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THE  
POST OFFICE ACT, 1867,  
AND THE  
GENERAL REGULATIONS FOUNDED THEREON.

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PRINTED BY ORDER OF THE POSTMASTER GENERAL.

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OTTAWA:  
PRINTED BY G. E. DESBARATS.  
1868.

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THE POST OFFICE ACT, 1867.

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TO

# POST OFFICE ACT.

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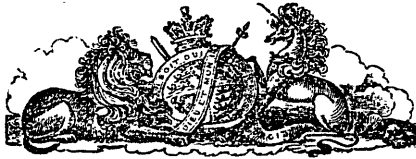
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ANNO TRICESIMO-PRIMO

# VICTORIÆ REGINÆ.

## C A P . X .

An Act for the regulation of the Postal Service.

[Assented to 21st December, 1867.]

**H**ER Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows :

### PRELIMINARY—INTERPRETATION.

1. This Act shall be known and may be cited as *The Post Office Act 1867*; and the following terms and expressions therein shall be held to have the meaning hereinafter assigned to them, unless such meaning be repugnant to the subject or inconsistent with the context :

The term " Letter " includes Packets of Letters ; Letter.

The term " Postage " means the duty or sum chargeable for the conveyance of Post Letters, Packets and other things by Post ; Postage.

The term " Foreign Country " means any country not included in the dominions of Her Majesty ; Foreign Country.

The term " Foreign Postage " means the postage on the conveyance of Letters, Packets or other things, within any Foreign Country or payable to any Foreign Government ; Foreign Postage.

The term " Canada Postage " means the postage on the conveyance of Letters, Packets and other things by Post within the Dominion of Canada or by Canada Mail Packet ; Canada Postage.

The term " Mail " includes every conveyance by which Post Letters are carried, whether it be by land or by water ; Mail.

British Packet Postage.

The term "British Packet Postage" means the postage due on the conveyance of letters by British Packet Boats, between the United Kingdom and British North America;—And the term "British Postage" includes all Postage not being Foreign, Colonial or Canadian;

Employed in the Canada Post Office.

The expression "employed in the Canada Post Office" applies to any person employed in any business of the Post Office of Canada;

Post Letter.

The term "Post Letter" means any letter transmitted or deposited in any Post Office to be transmitted by the Post;—And a letter shall be deemed a Post Letter from the time of its being so deposited or delivered at a Post Office, to the time of its being delivered to the party to whom it is addressed, and a delivery to any person authorized to receive letters for the Post, shall be deemed a delivery at the Post Office; and a delivery of any letter or other mailable matter at the house or office of the person to whom the letter is addressed, or to him, or to his servant or agent, or other person considered to be authorized to receive the letter or other mailable matter, according to the usual manner of delivering that person's letters, shall be a delivery to the person addressed;

Mailable Matter.

The term "Mailable Matter" includes any letter, packet, parcel, newspaper, book or other thing which by this Act or by any Regulation made in pursuance of it, may be sent by Post;

Post Letter Bag.

The term "Post Letter Bag" includes a Mail Bag or Box, or Packet or Parcel, or other envelope or covering in which mailable matter is conveyed, whether it does or does not actually contain mailable matter;

Any Post Office.

The term "any Post Office" means any building, room, street letter box, receiving box or other receptacle, or place where Post Letters or other mailable matter are received or delivered, sorted, made up or dispatched;

Valuable Security.

The term "Valuable Security" includes the whole or any part of any tally, order or other security or document whatsoever entitling or evidencing the title of any party to any share or interest in any Public Stock or Fund, whether of Canada, or of the United Kingdom, or of any British Colony or Possession, or of any Foreign Country, or in any Fund or Stock of any Body Corporate, Company or Society in Canada or elsewhere, or to any deposit in any Savings' Bank, or the whole or any part of any Debenture, Deed, Bond, Post Office Money Order, Bank note, Bill, Note, Cheque, Warrant or order or other security for the payment of money, or for the delivery or transfer of any goods, chattels or valuable thing, whether in Canada or elsewhere;

And

And the term "between" when used with reference to the transmission of letters or other things, applies equally to such transmission from either place to the other. Between.

2. All Laws in force in the Provinces of Canada, Nova Scotia or New Brunswick, at the Union thereof on the first of July one thousand eight hundred and sixty-seven, in respect to the Postal Service, and continued in force by the "British North America Act 1867," shall be and the same are hereby repealed, except as to any act done or performed in virtue of the same and except in respect of any postage duties which may have become payable under the same or any proceedings for the recovery of such duties, and except also as to any offence committed against the provisions of the said Laws hereby repealed, and any Fine or Penalty incurred by reason of any such offence, or any proceeding for the recovery of any such Fine or Penalty or for the punishment of any offender. Repeal of Provincial Laws.

3. Except in so far as it may be otherwise provided in any case by the proper authority under this Act, or any other Act of the Parliament of Canada,—all Post Offices and Postal Divisions, Stations, Districts and Establishments in Canada, and all commissions or appointments of any officers or persons employed in managing the said Posts and Post Communications, or in collecting or accounting for Postage duties and dues, in force at the time when this Act comes into force, shall continue and remain in force, and the nature of the duties and local extent of the powers of each Office, and the salary and emoluments of the Officer, shall remain the same as if such commissions or appointments had been granted or made under the authority of this Act, subject always to the provisions hereinafter made. Provisional continuance of existing Post Office arrangements, Commissions and appointments.

4. And all bonds given by such Officers or persons or their sureties, and all contracts, agreements or engagements made by any party with or to any such Officer or person, shall remain in full force and effect, and shall be construed and have effect to all intents and purposes as if made and entered into with express reference to this Act and for the performance of the duties which under this Act may be lawfully assigned to or discharged by such Officers and persons respectively;—And any contract for the conveyance of Her Majesty's Mails or for any other service to be performed with reference to the Post Office, shall be construed as a contract for the conveyance of Her Majesty's Mails under this Act, and for the performance of the services therein contracted for, for Her Majesty's Canada Post Office, and the fulfilment of such contract may be enforced accordingly under this Act, payment for such services being made out of Canada Funds, but performance otherwise according to the terms of such contract. Existing bonds, contracts, &c., to continue in force.  
  
Construction of contracts for conveyance of Mails.

Regulations,  
 &c., to remain  
 in force, until  
 abrogated  
 under this  
 Act.

5. And every regulation and departmental order not inconsistent with this Act and not providing for a matter for which provision is made by this Act, made by any then competent authority, to guide or direct such Officers or persons in the performance of their duties, or to confer, define or regulate their powers and the exercise thereof, shall remain in full force and effect, unless and until such regulation or order is abrogated or provision is made in the like matter by some regulation or order made by competent authority under this Act.

Application of  
 Revenue  
 Management  
 Act, to Postal  
 matters.

6. Any Act of the Parliament of Canada *respecting the Collection and Management of the Revenue, the Auditing of Public Accounts, and the liability of Public Accountants*, shall apply to the said Posts and Post Communications, and to the Officers and persons employed in managing the same, or in collecting or accounting for the duties and dues aforesaid, except in so far as any provision of such Act is not susceptible of such application or is inconsistent with any provision of this Act.

#### ORGANIZATION AND GENERAL PROVISIONS.

Post Office  
 Department.

7. There shall be at the Seat of Government of Canada a Post Office Department for the superintendence and management of the Postal Service of Canada, under the direction of a Postmaster General.

Postmaster  
 General.

8. The Postmaster General shall be appointed by Commission under the Great Seal of Canada, and shall hold his office during pleasure.

Governor to  
 appoint certain  
 Postmasters.

9. The Governor may appoint all Postmasters in cities and towns having salaries.

Powers of  
 Postmaster  
 General.

10. The Postmaster General may, subject to the provisions of this Act:

Post Offices  
 and Routes.

1. Establish and close Post Offices and Post Routes;

Postmasters.

2. Appoint Postmasters, other than those to be appointed by the Governor, and other Officers and Servants, and remove or suspend any Postmaster or other Officer or Servant of the Post Office;

Mail contracts.

3. Enter into and enforce all contracts relating to the conveyance of the Mails, or other business of the Post Office;

Mailable  
 matter.

4. Make regulations declaring what shall and what shall not be deemed to be mailable matter for the purposes of this Act, and for restricting within reasonable limits the weight and dimensions of letters and packets and other matters sent by Post and for prohibiting and preventing the sending of explosive, dangerous, contraband or improper articles, obscene or immoral publications;

5. Establish the rates of Postage on all mailable matter, not provided for, and prescribe the terms and conditions on which all mailable matter not being letters, shall in each case or class of cases be permitted to pass by Post, and authorize the opening thereof, for the purpose of ascertaining whether such conditions have been complied with ; Rates on mailable matter, not otherwise provided for
6. Cause to be prepared and distributed Postage Stamps, necessary for the prepayment of Postages under this Act, also stamped envelopes for the like purpose ; Postage Stamps.
7. Make and give effect to any arrangements which may require to be made with the Government or with the postal authorities of the United Kingdom, or of any British Possession, or of the United States, or any other Foreign Country, with regard to the collecting and accounting for postage, the transmission of mails, and other matters connected with Posts and Postal business, and the remuneration or indemnity to be paid or received under any such arrangement ; Arrangements with Postal authorities out of Canada.
8. Make arrangements for refunding such postage as may from time to time be paid by Her Majesty's Military or Naval authorities on official correspondence passing between the several stations of Her Majesty's Military and Naval Forces in Canada ; Refunding postage on H. M. Military or Naval Service.
9. Make orders and regulations concerning the Money Order system and the issuing and paying of Post Office Money Orders in Canada, and when he may deem it expedient arrange for the exchange of such Money Orders with any British Possession or Foreign Country on such terms and conditions as he may agree upon, and as may be set forth in the regulations relating to the same, and all orders, and regulations so made by him shall be binding and conclusive upon the persons in favor of whom such Money Orders shall be issued, and the payees thereof and all persons interested through or claiming under them and upon all other persons whomsoever ; Post Office Money Orders.
10. Make and alter rules and orders for the conduct of and management of the business and affairs of the Department, and for the guidance and government of the Postmasters and other officers and servants of the Post Office in the performance of their duties ; Departmental Rules and Orders.
11. Prescribe and enforce such Regulations as to letters directed to be registered as to him may seem necessary, in respect to the registration of letters and other matter passing by Mail, as well between places in Canada, as between Canada and the United Kingdom, any British Possession, the United States or any other Foreign Country, and to the charge to be made for the same ; and also in respect to the registration by the officers Registration of letters.



officers of the Post Office of letters unquestionably containing money or other valuable enclosure when posted without registration by the senders of the same, and to imposing a rate of two cents registration charge upon such letters.

Question as to periodicals, &c.

12. Decide all questions which may arise as to what shall be deemed to be a letter or letter packet, newspaper, periodical, or other article of mailable matter, admitted to pass by Post under this Act, and as to the rate of postage to which it may consequently be liable ;

Suits for postage, &c.

13. Sue for and recover all sums of money due for postage or for penalties under this Act or under any Act of the Provinces of Canada, Nova Scotia or New Brunswick, or by any Postmaster or his Sureties ;

Street letter boxes, &c.

14. Establish and provide Street Letter Boxes or Pillar Boxes or Boxes of any other description for the receipt of letters and such other mailable matter as he may deem expedient, in the streets of any City or Town in Canada, or at any Railway Station or other public place where he may consider such Letter Box to be necessary ;

Sale of stamps.

15. Grant licenses revocable at pleasure, to Agents other than Postmasters, for the sale to the Public of Postage Stamps and stamped Envelopes, and allow to such Agents a commission of not exceeding five per cent on the amount of their sales ;

Penalties for contravention of Regulations.

