissioners have power to open road allowances when they have been laid down in the original surveys, and where such road allowances are either wholly or partly impracticable, to lay out roads in lieu thereof and direct the performance of statute labour thereon, and where no road allowances are laid down in the original surveys, but five per cent of the area is reserved for roads, the commissioners may lay out roads where necessary and direct the performance of statute labour accordingly.

(2) In cases of deviations from road allowances and of roads laid out where there are no road allowances as above provided, the commissioners shall cause a plan thereof, so far as the same affects ungranted lands of the Crown, to be made by an Ontario land surveyor and shall file the plan in the Department of Lands and Forests, and the commissioners may pay the cost of preparing the plan out of any money received by way of commutation of statute labour.

(3) In the case of a deviation passing over any patented improved land, the commissioners may pay to the owner of the land taken for the purpose of making the deviation the value of it as may be agreed upon between the commissioners and the owner, or in case of disagreement, as may be fixed by the judge of the district court of the district on an application made to him by the commissioners for that purpose.

(4) Where the value of the land taken has been agreed upon between the commissioners and the owner, the owner shall execute a conveyance of the land to Her Majesty in right of Ontario and such conveyance shall be registered in the proper registry or land titles office.
(5) Where the value of the land taken has not been agreed upon between the commissioners and the owner but has been fixed by the judge of the district court of the district, the order of the judge together with a plan and description of the land signed by an Ontario land surveyor shall be registered in the proper registry or land titles office and thereupon the land is vested in Her Majesty in right of Ontario. R.S.O. 1950, c. 372, s. 23.

24. The time for the performance of statute labour shall from time to time be regulated and fixed by resolution of the commissioners. R.S.O. 1950, c. 372, s. 24.

25.—(1) Notwithstanding subsection 3, each owner, locatee, purchaser or tenant of land may be required to perform one day's labour for every fifty acres and one day's labour for the remainder of the acreage held by him, where the total acreage held by him divided by fifty leaves a remainder, and for the first ten acres that he has cleared after the first ten, he may be required to perform one day's additional labour, and for every twenty acres over and above the first ten, one additional day's labour, and each householder who is not an owner, locatee, purchaser or tenant of the land may be required each year to perform one day's labour. R.S.O. 1950, c. 372, s. 25 (1); 1957, c. 114, s. 1 (1).

(2) Any owner, locatee, purchaser or tenant of land holding less than fifty acres may be required to perform statute labour as the commissioners may direct, but not exceeding the scale provided for in subsection 1 where the land is in part cleared and not exceeding one day where no part of the land is cleared. R.S.O. 1950, c. 372, s. 25 (2).

(3) Where road commissioners have been elected for any unincorporated area the secretary-treasurer shall enter in the statute labour book the name, date of birth and place of abode of every male inhabitant thereof who,

(a) is twenty-one years or over and under sixty years of age;

(b) is not exempt from performing statute labour;

(c) is not assessed for statute labour in the area under subsection 1 or 2; and

(d) has not filed with the secretary-treasurer a certificate showing that he has been assessed or performed statute labour or paid poll tax elsewhere in Ontario, and every such male inhabitant is liable to one day of statute labour on the roads in the area. R.S.O. 1950, c. 372, s. 25 (3); 1957, c. 114, s. 1 (2).
26.—(1) Each commissioner shall, during the time he is required to perform statute labour, act as overseer, and the commissioners shall arrange among themselves for overseeing the various bodies of men engaged in doing statute labour. R.S.O. 1950, c. 372, s. 26 (1).

(2) The commissioners have the same powers as municipal corporations have in reference to statute labour to appoint overseers and require returns to be made to them of the statute labour performed in their districts. R.S.O. 1950, c. 372, s. 26 (3).

27.—(1) Any person instead of performing the statute labour required of him may commute therefor by payment at the rate per day fixed by resolution of the commissioners which rate shall not be greater than the rate per day paid for labour by the Department of Highways, and the commissioners shall expend all commutation money upon the roads on which the labour that is commuted for should have been performed, unless in the opinion of the commissioners the money should be expended on other roads under their jurisdiction.

(2) The statute labour in respect of unoccupied land of a non-resident owner shall in all cases be commuted. R.S.O. 1950, c. 372, s. 27.

28.—(1) The commissioners may by resolution direct that a sum computed at the rate per day fixed by resolution of the commissioners under subsection 1 of section 27 shall be paid as commutation of statute labour for the whole of the township, provided that the resolution shall not take effect until it has been submitted to and sanctioned by the majority of the landholders present at the annual meeting or at a special meeting called in the manner provided for in this Act for the election of commissioners.