16. Impose, with the approval of the Governor in Council, pecuniary penalties not exceeding two hundred dollars for any one offence on persons offending against any such regulation as aforesaid, whether they be or be not officers of the Post Office ;

General purposes.

17. And generally to make such regulations as he deems necessary for the due and effective working of the Post Office and Postal business and arrangements, and for carrying this Act fully into effect ;

Amending or repealing regulations.

18. And every such regulation as aforesaid may from time to time be repealed or amended by any subsequent regulation made in like manner ;—And every such regulation shall, until it be otherwise ordered by any subsequent regulation, have force and effect as if it formed part of the provisions of this Act, unless it be inconsistent with the enactments thereof.

Publication, commencement, duration and evidence of regulations made by the

11. Any general regulation made by the Postmaster General under this Act, other than those made solely for the guidance and government of the officers or other persons employed in the Postal service, which may be communicated by Department Order, or otherwise as the Postmaster General may see fit, shall have

have effect from and after the day on which the same shall have been published in the Official Gazette, or from and after such later day as may be appointed for the purpose in such regulation, and during such time as shall be therein expressed, or if no time be expressed for that purpose, then until the same is revoked or altered; and every such regulation may be revoked, varied or altered by any subsequent regulation; and a copy of the Official Gazette containing any such regulation shall be evidence of such regulation to all intents and purposes whatsoever.

Postmaster  
General.

**12.** And any bond or security required or authorized by any such regulation or by any order of the Postmaster General, in any matter relative to the Post Office, or to the observance of any provision of this Act or any regulation or order made under it, shall be valid in law and may be enforced according to its tenor on breach of the condition thereof.

Bonds, &c.,  
to be valid.

**13.** No Regulation made under this Act, shall be inconsistent with the express provisions thereof.

Regulations to  
conform to  
Act.

**14.** The Governor may from time to time, appoint fit and proper persons to be and to be called Post Office Inspectors, and to be stationed at such places and to exercise their powers and perform their duties and functions within such limits respectively as he may from time to time appoint;

Post Office  
Inspectors.

**2.** And it shall be the duty of such Post Office Inspectors, under such instructions as may from time to time be given to them by the Postmaster General,—to superintend the performance of the Mail service, taking care that, as far as the state of the roads and other circumstances will permit, the stipulations of all contracts for the conveyance of the Mail are strictly complied with by the Contractors,—to make monthly reports to the Postmaster General of the manner in which the Mail has been carried on each route, stating what fines they recommend should be imposed,—to instruct new Postmasters in their duties,—to keep the Postmasters to their duty in rendering their accounts and paying over their balances,—to examine at every Post Office from time to time the Books of Mails received at and sent from the same, and to see that they are properly kept, and that the Received Bills are properly numbered and filed, and that the Postmasters and their Assistants perfectly understand their instructions, and perform their duty well in every particular,—to inquire into complaints of losses of valuable Letters,—and generally to do all and whatsoever they are from time to time lawfully instructed or required by the Postmaster General to do for the service of the Post Office Department.

Their duties.

**15.** The Governor in Council may appoint a proper person to be Deputy Postmaster General, to hold office during pleasure, and the said Deputy Postmaster General shall have the

Deputy Post-  
Master  
General.

the

the oversight and direction of the other Officers, Clerks and messengers or servants, and of all persons employed in the postal service, and shall have, under the Post Master General, the general management of the business of the Department, and his directions shall be obeyed in like manner as the directions of the Postmaster General would be, subject however to the control of the latter in all matters whatsoever.

Remuneration  
of Officers.

**16.** Each officer, clerk or servant employed in or by the Post Office Department shall be remunerated by a stated salary or pay, to be fixed by the Post Master General, subject to the provisions of any Act relating to the Civil Service.

No allowance  
or compensation  
for extra  
service.

**17.** No allowance or compensation shall be made to any Clerk or other Officer in the Post Office Department, by reason of the discharge of duties which belong to any other Clerk or Officer in the same Department.—And no allowance or compensation shall be made for any extra service whatever which any such Clerk or Officer may be required to perform.

Delivery of  
money or prop-  
erty lost or  
stolen from  
the Mails  
when re-  
covered.

**18.** It shall be lawful for the Post Master General, to pay over and deliver to such person or persons as he may consider to be the rightful owner or owners thereof, upon satisfactory evidence of claim, any sum of money, or other property stolen or lost from the mails, which may be by the Post Master General, recovered from the thief or thieves, or may otherwise come into his possession.

#### RATES OF POSTAGE.

Rates of  
postage on  
letters.

**19.** On all letters transmitted by Post for any distance within Canada, except in cases herein otherwise specially provided for, there shall be charged and paid one uniform rate of three cents per half ounce in weight, any fraction of an ounce being chargeable as a half ounce, provided that such three cents postage rate be prepaid by postage stamp or in current coin at the time of posting such letters; and when such letters are posted without prepayment being made thereon, then and in such case it shall be lawful to charge upon letters so posted unpaid a rate of five cents per half ounce.

On local or  
drop letters.

**20.** On letters not transmitted through the mails, but posted and delivered at the same Post Office, commonly known as local or drop letters, the rate shall be one cent, to be in all cases prepaid by postage stamps affixed to such letters.

Of letters to or  
from Seamen  
or Soldiers in or  
H. M. Service.

**21.** In every case in which any Seaman in Her Majesty's Navy, or Sergeant, Corporal, Drummer, Trumpeter, Fifer or Private Soldier in Her Majesty's service, is entitled to receive or send letters on the payment of a certain sum and no more, in place of all British Postage thereon, the payment of such sum

sum shall likewise free such letter from all Canada Postage thereon :

2. And in all cases in which a letter addressed to a Commissioned Officer of the Army, or Navy, or of any of the departments belonging thereto respectively, at a place where he has been employed on actual service, would be free from British Postage on the transmission thereof from such place to any place to which he has removed in the execution of his duty, before the delivery of such letter or packet, the same shall in like manner be free from Canada Postage ;—And the Postmaster General may make such regulations declaratory and otherwise, as may be necessary for giving effect to this section.

Or to commissioned officers, in army or navy, &c.

**22.** The rate of postage upon newspapers printed and published in Canada, and issued not less frequently than once a week, from a known office of publication, and sent to regular subscribers in Canada by mail, shall be as follows : upon each such newspaper, when issued once a week, the rate for each quarter of a year, commencing on the first of January, first of April, first of July, or first of October of each year, shall be five cents, when issued twice a week, ten cents, when issued three times a week, fifteen cents, when issued six times a week, thirty cents, and in that proportion, adding one rate of five cents for each issue more frequent than once a week ; and such postage must be pre-paid in advance from the first day of the quarter from which the payment commences, for a term of not less than a quarter of a year ; and such pre-payment may be made at either the office of Mailing or Delivery, at the option of the publisher or subscriber ;—provided nevertheless, that *Exchange Papers*, addressed by one editor or publisher of a newspaper to another editor or publisher, may be sent by Post free of charge.

Rates of postage on newspapers direct from office of publication.

Proviso : Exchange papers free.

**23.** On all newspapers sent by Post in Canada, except in the cases hereinbefore expressly provided for, there shall be payable a rate not exceeding two cents each, and when such newspapers are posted in Canada this rate shall in all cases be prepaid by postage stamps affixed to the same.

Postage on other Newspapers.

**24.** For the purposes of this Act, the word “ Newspapers ” shall be held to mean periodicals published not less frequently than once in each week, and containing notices of passing events.

Meaning of “ Newspapers.”

**25.** The rate of postage upon periodical publications, other than newspapers, shall be one cent per four ounces, or half a cent per number, when such periodicals weigh less than one ounce and are posted singly, and when such periodical publications are posted in Canada, these rates shall in all cases be prepaid by postage stamps affixed to the same.

Postage on other periodical publications.

Rate of postage  
on books,  
pamphlets,  
&c.

**26.** On books, pamphlets, occasional publications, printed circulars, prices current, handbills, book and newspaper manuscripts, printer's proof sheets whether corrected or not, maps, prints, drawings, engravings, photographs when not on glass, or in cases containing glass, sheet music whether printed or written, packages of seeds, cuttings, bulbous roots, scions or grafts, patterns or samples of merchandize or goods, the rate of postage shall be one cent per ounce ; provided that no letter or other communication intended to serve the purpose of a letter be sent or enclosed therein, and that the same be sent in covers open at the ends or sides or otherwise so put up as to admit of inspection by the Officers of the Post Office to ensure compliance with this provision—and this postage rate shall be prepaid by postage stamp in all cases when such articles are posted in Canada.

Proviso.

Postage on  
mailable  
matter between  
Canada and  
any other  
Country.

**27.** Provided that notwithstanding any thing herein contained all letters, newspapers and other mailable matter passing by mail between any place in Canada and the United Kingdom, any British possession, the United States or any other Foreign Country, shall be liable to such charges, and rates of postage on being posted in Canada, or on delivery therein, and be subject to such regulations and conditions, as may be agreed upon under any arrangement made by the Postmaster General, for the transmission, despatch, receipt and delivery of the same, and contained in any Regulation made by the Postmaster General in pursuance of such arrangement.

#### PAYMENT OF POSTAGE.

From whom  
and how post-  
age on unpaid  
letters may be  
recovered.

**28.** As well the Colonial, British or Foreign as the Canada postage on any letter or other mailable matter shall (if not pre-paid) be payable to the Postmaster General by the party to whom the same is addressed, or who may lawfully receive such letter or other thing, which may be detained until the postage be paid ;—And any refusal or neglect to pay such postage shall be held to be a refusal to receive such letter or thing, which shall be detained and dealt with accordingly ; but if the same is delivered, the postage on it shall be charged against and paid by the Postmaster delivering it, saving his right to recover it from the party by whom it was due, as money paid for such party :

Letters  
refused.

2. If any letter or other mailable matter is refused, or if the party to whom it is addressed cannot be found, then any postage due thereon shall be recoverable by the Postmaster General from the sender of such letter or packet ;

Amount of  
postage.

3. The postage marked on any letter or other mailable matter shall be held to be the true postage due thereon, and the party signing or addressing it shall be held to be the sender, until the contrary be shewn ;

4. And all postage may be recovered with costs, by civil action in any Court having jurisdiction to the amount, or in any way in which customs duties are or may be recoverable.

How re-  
covered.

29. In all cases where letters and other mailable matter are posted for places without the limits of Canada, on which stamps for pre-payment are affixed of less value than the true rate of Postage to which such letters are liable,—or when stamps for pre-payment are affixed to letters addressed to any place as aforesaid for which prepayment cannot be taken in Canada,—the Postmaster General may forward such letters, charged with postage, as if no stamp had been thereon affixed.

Cases in which stamped letters for places out of Canada may be forwarded as unpaid letters.

30. And for avoiding doubts, and preventing inconvenient delay in the posting and delivery of letters,—no Postmaster shall be bound to give change, but the exact amount of the postage on any letter or other mailable matter shall be tendered or paid to him in current coin as respects letters or other things delivered, and in current coin or postage stamps as the case may require in respect to the letters or other things posted.

Postmasters not bound to give change.

#### SHIP LETTERS.

31. The Postmaster General may make such reasonable compensation as he may see fit, to Masters of vessels, not being Post Office Packets, for each letter conveyed by such vessels between places beyond Sea and Canada, and the Governor in Council may direct that at any Port or class of Ports, such vessels shall not be permitted by the Officers of customs to enter or break bulk until all letters on board the same have been delivered at the Post Office, nor until the Master has made declaration in such form as may be prescribed, that he has delivered all such letters accordingly.