(2) The name of every person liable for the payment of the commutation shall be entered in the book directed to be kept by section 33, and the commissioners shall expend all commutation moneys received on the roads upon which the labour that is commuted for should have been performed unless in the opinion of the commissioners the money should be ex-
29. The majority of the commissioners may call a meeting to be held at any time between the 1st day of January and the 31st day of May for the election of their successors, but in case of their failure so to do a meeting may be called in the manner hereinbefore provided for a first election. R.S.O. 1950, c. 372, s. 29.

30. Any person liable to perform statute labour or to pay an amount of commutation money in lieu thereof under sections 11 to 37 who, after six days notice requiring him to do the labour, willfully neglects or refuses to perform, at the time and place named by the commissioners, the number of days labour for which he is liable or who, after six days notice requiring him to pay the money, fails to pay the amount of commutation money for which he is liable, shall incur a penalty of $5, and in addition the amount of the commutation money as fixed by the commissioners under section 27 for each day in respect of which he makes default, the same to be paid to the secretary-treasurer and to be expended in improving the roads on which the labour should have been performed, or such other roads as, in the opinion of the commissioners, require improvement. R.S.O. 1950, c. 372, s. 30; 1958, c. 102, s. 1.

31.—(1) The commissioners, at the first meeting after their election, shall elect one of their number as chairman to preside at meetings and shall appoint some competent person who may be one of themselves other than the chairman, as secretary-treasurer and the secretary-treasurer is exempt from the performance of statute labour and the commissioners may each year pay to the secretary-treasurer out of the commutation fund such amount, not exceeding $50, as may be fixed by resolution of the commissioners.

(2) The secretary-treasurer before entering on his duties shall take a declaration of office (Form 2) before a justice of the peace, and shall give security satisfactory to the commissioners which shall be lodged for safe-keeping with the chairman. R.S.O. 1950, c. 372, s. 31.

32. The secretary-treasurer shall receive and safely keep all commutation money and shall pay out such money in accordance with the provisions of this Act. R.S.O. 1950, c. 372, s. 32.

33.—(1) The secretary-treasurer shall keep a statute labour book (Form 3) and shall enter therein the name of every person liable for the performance of statute labour or
payment of the commutation and the lot or parcel of land in respect of which he is liable.

(2) Upon the performance of statute labour or payment of the commutation the secretary-treasurer shall make entry thereof in the statute labour book in the column provided for that purpose.

(3) Where any person who has been served with the prescribed notice as provided in section 34 does not perform his statute labour or commute therefor, the secretary-treasurer shall enter the commutation thereof in the proper column of the statute labour book against the name of the person in default.

(4) The statute labour book shall be available for inspection at all reasonable times by any owner or locatee of land, or householder in the area over which the commissioners have jurisdiction and by any officer or servant of the Department of Highways designated by the Minister of Highways. R.S.O. 1950, c. 372, s. 33.

34.—(1) The secretary-treasurer shall serve each notice to perform statute labour (Form 4) or, where a resolution has been passed and sanctioned as provided by section 28, to pay the commutation thereof (Form 5) personally or by leaving it at the usual place of abode of the person to whom it is directed with a grown up person residing there or by sending it by registered mail addressed to the person to whom it is directed at the post office nearest to his last known place of residence.

(2) The notices shall be served not less than six days before the date on which the person liable for statute labour is required to report or to pay exclusive of that date and the date of the service or mailing as the case may be. R.S.O. 1950, c. 372, s. 34.

35.—(1) On or before the 1st day of June in the year following that in which default was made, the secretary-treasurer shall make a return (Form 6) to the sheriff of the district showing each lot or parcel of land in respect of which default has been made, the name of the owner or locatee, the amount chargeable at the date of the return and the year for which the amount in arrear was imposed.

(2) The sheriff shall enter the particulars so furnished in a book to be kept by him for that purpose.

(3) The secretary-treasurer shall not receive any payments on account of such arrears after the expiration of two years from the date specified in the notice (Form 4 or 5), but in the case of payments made within such period the secretary-
treasurer shall forthwith notify the sheriff thereof and the sheriff shall enter the payment against the proper lot or parcel in the book kept by him for that purpose.

(4) Upon the expiration of the two year period all arrears are payable to the sheriff and the sheriff shall enter every payment in the book kept by him and shall return the amount paid to the secretary-treasurer.

(5) All arrears bear interest at the rate of 10 per cent per annum. R.S.O. 1950, c. 372, s. 35.
of *The Provincial Land Tax Act* apply *mutatis mutandis* to the land or the interest therein so forfeited.

(4) Where forfeiture is annulled upon payment to the Minister of Lands and Forests in addition to any amounts payable under *The Provincial Land Tax Act* by reason of the forfeiture, of the amount of the arrears, penalties, interest, charges and costs referred to in subsection 1, the Minister of Lands and Forests shall remit to the secretary-treasurer of the commissioners the amount of such arrears, penalties and interest, and to the Minister of Highways such charges and costs. R.S.O. 1950, c. 372, s. 36.

37. The commissioners, when duly elected, shall serve during the term for which they are elected or shall forfeit the sum of $5, which may be sued for, together with costs, in any court having jurisdiction by any three electors making the complaint. R.S.O. 1950, c. 372, s. 37.

**RECOVERY OF PENALTIES**

38. The penalties imposed by this Act are recoverable under *The Summary Convictions Act*. R.S.O. 1950, c. 372, s. 38, R.S.O. 1960, c. 387.

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**FORM 1**

*(Section 14)*

**PUBLIC NOTICE**

Notice is hereby given that a meeting will be held at *(state place)* on the...............day of...............................................19............, at the hour of..................o'clock in the...............noon to elect Road Commissioners for the Township of....................as provided by *The Statute Labour Act*.

Dated this..........................day of........................., 19....

............................................................... 

*Caller of Meeting.*

R.S.O. 1950, c. 372, Form 1.

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**FORM 2**

*(Section 21, 31 (2) )*  

**DECLARATION OF OFFICE**

I, .........................................................., do solemnly promise and declare that I will truly, faithfully and impartially, to the best of my knowledge and ability, execute the office of road commissioner *(or secretary-treasurer of the road commissioners)* of the Township of .......................and that I have not received and I will not receive any payment or reward, or promise thereof for the exercise of any partiality or malversation or other undue execution of the office and that I have not by myself or partner, either directly or indirectly, any interest in any contract with or on behalf of the road commissioners of the Township.

Declared before me this..........................  

day of............................................19...........

............................................................... 

*Justice of the Peace.*

R.S.O. 1950, c. 372, Form 2.
FORM 3
(Section 33 (1))
STATUTE LABOUR BOOK
TOWNSHIP OF ........................................19

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Address</th>
<th>No. of Concession</th>
<th>No. of Lot</th>
<th>No. of Acres Cleared</th>
<th>No. of Days Labour</th>
<th>Date Notice to Perform Served</th>
<th>Days Performed</th>
<th>Amount at ....... Per Day</th>
<th>Amount Paid</th>
<th>Amount Commutation or Labour in Default</th>
<th>Penalty</th>
<th>Total Due</th>
<th>Date of Return to Sheriff</th>
<th>Arrears Paid</th>
<th>Interest Paid</th>
<th>Date of Notice to Sheriff</th>
<th>Remarks</th>
</tr>
</thead>
</table>

R.S.O. 1950, c. 372, Form 3.
FORM 4

(Section 34 (1))

NOTICE TO PERFORM STATUTE LABOUR

To..........................................................

TAKE NOTICE that you are hereby required to perform................................ days statute labour for which you are liable on (describe the lot or parcel of land), and are required to report to........................................, the commissioner for the district in which your property is situate, at (state place) on the...... day of.........................., 19..........., at the hour of........................0' clock in the...........................noon and to perform the labour where and as directed by him. Instead of performing the statute labour required of you, you may within six days from the date of this notice, commute therefor by paying to the undersigned the sum of $..................... Should you fail to report and perform the statute labour required of you or to pay the amount of the commutation, proceedings will be taken to collect the amount of the commutation together with interest at 10 per cent per annum. You will also be liable to a penalty recoverable under The Summary Convictions Act.

Dated at........................................this........... day of............., 19..............

..........................................................

Secretary-Treasurer

Road Commissioners of the Township of..........................................................


FORM 5

(Section 34 (1))

NOTICE TO PAY THE COMMUTATION OF STATUTE LABOUR

To..........................................................

TAKE NOTICE that you are hereby required to pay to the undersigned the amount of $.....................being the commutation of............... days statute labour at $.....................per day for which you are liable on (describe the lot or parcel of land) within six days from the date of this notice.

Should you fail to pay this amount proceedings will be taken to collect it together with interest at 10 per cent per annum. You will also be liable to a penalty recoverable under The Summary Convictions Act.

Dated at........................................this........... day of............., 19..............

..........................................................

Secretary-Treasurer

Road Commissioners of the Township of..........................................................

Address..........................................................

R.S.O. 1950, c. 372, Form 5.
FORM 6
(Section 35 (1) )
RETURN TO SHERIFF

Road Commissioners of the Township of

To The Sheriff of

Take Notice that the following owners or locates have not paid the commutation for which they are liable as set forth opposite their names.

Dated at this day of , 19.

Secretary-Treasurer

<table>
<thead>
<tr>
<th>Name of Owner or Locatee</th>
<th>Description of Lot or Parcel</th>
<th>Number of Acres</th>
<th>Amount of Commutation in Default</th>
<th>Year Imposed</th>
<th>Penalty</th>
<th>Total Due</th>
<th>Date Notice to Perform Served</th>
<th>How Notice Served (personally or by mail, if by mail to what address)</th>
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