Conveyance of letters by sea to or from Canada in vessels other than Post Office Packets.

#### EXCLUSIVE PRIVILEGE OF THE POSTMASTER GENERAL—AND EXCEPTIONS FROM IT.

32. Subject always to the provisions and regulations aforesaid, and the exceptions hereinafter made, the Postmaster General shall have the sole and exclusive privilege of conveying, receiving, collecting, sending and delivering letters within Canada;—And (except in the cases hereinafter excepted) any person who collects, sends, conveys or delivers or undertakes to convey or deliver any letter within Canada, or who receives or has in his possession any letter for the purpose of conveying or delivering it, otherwise than in conformity with this Act, shall, for each and every letter so unlawfully conveyed or undertaken to be conveyed, received, delivered or found in his possession, incur a penalty not exceeding twenty dollars:

Except in certain cases no one but the Postmaster General, to collect, convey and deliver letters in Canada on pain of a fine of \$20.

But such exclusive privilege, prohibition and penalty shall not apply to—

The exceptions.

Letters

Letters sent by a private friend in his way, journey or travel, provided such letters be delivered by such friend to the party to whom they are addressed ; .

Letters sent by a messenger on purpose, concerning the private affairs of the sender or receiver ;

Commissions or returns thereof, and affidavits or writs, process or proceedings or returns thereof, issuing out of a Court of Justice ;

Letters addressed to a place out of Canada and sent by sea and by a private vessel ;

Letters lawfully brought into Canada, and immediately posted at the nearest Post Office ;

Letters of merchants, owners of vessels of merchandize, or of the cargo or loading therein, sent by such vessel of merchandize, or by any person employed by such owners for the carriage of such letters according to their respective addresses,—and delivered to the persons to whom they are respectively addressed, without pay, hire, reward, advantage or profit for so doing ;

Letters concerning goods or merchandize sent by common known carriers to be delivered with the goods to which such letters relate, without hire or reward, profit or advantage for receiving or delivering them ;

But nothing herein contained shall authorize any person to collect any such excepted letters for the purpose of sending or conveying them as aforesaid,—or shall oblige any person to send any Newspaper, Pamphlet or Printed Book by Post.

In case of contravention letters may be seized and charged with Postage.

**33.** Any person may, and any Officer or person employed in the Post Office, or in the collection of the Revenue of the Dominion, shall, seize any letters conveyed, received, collected, sent or delivered in contravention of this Act, and take them to the nearest Post Office, and give such information to the Postmaster as he may be able to give, and as is necessary for the effectual prosecution of the offender ; and the letters shall moreover be chargeable with letter Postage.

#### BRANCH OFFICES AND DELIVERY IN CITIES, &c.

Establishment and regulation of Branch Post Offices in Cities.

**34.** The Postmaster General may, when in his judgment the public interest or convenience requires it, establish one or more Branch Post Offices to facilitate the operation of the Post Office in any city or place which in his opinion requires any such additional accommodation for the convenience of the inhabitants ; and he may prescribe the rules and regulations for the  
Branch

Branch Post Offices established by virtue of this Act ; and no additional Postage shall be charged for the receipt or delivery of any letter or packet at such Branch Post Office.

**35.** The Postmaster General may, whenever the same may be proper for the accommodation of the public in any city or town, employ Letter Carriers for the delivery of letters received at the Post Office in such city or town, (except such as the persons to whom they are addressed may have requested, in writing addressed to the Postmaster, to be retained in the Post Office,) and for the receipt of letters at such places in such city or town as the Postmaster General may direct, and for the deposit of the same in the Post Office :

Employment of Letter Carriers in Cities and rates of City Postage.

2. And for the delivery by a Carrier of each letter received from the Post Office, the person to whom the same is delivered shall pay not exceeding two cents, and for the delivery of each newspaper and pamphlet one cent ;—all of which receipts, by the Carriers in any city or town, shall be accounted for to the Postmaster General.

The rates.

3. Each of such Carriers shall give bond, with sureties to be approved by the Postmaster General, for the safe custody and delivery of all letters, and for the due account and payment of all moneys received by him.

Carrier to give security.

**36.** It shall be lawful for the Postmaster General, with the consent of the Governor in Council, to establish in any city, when he shall deem it expedient, a system of free delivery by Letter Carrier of letters brought by mail and he may direct that from the time that such system is so established, no charge shall be made for the delivery of such letters by Letter Carriers in such city, and further that on drop or local letters when delivered by Letter Carrier in such city, one cent only per half ounce shall be charged in addition to the ordinary local or drop letter rate.

Provision for delivery of Letters in Cities free and drop letters at a low rate of City Postage.

#### PARCEL POST.

**37.** The Postmaster General may establish and maintain a parcel post ; and closed parcels, other than letters, and not containing letters, may be sent by such parcel post ; and when so sent shall be liable to such charges for conveyance and to such regulations as the Postmaster General shall from time to time see fit to make.

Parcel Post.

Rate to be fixed by P. M. General.

#### FRANKING AND FREE MAIL MATTER.

**38.** All letters and other mailable matter addressed to or sent by the Governor or sent to or by any department of the Government at the seat of Government, shall be free of Canada Postage under such regulations as may from time to time be made in that respect by the Governor in Council ;

Certain Letters and other mailable matter to be free of Postage.



Senate and  
House of  
Commons.

2. Letters and other mailable matter addressed to or sent by the Speaker or Chief Clerk of the Senate or of the House of Commons, or to or by any Member of either House at the Seat of Government, during any Session of Parliament, or addressed to any of the members or Officers in this section mentioned, at the seat of Government as aforesaid, during the ten days next before the meeting of Parliament, shall be free of postage ;

The same.

3. All public documents and printed papers may be sent by the Speaker or Chief Clerk of the Senate or of the House of Commons, to any Member of either House, during the recess of Parliament, free of postage ;

Limitation.

4. The privilege of free transmission as above given in this section shall apply only to mail matter passing between the seat of Government and places in Canada.

Parliamentary  
papers.

5. Members of either the Senate or House of Commons of Canada may, during the recess of Parliament, send by Mail free of Postage, all papers printed by order of either House.

Post Office  
letters, &c.

6. The Postmaster General may prescribe the conditions and circumstances under which letters, accounts and papers, relating solely to the business of the Post Office, and addressed to or sent by some officer thereof, shall be free from Canada Postage ;

Petition, &c.,  
to Local  
Legislatures.

7. Petitions and Addresses to either of the Provincial Legislatures of Ontario, Quebec, New Brunswick or Nova Scotia, or to any Branch thereof, and also Votes and Proceedings and other papers printed by order of any such Legislatures or any Branch thereof, during any Session thereof, may be sent free of postage under such regulations as the Postmaster General may prescribe.

#### PROPERTY IN POST LETTERS, AND OTHER MAILABLE MATTER.

Property in  
Mailable  
matter.

39. From the time any letter, packet, chattel, money or thing is deposited in the Post Office for the purpose of being sent by Post, it shall cease to be the property of the sender, and shall be the property of the party to whom it is addressed or the legal representatives of such party ; And the Postmaster General shall not be liable to any party for the loss of any letter packet or other thing sent by Post ; nor shall any letter or packet or other mailable matter be liable to demand, seizure, or detention, whilst in the Post Office, or in the custody of any person employed in the Canada Post Office,—under legal process against the sender thereof, or against the party or legal representatives of the party to whom it may be addressed.

#### DEAD LETTERS.

Dead Letters,  
how dealt  
with.

40. Letters, or other articles, which from any cause remain undelivered in any Post Office, or which having been posted

posted, cannot be forwarded by post, shall under such regulations as the Postmaster General may make, be transmitted by Postmasters to the Post Office Department as Dead Letters, there to be opened and returned to the writers on payment of any postage due thereon, with five cents additional on each Dead Letter to defray the costs of returning the same, or such Dead Letters may in any case or class of cases be otherwise disposed of as the Postmaster General may direct :

2. If any such Dead Letter, of which the writer cannot be ascertained or found, contains money, the Postmaster General may appropriate it as Postal Revenue, keeping an account thereof, and the amount shall be paid by the Department to the rightful claimant as soon as he is found. If containing money.

41. All advertisements of Letters uncalled for in any Post Office, made under the orders of the Postmaster General, in a newspaper or newspapers, shall be inserted in some newspaper or newspapers of the town or place where the Office advertising is situate, or of the town or place nearest to such Post Office, provided the Publisher of such newspaper or newspapers agree to insert the same in three separate issues or publications of such newspaper or newspapers, for a price not greater than two cents for each Letter. Advertisement of Dead Letters.

#### LETTERS CONTAINING CONTRABAND GOODS.

42. The Postmaster General, or any Postmaster by him to that effect duly authorized, may detain any Post Letter suspected to contain any contraband goods, wares or merchandize, or any goods, wares or merchandize on the importation of which into Canada any duties of Customs are by law payable, and suspected to have been enclosed therein to evade payment of such duties, and forward the same to the nearest Collector of Her Majesty's Customs, who, in the presence of the person to whom the same may be addressed, or in his absence in case of non-attendance, after due notice in writing from such Collector requiring his attendance, left at or forwarded by the post according to the address on the letter, may open and examine the same ; Detention, &c., of Letters suspected to contain contraband or dutiable goods.

2. And if on any such examination any contraband goods, wares or merchandize, or any goods, wares or merchandize on the importation of which into Canada any duties of Customs are payable, are discovered, such Collector may detain the letter and its contents for the purpose of prosecution ;—and if no contraband goods, wares or merchandize, or any goods, wares or merchandize on the importation of which into Canada any duties of Customs are by law payable, are discovered in such letter, it shall, if the party to whom it is addressed is present, be handed over to him on his paying the postage (if any) charged thereon, or if he is not present, it shall If any be found.  
And if not.  
be

be returned to the Post Office and be forwarded to the place of its address.

TOLLS—AND FERRIES.

Tolls and  
Ferries,  
Mails when  
exempt.

**43.** No Mail stage, or other winter or summer vehicle carrying a Mail, shall be exempted from tolls or dues on any road or bridge in Canada, unless in the Act or Charter authorizing such road or bridge, it is specially so provided :

Obligations of  
ferryman.

2. Every Ferryman shall upon request and without delay, convey over his Ferry any Courier or other person travelling with the Mail, and the carriage and horse, or horses employed in carrying the same, and the sum to be paid for such service shall be fixed by contract ; or, if any ferryman demands more than the Post Office authorities or the contractor for carrying the mail are willing to pay, the amount to be paid shall be fixed by arbitrators, each party naming an Arbitrator, and the two Arbitrators naming a third, the decision of any two Arbitrators to be binding ; but as respects payment, this shall not apply to cases in the Provinces of New Brunswick and Nova Scotia, where mails carried under now existing mail contracts are, under statutes in force when such contracts were made, carried over ferries without charge, and in all such cases the right to such ferriage without charge shall continue in force until the expiration of said contracts ;

Proviso : as  
to N. S. and  
N. B.

Mail not to  
be delayed.

3. No Toll-gate keeper or Ferryman shall detain or delay a mail on pretence of demanding toll or ferriage, but the same if due and not paid shall be recovered in the usual course of law from the party liable.

UNITED STATES MAILS PASSING THROUGH CANADA.

Postmaster  
General may  
allow United  
States Mails  
to be carried  
through Ca-  
nada on cer-  
tain condi-  
tions.

**44.** The Postmaster General may from time to time, with the approval of the Governor in Council, make any arrangement which he deems just and expedient, for allowing the mails of the United States to be carried or transported at the expense of the said United States over any portion of Canada, from any one point in the Territory of the said United States to any other point in the same territory, upon obtaining the like privilege for the transportation of the Mails of Canada through the United States when required.

Such mail to be  
deemed while  
in Canada  
Her Majesty's  
Canada mails  
as regards the  
punishment  
of offences  
committed  
in respect  
thereof.

**45.** Every United States Mail so carried or transported as last aforesaid shall, while in Canada, be deemed and taken to be a Mail of Her Majesty, so far as to make any violation thereof, any depredation thereon, or any act or offence in respect thereto or to any part thereof, which would be punishable under the existing Laws of Canada if the same were a Canada Mail or part of a Canada Mail, an offence of the same degree and magnitude and punishable in the same manner and

and to the same extent as though the same were a Canada Mail or part of a Canada Mail ;—And in any indictment for such act or offence, such Mail or part of a Mail may be alleged to be, and on the trial of such indictment shall be held to be a Canada Mail or part of a Canada Mail ;—And in any indictment for stealing, embezzling, secreting or destroying any Post letter, Post letter-bag, packet, chattel, money or valuable security sent by Post through and by any of the said United States Mails as aforesaid, in the indictment to be preferred against the offender, the property of such Post letter, Post letter-bag, packet, chattel, money or valuable security sent by Post as herein mentioned, may be laid in the Postmaster General,—and it shall not be necessary to allege in the indictment or to prove upon the trial or otherwise, that the Post letter, Post letter-bag, packet, chattel or valuable security was of value.

Property in such mails.

#### POSTMASTERS.

**46.** The Postmaster General shall, upon the appointment of any Postmaster, require and take of such Postmaster a bond, with good and approved security, in such penalty as he deems sufficient, conditioned for the faithful discharge of all the duties of such Postmaster required by law, or which may be required by any instruction or regulation or general rule for the government of the Post Office :

Postmasters to give bonds.

2. And when any Surety of a Postmaster notifies to the Postmaster General his desire to be released from his suretyship, or when the Postmaster General deems it necessary, he may require such Postmaster to execute a new bond, with sureties, which bond, when accepted by the Postmaster General, shall be as valid as the bond given upon the original appointment of the Postmaster, and the Sureties in the prior bond shall be released from responsibility for all acts or defaults of the Postmaster done or committed subsequent to the acceptance of the new bond, the date of which acceptance shall be duly endorsed on such prior bond ;

Sureties may be changed and new bonds executed.

3. Payments made by such Postmaster subsequent to the acceptance of the new bond, shall be applied first to the discharge of any balance due by him at the time of such acceptance, unless the Postmaster General shall otherwise direct ;

Application of payments made after new bond.

4. And no suit shall be instituted against any Surety of a Postmaster after the lapse of two years from the death, resignation or removal from office of such Postmaster, or from the date of the acceptance of a new bond from such Postmaster.

Limitation of suits against sureties.

**47.** The Postmaster General may appoint the periods at which each Postmaster or person authorized to receive postage or any class or number of Postmasters or persons respectively, shall render his or their accounts,—And if any Postmaster or

Accountability of Postmasters to be enforced by Postmaster General.

any such other person neglects or refuses to render his accounts, and to pay over to the Postmaster General the balance by him due at the end of any such period, the Postmaster General may cause a suit to be commenced against the person or persons so neglecting or refusing.

Penalty for delay in the rendering of accounts.

48. If any Postmaster neglects to render his accounts for one month after the time or in the form and manner prescribed by the Postmaster General's instructions and regulations, he shall forfeit double the value of the postages which have arisen at the same office in any equal portion of time previous or subsequent thereto, to be recovered by the Postmaster General in an action of debt on the bond against the Postmaster and his sureties, and for which the sureties shall be liable.

Postmasters at Cities to render accounts of emoluments under oath.

49. The Postmaster at each of the Cities of Canada and at any Town or place in Canada when required so to do by the Postmaster General, shall render Accounts to the Postmaster General, under oath, in such form as the latter shall prescribe, for the purpose of giving full effect to this section, of all emoluments or sums by them respectively received for boxes or pigeon-holes, or other receptacles for letters or papers, and by them charged for to individuals, or for the delivery of letters or papers at or from any places in such Cities, Towns or places respectively other than the actual Post Offices of such Cities, Towns or places respectively, and of all emoluments, receipts and profits that have come to their hands by reason of keeping Branch Post Offices in such Cities respectively;

Sums so received to be paid over as Post Office Revenue, the Postmaster retaining only the amount of his authorized salary and allowances.

2. And whatever sum appears from such account to have been received by the Postmaster at any City, Town or place for such boxes and pigeon-holes, and other receptacles for letters and papers, and for delivering letters or papers at or from any place in such City other than the said Post Office, and by reason of keeping a Branch Post Office or Branch Post Offices in such City, shall be then paid to the Postmaster General as Post Office Revenue;—And no Postmaster shall, under any pretence whatsoever, have or receive or retain for himself, any greater or other allowance or emolument of any kind, than the amount of his salary and allowances as fixed and authorized by law or by the Postmaster General.

Postmaster General may fix such salary on per centage in certain cases.

50. Postmasters whose salaries are not fixed by Law may be paid by a percentage on the amount collected by them or by such salary, as the Postmaster General by Regulation may determine, in each case, having due regard to the duties and responsibilities assigned to each Post Office.

#### MAIL CONTRACTS AND CONTRACTORS.

Mail contracts for more than \$200 per ann.

51. The Postmaster General, before entering into any contract for carrying the Mail involving an annual cost of more than two

two hundred dollars, shall give at least six weeks previous notice by advertisement in one or more of the newspapers published in or nearest to the County or Counties where the contract is to be performed,—that such Contract is intended to be made, and of the day on which tenders for the same will be by him received ;

2. And the contracts in all cases in which there is more than one tender, shall be awarded to the lowest bidder tendering sufficient security for the faithful performance of the contract, unless the Postmaster General is satisfied that it is for the interest of the public not to accept the lowest tender :

Contract to be awarded to the lowest bidder giving good security.

3. The Postmaster General shall not be bound to consider the bid of any person who has wilfully or negligently failed to execute or perform a prior contract ; but in all cases where he does not give the Contract to the lowest bidder, he shall report his reasons therefor to the Governor, for the information of Parliament.

If otherwise, reasons to be reported to the Governor.

52. When in the opinion of the Postmaster General the lowest proposal received after public advertisement for the performance of a Mail contract is excessive, he shall not be compelled to accept the said proposal, but may in his discretion either re-advertise the said contract for further competition, or offer to the persons from whom proposals have been received, each in his turn, beginning with the lowest, such sum as he deems an equitable and sufficient price for the said contract, and may enter into a contract with such of the said persons as will accept such offer.

Lowest offer not to be accepted if deemed excessive.

Proceeding in such case.

53. It shall be within the discretion of the Postmaster General to authorize and allow a Postmaster to undertake and perform a contract for the transportation of a Mail, subject to the regulations applying to all Mail contracts, when, in his opinion, the interests of the public service will be thereby promoted.

Postmaster may be allowed to be a Contractor.

54. Every proposal for carrying the Mail shall be accompanied by an undertaking, signed by one or more responsible persons, to the effect that he or they undertake that the bidder will, if his bid be accepted, enter into an obligation, within such time as may be prescribed by the Postmaster General, with good and sufficient sureties, to perform the service proposed :

Every tender to be accompanied by a written guarantee to give good security.

2. If, after the acceptance of a proposal and notification thereof to the bidder, he fails to enter into an obligation within the time prescribed by the Postmaster General, with good and sufficient sureties for the performance of the service, then the Postmaster General shall proceed to contract with some other person for the performance of the said service, and may forthwith cause the difference between the amount contained in the

Penalty for failure to give security after acceptance of tender.

proposal so undertaken, and the amount for which he has contracted for the performance of the said service, for the whole period of the proposal, to be charged up against the said bidder and his surety or sureties, and the same may be immediately recovered for the use of the Post Office in an action of debt in the name of the Postmaster General against either or all of the said persons.

How recoverable.

Contracts for less than \$200 per annum, to be let as the Postmaster General sees fit.

**55.** The Postmaster General may at his discretion submit contracts for Mail transportation, involving an annual expense of less than two hundred dollars, to public competition in the manner and form prescribed for contracts of a greater annual charge,—or he may direct an agent to receive tenders for and execute such contracts on his behalf,—or he may in special cases conclude such contracts by private agreement when he conceives the public interest will be promoted by such a course ;—But he shall not pay under any such contract made by private agreement, a higher rate of annual payment for the service to be performed, than is ordinarily paid for services of a like nature under contracts let by public advertisement.

Proviso.

Contracts not to be made with persons who have combined to keep back tenders.

**56.** No contract for carrying the Mail shall knowingly be made by the Postmaster General with any person who has entered into any combination, or proposed to enter into any combination to prevent the making of any bid for a Mail contract by any other person, or who has made any agreement, or has given or performed or promised to give or perform any consideration whatever, or to do or not to do any thing whatever, in order to induce any other person not to bid for a Mail contract.

As to Contracts with Railway or Steamboat Companies.

**57.** The Postmaster General may contract for conveying the Mail with any Railway or Steam Boat Company either with or without advertising for such contract ; but all contracts involving the payment of a larger sum than one thousand dollars shall be submitted to the Governor in Council.

Abstracts of tenders to be recorded.

**58.** The Postmaster General shall keep recorded, in a well bound Book, a true and faithful abstract of offers made to him for carrying the Mail, embracing as well those which are rejected as those which are accepted ;—the said abstract to contain a description of each contract advertised for public competition, the dates of the offers made, the dates at which they were received by the Postmaster General, the names of the parties offering, the terms on which they propose to carry the Mail, the sum for which it is offered to contract, and the length of time the agreement is to continue ;—And the Postmaster General shall also put on file and preserve the originals of the propositions of which abstracts are here directed to be made, and shall report at each session of Parliament a true copy from the said record of all offers made for carrying the Mail as aforesaid :

Originals to be preserved.

2. No contract shall be entered into for a longer term than four years, but the Postmaster General may in special cases, when in his opinion the service has been satisfactorily performed under an expiring contract, and on conditions advantageous for the public interest, renew the same with the same contractor for a further term of not exceeding four years.

No contract to be for more than four years.

59. The Postmaster General may make temporary contracts for such services until a regular letting in the form prescribed can take place.

Temporary contracts.

60. No additional compensation shall be made to any Mail Contractor so as to make the compensation for additional regular service exceed the exact proportion which the original compensation bears to the original service stipulated to be performed;—And no extra allowance shall be made by the Postmaster General to any Contractor, for an increase of expedition in the transportation of the Mail, unless thereby the employment of additional stock or carriers by the Contractor is rendered necessary; and in such case, the additional compensation shall never bear a greater proportion to the additional stock or carriers rendered necessary than the sum stipulated in the original contract bears to the stock and carriers necessarily employed in its execution.

Additional compensation limited.

And so of extra allowance.

61. Her Majesty's Mail and persons travelling therewith on Postal service, shall at all times when thereunto required by the Postmaster General, be carried on any and every Railway made or to be made in Canada, and with the whole resources of the Railway Company if required, on such terms and conditions and under such Regulations as the Governor in Council makes.

Her Majesty's Mail to be carried on Railways on terms and conditions to be fixed by Governor in Council.

#### POST OFFICE SAVINGS BANKS.

62. To enlarge the facilities now available for the deposit of small Savings, and to make the Post Office available for that purpose, and to give the direct security of the Dominion to every Depositor for repayment of all moneys deposited by him, together with the Interest due thereon: the Postmaster General may, with the consent of the Governor in Council establish a system of Post Office Savings Banks, in connexion with a central Savings Bank established as a branch of the Post Office Department at the seat of Government.

Postmaster General may establish Post Office Savings Banks.

63. The Postmaster General may, with the consent of the Governor in Council, authorize and direct such Postmasters as he shall think fit, to receive deposits for remittance to the Central Office, and to repay the same, under such Regulations as he, with the sanction of the Governor in Council, may prescribe in that respect.

Postmasters to receive and repay deposits.



Deposits to be entered in Depositor's Book and entry to be attested.

Acknowledgment of deposit by Postmaster General to be transmitted to depositor within ten days.

Proviso.

Deposit to be repaid to depositor on demand with the least possible delay.

Name of Depositor or amount deposited or withdrawn not to be disclosed by officers.

Money deposited to be paid over to Receiver General, and sums withdrawn to be repaid by him.

**64.** Every Deposit received by any Postmaster appointed for that Purpose shall be entered by him at the Time in the Depositor's Book, and the Entry shall be attested by him and by the dated Stamp of his Office, and the Amount of such Deposit shall upon the Day of such Receipt be reported by such Postmaster to the Postmaster General, and the Acknowledgment of the Postmaster General, signified by the Officer whom he shall appoint for the purpose, shall be forthwith transmitted to the Depositor, and the said acknowledgment shall be conclusive Evidence of his Claim to the Repayment thereof, with the Interest thereon, upon Demand made by him on the Postmaster General; and, in order to allow a reasonable Time for the Receipt of the said Acknowledgment, the Entry by the proper Officer in the Depositor's Book shall also be conclusive Evidence of the Title for Ten days from the Lodgment of the Deposit; and if the said Acknowledgment shall not have been received by the Depositor through the Post within Ten Days, and he shall, before or upon the Expiry thereof, demand the said Acknowledgment from the Postmaster General, then the Entry in his Book shall be conclusive Evidence of Title during another Term of Ten Days, and *toties quoties*: Provided always, that such Deposits shall not be of less Amount than One Dollar, nor of any Sum not a Multiple thereof, and that no sum of money deposited under this Act, shall at any time be liable to demand, seizure, or detention while in the hands of any Postmaster or while in course of transmission to or from the Postmaster General, under legal process against the depositor thereof.

**65.** On Demand of the Depositor or Party legally authorized to claim on account of the Depositor, made in such Form as shall be prescribed in that Behalf, for Repayment of any Deposit, or any Part thereof, the Authority of the Postmaster General for such Repayment shall be transmitted to the Depositor forthwith, and the Depositor shall be entitled to Repayment of any Sum or Sums that may be due to him with the least possible delay after his Demand shall be made at any Post Office where Deposits are received or paid.

**66.** The Postmasters or other Officers of the Post Office engaged in the Receipt or Payment of Deposits shall not disclose the Name of any Depositor nor the Amount deposited or withdrawn, except to the Postmaster General, or to such of his Officers as may be appointed to assist in carrying into operation the provisions of this Act in relation to Post Office Savings Banks.

**67.** All Moneys so deposited with the Postmaster General shall forthwith be paid over to the Receiver General of Canada and shall be credited to an Account called "Post Office Savings Bank Account"; and all Sums withdrawn by Depositors, or by Parties legally authorized to claim on account of Depositors, shall be repaid to them by the Receiver General, through the

the Office of Her Majesty's Postmaster General and charged to such account.

**68.** The Interest payable to the Parties making such Deposits shall be at the Rate of Four Dollars *per Centum per Annum*, but such Interest shall not be calculated on any Amount less than Three Dollars or some Multiple thereof, and not commence until the First Day of the Calendar Month next following the Day of Deposit, and shall cease on the First Day of the Calendar Month in which such Deposit is withdrawn.

Interest on all deposits to be payable for each \$3. for each whole Calendar month, at 4 per cent per annum.

**69.** On the thirtieth day of June in every year the interest on deposits shall be added to and become part of the principal money.

Interest when to become principal.

**70.** With the consent of the Governor in Council, the Postmaster General may whenever it may be deemed expedient, issue certificates of deposit in sums of not less than one hundred dollars, and bearing interest at the rate of not exceeding five per cent per annum, to depositors who having like sums at the credit of their ordinary deposit accounts, may desire to transfer such sums from such ordinary deposit accounts, to a special deposit account represented by such certificates, and bearing the rate of interest specified thereon—and such certificate shall not be transferable, but shall be evidence of the depositors claim upon such special deposit account to the amount expressed in such certificate, with the interest due thereon, and shall be redeemable upon such previous notice as may be expressed thereon, and in all respects subject to such regulations as the Postmaster General, with the sanction of the Governor in Council, may make.

Certificates of deposit, bearing interest at five per cent, may be issued, for sums not less than \$100.

**71.** Except as may be herein otherwise specially provided the Postmaster General may make, and from time to time, as he shall see occasion, alter, Regulations for superintending, inspecting, and regulating the mode of keeping and examining the accounts of depositors, and with respect to the making of deposits and to the withdrawal of deposits and interest, and all other matters incidental to the carrying the provisions of this Act in relation to Post Office Savings Banks into execution, by him, and all regulations so made shall be binding on the parties interested in the subject matter thereof to the same extent as if such regulations formed part of this Act and as respects evidence of such regulations and publication thereof, the provisions in these respects of the tenth section of this Act shall apply; and copies of all regulations issued under the authority of this Act, in relation to Post Office Savings Banks, shall be laid before both Houses of Parliament within fourteen days from the date thereof, if Parliament shall be then sitting, and if not then within fourteen days from the next re-assembling of Parliament.

Post Office Savings Bank Regulations may be made by Postmaster General.

Effect of Regulations.

Copies to be laid before Parliament.

Monthly return of receipts and payments to be published in Canada Gazette.

**72.** As soon as possible after the end of each month, the Postmaster General shall make a return to the Auditor of Public Accounts of all monies received and paid during the preceding month, and of the total amount in deposit at the end of each month, and the auditor shall cause such monthly statement to be inserted in the *Canada Gazette*.

Monthly excess of cash balance over \$500,000, to be invested in Govt. Debentures.

**73.** Whenever the cash balance at the credit of the Post Office Savings Bank account at the end of any month, shall exceed five hundred thousand dollars; it shall be the duty of the Auditor of Public Accounts to report such excess to the Minister of Finance, who shall, with the consent of the Board of Treasury, from time to time invest the amount of such excess in Government Debentures already issued by the Dominion, or by the Governments of either of the Provinces of Canada, Ontario, Quebec, New Brunswick or Nova Scotia, and which shall then be held in reserve by the Receiver General on account of the Post Office Savings Banks, and shall be available for repayment of deposits and of the interest due thereon, should the current Savings Bank money not be sufficient at any time for that purpose.

Annual account and statement to be laid before Parliament.

**74.** An annual account of all deposits received and paid under the authority of this Act, and of the expenses incurred during the year ended the thirtieth of June, together with a statement of the total amount due at the close of the year to all depositors, shall be laid by the Postmaster General before both Houses of Parliament within ten days after the commencement of the next following session thereof.

Receiver General to credit Post Office Savings Bank account with accrued interest on invested surplus and interest at five per cent on invested balance and debit it with expenses.—Profit to form part of, or loss to be made good from Consolidated Revenue Fund.

**75.** All expenses incurred in maintaining the Post Office Savings Bank system shall be paid out of the moneys received under the provisions of this Act relating to such Savings Bank and the Receiver General shall credit to the Post Office Savings Bank account, interest at the rate of five per cent per annum on the uninvested balance from time to time at the credit of the said account, and also the interest accruing upon the Debentures in which surplus Post Office Savings Bank funds may have been invested as above provided for, and shall charge the said account with all moneys and interest paid to depositors and with all expenses incurred in maintaining the Post Office Savings Bank system, and the balance of profit, if any, shall form part of the Consolidated Revenue Fund, and in like manner the balance of loss, if any, shall be made good from the Consolidated Revenue Fund; and a Statement shewing the result in each year ended thirtieth June, and the amount of profit or loss, as the case may be, shall be laid by the Receiver General before both Houses of Parliament within ten days after the commencement of the next following session thereof.

## POSTMASTER GENERAL'S REPORTS.

**76.** The Postmaster General shall make to the Governor annually, so that they may be laid before Parliament within ten days after the meeting thereof in each Session, the following Reports, which shall be made up to the thirtieth day of June then last, that is to say :

Annual Report  
to Parliament.

*First.* A Report of the finances, receipts and expenditure of the Post Office of Canada for the year ended on the thirtieth day of June previous, in the form of a General Account Current, shewing on the one side the whole amount of balances due to the Department from Postmasters or others at the time up to which the then last report was made, the whole amount of Postage that accrued within the year elapsed since such last report, and any and every other item of revenue or receipt ;—and on the other side of the Account, the charges and expenditures incurred by the Department within the said year, of every kind and nature, shewing in separate amounts the charges for Mail transportation, for salaries and commission and allowances to Postmasters, for printing and advertising, and for incidental and miscellaneous items of expenditure, shewing also the balance remaining due from Postmasters and others at the close of such year ;—and shewing in the shape of a Balance what the result of the operations of the Department is for the said year, whether to produce a surplus of revenue in excess of expenditure, or to cause the expenditure to exceed the revenue, and in either case, to what amount.

General Account current,  
what to contain and  
shew.

*Second.* A Report shewing in detail all payments made and charges incurred for Mail transportation during the said year, stating in each case the name of the contractor or party receiving payment, the Mail Route, the mode and frequency of transportation, and the sums paid ;

Payments,  
for mail transport  
in detail.

*Third.* A Report in detail of all charges for salaries, commissions and allowances, shewing in each case the name of the person, the service or duty performed, and the amount paid ;

Salaries &c.,  
in detail.

*Fourth.* A Report in detail of the expenditure of the Department within the said year for printing and advertising, and for all incidental and miscellaneous items of disbursement, shewing the sum paid under each head of expenditure, and the names of the persons to whom paid ;

Incidental  
Expenditure in  
detail.

*Fifth.* A Report of all contracts made for the transportation of the Mail within the year ending on the thirtieth day of June next preceding such report, stating in each case of contract its date and intended duration, the name of the Contractor, the routes embraced in the contract, with the length of each, with the times of arrival and departure at the ends of each route, the mode of transportation contracted for, and the price stipulated to be paid by the Department ;

Mail Contracts.

*Sixth.*

Extra Allowances to contractors.

*Sixth.* A Report of all allowances made to Contractors within the said year, beyond the sums originally stipulated in their respective contracts, and the reasons for the same, and of all orders made by the Department whereby additional expense is or will be incurred beyond the original contract price on any land or water route,—specifying in each case the route to which the order relates, the name of the contractor, the original service provided for by the contract, the original price, the date of the order for additional service, the additional service required, and the additional allowance therefor,—also a Report of all curtailments of expenses effected by the Department within the said year, specifying in each case the same particulars, as required in cases of additional allowances ;

Curtailments of expenses.

Fines imposed on Contractors.

*Seventh.* A Report of all fines imposed and deductions from the pay of Contractors made during the said year, for failures to deliver the Mail or for any other cause, stating the names of the delinquent Contractors, the nature of the delinquency, the route on which it occurred, the time when the fine was imposed, and whether the fine has been remitted, or order for deduction rescinded, and for what reason ;

New Offices & Post Routes.

*Eighth.* A Report of the new Offices and Post Routes established, and of the Offices and Post Routes discontinued or closed within the said year, shewing in the case of each Office and Post Route discontinued or closed, the reason for the proceeding ;

Cases of loss or abstraction of money letters.

*Ninth.* A Report of all cases occurring within the said year of the abstraction or loss of letters containing money sent through the Post, shewing the particulars of each case, and stating the result of the proceedings instituted therein by the Department ;

Money Order Offices.

*Tenth.* A Report of the Money-Order Offices in operation at any time within the said year, designating in each case the county wherein the Office is situate, the number and amount of Orders issued and paid, and the amount of commission arising thereupon at each Office respectively,—distinguishing, with respect to the Commission, the proportion allowed as compensation to the Postmaster, and the proportion accruing to the Revenue in each case ;

Cost of Money Order System.

*Eleventh.* The cost of the Money-Order system for the year to which the report relates, specifying in detail the disbursements for salaries, advertising, account books, printing, stationery and every other item of expenditure ;

Money Order offices opened or closed.

*Twelfth.* The names of the additional Money-Order Offices opened, and of such Money-Order Offices as have been closed within the said year ;

*Thirteenth.*

*Thirteenth.* The losses, if any, sustained in conducting the Money-Order system, and how incurred ; Losses under Money Order System.

*Fourteenth.* Report of all offers made for carrying the Mails upon contracts advertised during the year ; Tenders for contracts.

*Fifteenth.* Statement of Dead Letters received during the year, and of their contents, valuable or otherwise ; Dead Letters.

*Sixteenth.* Statement of Post Office Savings Bank transactions during the said year and of the total amount due at the close of the same to all depositors. Post Office Savings Bank transactions.

#### OFFENCES AND PENALTIES.

77. To steal, embezzle, secrete or destroy any Post Letter shall be felony, punishable in the discretion of the Court by imprisonment in the Penitentiary, for not less than three nor more than five years ; unless such Post Letter contains any chattel, money or valuable security, in which case the offence shall be punishable by imprisonment in the Penitentiary for life ; or for a period not less than five years : Stealing &c., Post Letter.

2. To steal from or out of a Post Letter any chattel, money or valuable security, shall be felony, punishable by imprisonment in the Penitentiary for life ; or for a period not less than five years. Stealing from a Post Letter.

3. To steal a Post Letter Bag, or a Post Letter from a Post Letter Bag, or a Post Letter from any Post Office, or from any officer or person employed in the Canada Post Office, or from a Mail,—or to stop a Mail with intent to rob or search the same,—shall be felony punishable by imprisonment in the Penitentiary for life ; or for a period not less than five years. Stealing a Post Letter or Post Letter Bag.

4. To open unlawfully any Post Letter Bag,—or unlawfully to take any letter out of such bag,—shall be felony punishable by imprisonment in the said Penitentiary for five years ; Opening a Post Letter Bag.

5. To steal, embezzle or secrete any Parcel sent by Parcel Post or any article contained in any such Parcel, shall be felony punishable by imprisonment in the Penitentiary for a period of not less than three years ; Stealing parcel or its contents.

6. To receive any Post Letter, or Post Letter Bag, or any chattel, money or valuable security, parcel or other thing the stealing, taking, secreting or embezzling whereof is hereby made felony, knowing the same to have been feloniously stolen, taken, secreted or embezzled, shall be felony, punishable by imprisonment in the Penitentiary for any term not less than five years,—and the offender may be indicted and convicted either as an accessory after the fact or for a substantive felony, and in the Receiving stolen Post Letter or Post Letter Bag, &c.

the latter case whether the principal felon hath or hath not been previously convicted, or is or is not amenable to justice ;—And however such receiver be convicted, the offence shall be punishable as aforesaid ;

Unlawfully  
issuing Money  
Order.

7. To unlawfully issue any money order with a fraudulent intent, shall be felony punishable by imprisonment in the Penitentiary for a period of not less than three years ;

Forging any  
Postage  
Stamp, &c.

8. To forge, counterfeit or imitate any Postage Stamp issued or used under the authority of this Act, or by or under the authority of the Government or proper authority of the United Kingdom, or of any British North American Province, or of any Foreign Country,—or knowingly to use any such forged, counterfeit or imitated stamp,—or to engrave, cut, sink or make any plate, die or other thing whereby to forge, counterfeit or imitate such stamp or any part or portion thereof,—or to have possession of any such plate, die or other thing as aforesaid, except by the permission in writing of the Postmaster General, or of some Officer or person who, under regulations made in that behalf, may lawfully grant such permission,—or to forge, counterfeit or unlawfully imitate, use or affix, to or upon any letter or packet, any stamp, signature, initials or other mark or sign purporting that such letter or packet ought to pass free of postage, or at a lower rate of postage, or that the postage thereon or any part thereof hath been prepaid or ought to be paid by or charged to any person, department or party whomsoever,—shall be felony, punishable by imprisonment in the Penitentiary for life, or for a period not less than five years, and to such felony, all the provisions of any Act respecting *Forgery*, shall apply as if such offence were made felony under that Act, in so far as the provisions thereof are not inconsistent with this Act, and the accessories to any such offence shall be punishable accordingly ;

Forging Money  
Order or  
Depositor's  
Book, &c.

9. To forge, counterfeit or imitate any Post Office Money Order, or advice of such Money Order, or Post Office Savings Bank Depositor's Book, or authority of the Post Master General for repayment of a Post Office Savings Bank deposit or of any part thereof,—or any signature or writing in or upon any Post Office Money Order, Money Order advice, Post Office Savings Bank Depositor's Book, or authority of Post Master General, for repayment of a Post Office Savings Bank deposit or of any part thereof, with intent to defraud, shall be a felony punishable by imprisonment in the Penitentiary for any term not less than two years and not exceeding seven years, and the accessories to any such offence shall be punishable accordingly ;

Stealing &c.,  
Mail-key or  
Mail-lock.

10. If any person steals, purloins, embezzles, or obtains by any false pretence, or aids or assists in stealing, purloining, embezzling or obtaining by any false pretence, or knowingly

or unlawfully makes, forges or counterfeits, or causes to be unlawfully made, forged or counterfeited, or knowingly aids or assists in falsely and unlawfully making, forging or counterfeiting any key suited to any lock adopted for use by the Post Office Department, and in use on any Canada Mail or or Mail-bag, or has in his possession any such Mail-key or any such Mail-lock, with the intent unlawfully or improperly to use, sell, or otherwise dispose of the same, or to cause the same to be unlawfully or improperly used, sold or otherwise disposed of,—such person shall, on conviction, be deemed guilty of felony, and shall be punished by imprisonment in the Penitentiary for a period not exceeding seven years ;

11. To open unlawfully, or wilfully to keep, secrete, delay or detain, or procure or suffer to be unlawfully opened, kept, secreted or detained, any Post Letter Bag, or any Post Letter,—whether the same came into the possession of the offender by finding or otherwise howsoever,—or, after payment or tender of the postage thereon, (if payable to the party having possession of the same) to neglect or refuse to deliver up any Post Letter to the person to whom it is addressed or who is legally entitled to receive the same,—shall be a misdemeanor ;

Unlawfully opening, &c., Post Letter Bag or Post Letter.

12. To steal or for any purpose to embezzle, or secrete, any printed vote or proceeding, newspaper, printed paper, or book, packet or package of patterns or samples of merchandize or goods, or of seeds, cuttings, bulbs, roots, scions or grafts sent by mail, shall be a misdemeanor ;

Stealing &c., certain other mailable matter.

13. Wilfully and maliciously to destroy, damage, detain or delay any Parcel sent by Parcel Post, any packet or package of patterns or samples of merchandize or goods, or of seeds, cuttings, bulbs, roots, scions or grafts, or any printed vote or proceeding, newspaper, printed paper or book or other mailable matter, not being a post letter, sent by mail, shall be a misdemeanor ;

Wilfully destroying matter sent by mail or Parcel Post.

14. To enclose in or with any letter, packet or other mailable matter sent by Post, or to put into any Post Office any explosive, dangerous or destructive substance or liquid or any matter or thing likely to injure any letter or other mailable matter or the person of any officer or servant of the Post Office shall be a misdemeanor, unless such offence is or shall be by law constituted a crime of greater magnitude ;

Enclosing explosive substance in matter sent by Post.

15. To enclose a letter or letters or any writing intended to serve the purpose of a letter, in a Parcel posted for the Parcel Post, or in a packet of Samples or Patterns posted to pass at the rate of postage applicable to Samples and Patterns, or to inclose a letter or any writing to serve the purpose of a letter, or to inclose any other thing, in a Newspaper posted to pass

Enclosing a letter in any other mailable matter.



as a Newspaper at the rate of postage applicable to Newspapers (except in the case of the accounts and receipts of Newspaper Publishers which are permitted to pass folded within the Newspapers sent by them to their subscribers) or to enclose a letter or any writing intended to serve the purpose of a letter in any mail matter sent by Post not being a letter, shall in each case be an offence punishable by a penalty of not less than ten and not exceeding forty dollars in each case ;

Removing postage stamp or mark thereon with fraudulent intent.

16. To remove with fraudulent intent from any letter, newspaper or other mailable matter, sent by Post, any postage stamp which shall have been affixed thereon, or wilfully with intent aforesaid remove from any postage stamp which shall have been previously used, any mark which shall have been made thereon at any Post Office, shall be a misdemeanor ;

Obstructing Mail, &c.,

17. To obstruct or wilfully delay the passing or progress of any Mail or of any carriage or vessel, horse, animal or carriage employed in conveying any Mail, on any public highway, river, canal or water communication, shall be a misdemeanor ;

Cutting, &c., Post Letter Bag.

18. To cut, tear, rip or wilfully to damage or destroy any Post Letter Bag, shall be a misdemeanor ;

Being drunk on duty as a Mail Carrier, &c.,

19. It shall be a misdemeanor for any Mail Carrier or any person employed to convey any Mail, Post Letter Bag, or Post Letters, to be guilty of any act of drunkenness, negligence or misconduct whereby the safety or punctual delivery of such Mail, Post Letter Bag, or Post Letters might be endangered,—or contrary to this Act or any Regulation made under it, to collect, receive or deliver any letter, or other mailable matter— or to neglect to use due care and diligence to convey any Mail Post Letter Bag, or Post Letter, at the rate of speed appointed therefor by the Regulations then in force or the contract under which he acts ;

Refusing to allow Mail to pass through Toll-Gate.

20. It shall be a misdemeanor for any Toll-gate Keeper to refuse or neglect forthwith upon demand to allow any Mail or any carriage, horse or animal employed in conveying the same to pass through such Toll-gate, whether on pretence of the non-payment of any Toll or other pretence whatsoever ;

Detaining, &c., Mail at Ferry.

21. It shall be a misdemeanor for any ferryman wilfully to detain or delay or refuse to convey over, a mail at his ferry ;

Wilfully contravening regulations.

22. Any wilful contravention of any Regulation lawfully made under this Act, shall be a misdemeanor, if declared to be so by such regulation ;

Soliciting the commission of any such felony or misdemeanor.

23. To solicit or endeavour to procure any person to commit any act hereby made or declared a felony or misdemeanor, shall be a misdemeanor ;

24 And every such offence declared to be a misdemeanor by this Act shall be punishable by fine or imprisonment or both in the discretion of the Court before whom the offender is convicted ;

Punishment for misdemeanor.

25. Every principal in the second degree and every accessory before or after the fact to any such felony as aforesaid, shall be guilty of felony, and punishable as the principal in the first degree ;—And every person who aids, abets, counsels or procures the commission of any such misdemeanor as aforesaid, shall be guilty of a misdemeanor and punishable as a principal offender ;

Accessories and abettors to be punishable as principals.

26. Any imprisonment awarded under this Act shall be in the Penitentiary of that part of the Dominion in which the conviction shall take place, if for a term of or exceeding two years ;—and if the imprisonment awarded be for a less term, it may be with or without hard labour in the discretion of the Court awarding it.

Imprisonment if for two years to be in Penitentiary.

28. If any Officer of or connected with the Post Office converts to his own use in any way whatever, or uses by way of investment in any kind of property or merchandize, or loans with or without interest, any portion of the public moneys entrusted to him for safe keeping, transfer, disbursement, or for any other purpose,—every such act shall be deemed and adjudged to be an embezzlement of so much of the said moneys as are thus taken, converted, invested, used or loaned, which is hereby declared to be a felony,—And the neglect or refusal to pay over any public moneys in his hands, or to transfer or disburse any such moneys promptly, on the requirement of the Postmaster General, shall be *prima facie* evidence of such conversion to his own use of so much of the public moneys as are in the hands of such officer ;—And all persons advising or knowingly and willingly participating in such embezzlement, upon being convicted thereof before any Court of competent jurisdiction, shall for every such offence forfeit and pay to Her Majesty, Her Heirs or Successors, a fine equal to the amount of the money embezzled, and shall suffer imprisonment for a term not less than three months, and not more than seven years.

Embezzlement or unlawful use of money entrusted to him by an officer of or connected with the Post Office, to be felony.

Penalty for advising, &c., such embezzlement, &c.

29. It shall not be lawful for any person other than a Postmaster to exercise the business of selling Postage Stamps or Stamped envelopes to the Public unless duly licensed so to do by the Postmaster General and under such conditions as he may prescribe ; and any person who shall violate this provision by selling Postage Stamps or Stamped envelopes to the Public without a license from the Postmaster General, shall on conviction before a Justice of the Peace, incur a penalty of not exceeding forty dollars for each offence.

None but Postmasters to sell postage stamps without license Penalty \$40.

Willfully injuring, &c. Street Letter Box, &c. to be a misdemeanor.

**80.** If any person wilfully or maliciously injures or destroys any Street Letter Box, Pillar Box or other receptacle established by authority of the Postmaster General for the deposit of letters or other mailable matter, such person shall, on conviction, be deemed guilty of a misdemeanour punishable by fine or imprisonment or both in the discretion of the Court before which the offender is convicted, and every person who aids, abets, counsels or procures the commission of this offence shall be guilty of a misdemeanour and be indictable and punishable as a principal offender.

Penalty for using postage stamp used before.

**81.** If any person uses or attempts to use in prepayment of postage on any letter or mailable matter posted in this Province, any postage stamp which has been before used for a like purpose, such person shall be subject to a penalty of not less Ten and not exceeding Forty dollars for every such offence, and the letter or other mailable matter on which such stamp has been so improperly used may be detained, or in the discretion of the Postmaster General forwarded to its destination charged with double postage.

Penalty for placing the words "Post Office," on house, &c., without authority.

**82.** If any person without the authority of the Postmaster General, the proof of which authority shall rest on such person, shall place or permit or cause to be placed or to remain, on his house or premises, the words *Post Office* or any other words or mark which may imply or give reasonable cause to believe that such house or premises is or are a Post Office or a place for the receipt of letters, he shall on conviction before a Justice of the Peace incur a penalty of not exceeding ten dollars for each offence.

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#### PROCEDURE, CRIMINAL AND CIVIL.

Venue, &c., in cases of indictable offences against this Act.

**83.** Any indictable offence against this Act may be dealt with, indicted and tried and punished, and laid and charged to have been committed either in the district or county or place where the offence is committed, or in that in which the offender is apprehended or is in custody, as if actually committed therein :

Venue, &c., in cases of offences committed in respect of Mails, &c., in transit.

**2.** And where the offence is committed in or upon, or in respect of a Mail, or upon a person engaged in the conveyance or delivery of a Post letter bag, or Post letter, or chattel or money or valuable security sent by Post, such offence may be dealt with and inquired of, tried and punished and charged to have been committed as well within the district, county or place in which the offender is apprehended or is in custody, as in any district, county or place through any part whereof such Mail, person, post letter bag, post letter, chattel, money of valuable security, passed in the course of conveyance and delivery by the Post, in the same manner as if it had been actually committed in such district, county or place ;

3. And in all cases where the side or centre or other part of a highway, or the side bank, centre or other part of a river or canal, or navigable water, constitutes the boundary between two districts, counties or places, then to pass along the same, shall be held to be passing through both ;

As to roads, rivers, &c., forming boundaries.

4. And every accessory before or after the fact, if the offence be felony,—and every person aiding or abetting or counselling or procuring the commission of any offence if the same be a misdemeanor,—may be dealt with, indicted, tried and punished as if he were a principal, and his offence may be laid and charged to have been committed in any district, county or place, where the principal offence might be tried.

Accessories and abettors and their offences may be dealt with, and laid and charged in like manner as principals and their offences.

§4. In every case where an offence is committed in respect of a Post letter bag, or a Post letter, or other mailable matter chattel, money or a valuable security, sent by Post, in the indictment to be preferred against the offender, the property of such Post letter bag, Post letter, or other mailable matter, chattel, money or valuable security, sent by Post, may be laid in the Postmaster General;—And it shall not be necessary to allege in the indictment or to prove upon the trial or otherwise, that the Post Letter Bag, Post letter, or other mailable matter, chattel or valuable security was of any value :

Property of any mailable matter sent by post, may be laid in the Postmaster General.

Value need not be alleged or proved.

2. But except in the cases aforesaid, the property of any chattel or thing used or employed in the service of the Post Office or of moneys arising from duties of postage, shall be laid in Her Majesty, if the same be the property of Her Majesty, or if the loss thereof would be borne by the Dominion and not by any party in his private capacity ;

Property of other things and of postage money to be laid in Her Majesty.

3. And in any indictment against any person employed in the Post Office of Canada, for any offence against this Act, or in any indictment against any person for an offence committed in respect of some person so employed, it shall be sufficient to allege that such offender or such other person as aforesaid, was employed in the Post Office of Canada, at the time of the commission of such offence, without stating further the nature or particulars of his employment.

General allegation of employment of accused in the Post Office of Canada, sufficient.

§5. The Postmaster General, (subject always to the orders of the Governor,) may compromise and compound any action, suit or information at any time commenced by his authority or under his control, against any person for recovering any pecuniary penalty incurred under this Act, on such terms and conditions as he in his discretion thinks proper, with full power to him or any of the officers and persons acting under his orders to accept the penalty so incurred or alleged to be incurred, or any part thereof, without action, suit or information brought or commenced for the recovery thereof.

Postmaster General may compromise any action, &c.

Penalties to be recoverable with costs, by the Postmaster General, and to belong to the Crown.

Limitation of actions for penalties.

Penalty of \$40 or under, recoverable before one Justice of the Peace.

If penalty exceed \$40, offender may be indicted for a misdemeanor instead.

Penalty recoverable on oath of one witness, —who may be a Postmaster or other officer, &c., of the Post Office.

In action against Postmaster or other officer of the Post or his surties, amount due may be proved by statement of account attested by accountant of the Post Office.

Revenue Management Act to apply.

**86.** All mere pecuniary penalties imposed by this Act or by any Regulation of the Postmaster General to be made under it, shall be recoverable with costs by the Postmaster General, by civil action in any Court having jurisdiction to the amount, and shall belong to the Crown, saving always the power of the Governor in Council to allow any part or the whole of such penalty to the Officer or party by whose information or intervention the same has been recovered, as in the case of penalties recovered under other laws relating to the collection of the Revenue;—But all such penalties shall be sued for within one year after they are incurred, and not afterwards:

2. Provided that if the penalty do not exceed forty dollars, it may be recovered before any one Justice of the Peace in a summary manner, and if not paid, may be levied by distress under warrant of such Justice;—And if the penalty exceeds forty dollars, the offender may be indicted for a misdemeanor in contravening the provisions of this Act or of the regulations made under it, (instead of being sued for such penalty) and if convicted, shall be punishable by fine or imprisonment, or both, in the discretion of the Court.

**87.** In any action or proceeding for the recovery of postage, or of any penalty under this Act, the same may be recovered on the evidence of any one credible witness, and any Postmaster or other officer or servant of the Post Office of Canada, shall be a competent witness, although he is entitled to or entertains reasonable expectation of receiving some portion or the whole of the sum to be recovered; and the *onus* of shewing that any thing proved to have been done by the defendant was done in conformity to or without contravention of this Act, shall lie upon the defendant.

**88.** In any action, suit or proceeding against any Postmaster or other officer of the Post Office of Canada, or his sureties, for the recovery of any sum of money alleged to be due to the Crown as the balance remaining unpaid of moneys received by such Postmaster or officer by virtue of his office, a statement of the account of such Postmaster or officer shewing such balance, and attested as correct by the certificate and signature of the Accountant of the Post Office of Canada, or of the officer then doing the duties of such Accountant, shall be evidence that such amount is so due and unpaid as aforesaid;—And in every such suit it shall be lawful to demand and the judgment shall be rendered for double the amount proved by such account to be so due to the Crown by the defendant; but nothing herein contained shall be construed to prevent the provisions of any *Act respecting the Collection and Management of the Revenue, the Auditing of Public Accounts, and the liability of Public Accountants*, from applying to such Postmaster or officer.

**89.** All suits, proceedings, contracts and official acts to be brought, had, entered into or done by the Postmaster General, shall be so in and by his name of office, and may be continued, enforced and completed by his successor in office as fully and effectually as by himself;—nor shall the appointment or authority of any Postmaster General of Canada, or of any Postmaster, officer or servant of the Post Office of Canada, be liable to be traversed or called in question, in any case, except only by those who act for the Crown :

Suits &c., by the Postmaster General to be brought in his name of office and may be continued, &c., by his successor.

2. And all suits to be commenced for the recovery of debts or balances due to the Post Office, whether they appear by bond or obligation made in the name of the existing or any preceding Postmaster General, or otherwise, shall be instituted in the name of "The Postmaster General."

Suits for debts, &c., to be in the name of "The Postmaster General."

#### PROTECTION OF OFFICERS.

**90.** All enactments of any *Act respecting the Customs*, and more especially of the provisions for protecting officers and others employed in collecting duties or in preventing the evasion of the laws imposing duties, when in the performance of the duties of their office, or in respect of suits or proceedings against them for things done or alleged to be done in pursuance of any law, shall extend and apply in like manner to officers and persons employed in or under the Post Office of Canada, and to suits or proceedings against them for things done or alleged to be done under this Act.

Certain provisions of Customs Duties Acts to extend to officers of the Post Office.

**91.** This Act shall come into operation on the first day of April, one thousand eight hundred and sixty-eight.

Commencement of Act.

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OTTAWA :—Printed by MALCOLM CAMERON,  
Law Printer to the Queen's Most Excellent Majesty.

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GENERAL REGULATIONS

FOR THE

**GUIDANCE AND GOVERNMENT**

OF THE OFFICERS AND OTHER PERSONS EMPLOYED IN  
THE POSTAL SERVICE OF THE DOMINION OF  
CANADA.

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# ORGANIZATION

OF THE

# POST OFFICE DEPARTMENT

OF

# CANADA.

The superintendence and management of the Postal Service of Canada is vested in the Post Office Department, at the seat of Government, (Ottawa), under the direction of the Postmaster General of Canada.

Subject to the directions of the Postmaster General, the general management of the business of the Department will be with the Deputy Postmaster General of Canada.

The Principal Officers of the Post Office Department are :

- HON. ALEXANDER CAMPBELL.....*Postmaster General.*  
 WILLIAM HENRY GRIFFIN.....*Deputy Postmaster General.*  
 HORATIO ASPREY WICKSTEED.....*Accountant.*  
 WILLIAM WHITE.....*Secretary.*  
 PETER LESUEUR.....*Superintendent Money Order Branch.*  
 J. CUNNINGHAM STEWART.....*Superintendent Savings Bank Branch.*  
 JOHN ASHWORTH.....*Cashier.*

The local superintendence of Post Office business, and performance of such duties as are assigned to them by the Statute, or entrusted to them from time to time by the Postmaster General, will be confided to the Post Office Inspectors, of whom there are seven, stationed and exercising their powers and functions in the undermentioned Postal Divisions.

Name of Inspector.	Postal Division.	Post Office Address.
Arthur Woodgate.....	Nova Scotia.....	Halifax, N. S.
John McMillan.....	New Brunswick, and the Bay Chaleurs Coast of Gaspé.....	Fredericton, N. B. (for the present.)
William G. Sheppard.....	Province of Quebec, as far West as Three Rivers.....	Quebec, Que.
Edwin F. King.....	Province of Quebec, from Three Rivers westward.....	Montreal, Que.
Matthew Sweetnam.....	Province of Ontario, as far West as Cobourg.....	Kingston, Ont.
John Dewe.....	Province of Ontario, from Co- bourg to Hamilton.....	Toronto, Ont.
Gilbert E. Griffin.....	Province of Ontario, from Hamilton westward.....	London, Ont.

POSTAL DIVISIONS UNDER THE CHARGE OF THE  
SEVERAL INSPECTORS.

The following are the Electoral Counties in the several Postal  
Divisions.

NOVA SCOTIA DIVISION.

Annapolis.	Inverness.
Antigonish.	Kings.
Colchester.	Lunenburg.
Cumberland.	Pictou.
Cape Breton.	Queens.
Digby.	Richmond.
Guysboro.	Shelburne.
Halifax.	Victoria.
Hants.	Yarmouth.

NEW BRUNSWICK DIVISION.

Albert.	Kings.
Bonaventure, (Quebec.)	Northumberland.
Carleton.	Queens.
Charlotte.	Restigouche.
Gaspé, (Quebec,) that portion on the Gulf coast south of Gaspé Bay.	St. John.
Gloucester.	St. John, (city.)
Kent.	Sunbury.
	Victoria.
	Westmoreland.
	York.

QUEBEC DIVISION.—(*Province of Quebec.*)

Arthabaska.	Lotbinière.
Beauce.	Megantic.
Bellechasse.	Montmagny.
Champlain.	Montmorency.
Charlevoix.	Nicolet.
Chicoutimi & Saguenay.	Portneuf.
Dorchester.	Quebec.
Gaspé—except that por- tion south of Gaspé Bay on Gulf coast.	Quebec, (city.)
Kamouraska.	Richmond, townships of King- sey and Shipton only.
Levis.	Rimouski.
L'Islet.	Temiscouata.
	Wolfe.

MONTREAL DIVISION.—(*Province of Quebec.*)

Argenteuil.	Napierville.
Bagot.	Ottawa.
Beauharnois.	Pontiac.

MONTREAL DIVISION.—(*Cont.*)

Berthier.	Richelieu.
Brome.	Richmond—except townships of Kingsey and Shipton.
Chambly.	Rouville.
Chateauguay.	St. Hyacinthe.
Compton.	St. Johns.
Drummond.	St. Maurice.
Hochelaga.	Shefford.
Huntingdon.	Sherbrooke.
Iberville.	Soulanges.
Jacques Cartier.	Stanstead.
Joliette.	Terrebonne.
Laprairie.	Three Rivers, (city.)
L'Assomption.	Two Mountains.
Laval.	Vaudreuil.
Maskinongé.	Verchères.
Missisquoi.	Yamaska.
Montcalm.	
Montreal, (city.)	

KINGSTON DIVISION.—(*Province of Ontario.*)

Addington.	Leeds, S.
Brockville.	Leeds & Grenville, N.
Carleton.	Lenox.
Cornwall.	Northumberland, E.
Dundas.	Northumberland, W.
Frontenac.	Ottawa, (city.)
Glengary.	Peterboro', E.
Grenville, S.	Peterboro', W.
Hastings, N.	Prescott.
Hastings, E.	Prince Edward.
Hastings, W.	Renfrew, N.
Kingston, (city.)	Renfrew, S.
Lanark, N.	Russell.
Lanark, S.	Stormont.

TORONTO DIVISION.—(*Province of Ontario.*)

Algoma.	Simcoe, S.
Bruce, N.	Toronto, (city.)
Bruce, S.	Victoria, N.
Cardwell.	Victoria, S.
Durham, E.	Waterloo, N.
Durham, W.	Waterloo, S.
Grey, N.	Wellington, N.
Grey, S.	Wellington, S.
Halton.	Wellington, C.
Ontario, N.	York, E.
Ontario, S.	York, W.
Peel.	York, N.
Simcoe, N.	

LONDON DIVISION.—(*Province of Ontario.*)

Bothwell.	Middlesex, N.
Brant, N.	Middlesex, E.
Brant, S.	Middlesex, W.
Elgin, E.	Monck.
Elgin, W.	Niagara.
Essex.	Norfolk, N.
Haldimand.	Norfolk, S.
Hamilton, (city.)	Oxford, N.
Huron, N.	Oxford, S.
Huron, S.	Perth, N.
Kent.	Perth, S.
Lambton.	Welland.
Lincoln.	Wentworth, N.
London, (city.)	Wentworth, S.

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Every Postmaster should appoint an Assistant.

4. Every Postmaster should take the precaution to appoint an Assistant, in order that the office may not be left without some authorized and competent person to perform its duties in case of the necessary absence, the sickness, resignation, or death of the Postmaster.

Postmasters responsible for their Assistants.

5. As a Postmaster is responsible for the integrity, sobriety, diligence and efficiency of the Clerks, Assistants, and other persons attached to his office, Postmasters at Country offices should be careful to select competent and trustworthy persons to act in this capacity.

Postmaster to perform or personally superintend duties of his Office.

6. The duties of a Post Office are to be performed by the Postmaster personally, or by his sworn Assistant or Assistants, whom he may employ to aid him under his own immediate superintendence; and he is not permitted to transfer the charge of his office and the performance or superintendence of its duties to another, except temporarily, in the event of illness or unavoidable absence, when the circumstance must be reported for the sanction of the Postmaster General.

Resignation of Postmaster.

7. When a Postmaster desires to resign his charge, he must give to the Postmaster General three full months notice thereof, counting from the completion of the quarter then pending; and he is not at liberty to relinquish his charge until the end of the above period, unless the transfer of the office to his successor should take place at an earlier date. A Postmaster's letter of resignation should be addressed to the Postmaster General direct.

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## PART II.

### BONDS AND SURETIES.

Bonds required from Postmasters.

8. A Postmaster is required to enter into a Bond, with two good and sufficient Sureties, for the due and faithful performance of his duties, in such amount as may be required by the Postmaster General.

Death or insolvency of Sureties.

9. In the event of the insolvency or death of either of his Sureties, a Postmaster must give immediate notice thereof to the Postmaster General, and furnish the Christian and Surnames in full, and the residence and occupation, of a new Surety.

Bankruptcy of Postmaster.

10. If a Postmaster should himself become Bankrupt, he is required to report the fact at once to the Postmaster General.

Release of Sureties.

11. When any Surety of a Postmaster notifies to the Postmaster General his desire to be released from his Suretyship, or when the Postmaster General deems it necessary, the Post-

master may be required to execute a new Bond with Sureties, which Bond, when accepted by the Postmaster General, will become as valid as the prior Bond, and the Sureties in the prior Bond will be released from responsibility for all acts or defaults of the Postmaster done or committed subsequent to the acceptance of the new Bond.

New Bond may be required.

12. Payments made by a Postmaster, subsequent to the acceptance of a new Bond, will be applied, first, to the discharge of any balance which may be due by him at the time of the acceptance of the new Bond, unless the Postmaster General otherwise directs.

Payments subsequent to date of new Bond.

13. No suit can be instituted against the Surety of a Postmaster after the lapse of two years from the death, resignation, or removal from office of such Postmaster, or after the lapse of two years from the date of the acceptance of a new Bond.

Limitation of period for proceedings under a Postmaster's Bond.

14. In the event of the death of a Postmaster, the Sureties, or any one of them, may perform the duties until a new appointment takes place.

On death of Postmaster, Sureties may perform duties of Office.

**PART III.**

**POST OFFICE.**

15. The words "Post Office," in large and conspicuous letters, must be exhibited on the outside of every building in which a Post Office is kept, and should be placed in a position to be easily seen and read.

"Post Office" sign.

16. A Letter Box, for the posting of letters, must be affixed in some convenient part of every Post Office, with an opening accessible from the road or street; and the words "Letter Box" should be painted, in plain letters, over the opening. If the Letter Box be within the reach of the public it must be provided with a lock.

Letter Box must be provided.

17. A separate office or apartment, conveniently fitted up for the purpose, must be provided by the Postmaster for conducting the business wherever the duties are, in the opinion of the Postmaster General, sufficiently extensive or important to require such accommodation. The internal fittings of the office should vary according to the nature of the duties.

Separate apartment to be provided for Post Office, in certain cases.

18. At every office there should be a convenient place, or lobby, within doors, for the shelter of persons applying at the office.

Office lobby.

19. Where the Postmaster General may consider that a separate room may be dispensed with, the letters and papers,

When separate Office is not required.

both for delivery and despatch, must be kept in a secure place, and under lock and key. Separate pigeon-holes should be appropriated for letters and papers for delivery, and for letters and papers for despatch.

Bar-room not to be used.

20. A bar-room or public room in a tavern is never to be made use of as a Post Office, nor should the entrance to a Post Office be through a bar-room.

Only Postmaster or sworn Assistant to have access to Post Office.

21. At Post Offices where a room is specially appropriated for the Post Office business, no person except the Postmaster and his sworn Assistant or Assistants, should have admittance to that part of it where the Letters and Papers are kept, and where the mails are made up, and this regulation must be strictly enforced whenever the mails are being made up or opened. At the Offices where these duties are performed in a store or other place open to the public, the Postmaster will nevertheless take care, when he is thus engaged, that no Mail Courier or unauthorized person is permitted to approach sufficiently near to handle or examine in any way the Mail Packets or their contents. And Postmasters should, on no account, open or close mails on the counter of a store or other exposed place where it would be possible for an unauthorized person to handle or remove the mail matter or packages. Under no circumstances should any person but the Postmaster or his sworn Assistant be suffered to have access to the Letters, Newspapers, &c., in an Office, or to the Mail Key.

Regulation to be observed when making up and opening Mails.

Situation of Post Office.

22. A Post Office should be in a convenient and central situation, and must not be removed from one part of a town, village, or settlement, to another part, without the approval first obtained of the Postmaster General.

Protection of Office.

23. Postmasters are required to take every precaution to secure their offices against burglary and fire.

## PART IV.

### EQUIPMENTS OF A POST OFFICE.

Post Office supplies.

24. Every Post Office requires for the proper performance of the duties appertaining thereto, the following articles :

1. A Stamp bearing the name of the Office.
2. " " the word " Paid. "
3. " " " " Registered. "
4. An Obliterator for cancelling Postage Stamps.
5. A Mail key.
6. A set of Scales and Weights.
7. A Seal bearing the name of the Office.

Will be supplied

8. A Book of " General Regulations "
9. " Mails Sent.
10. " Mails Received.
11. A Registered Letter Book.
12. A supply of the following Forms, viz :
  - " Letter Bills.
  - " Monthly Sheets.
  - " Covers for do.
  - " Quarterly Newspaper Accounts.
  - " Dead Letter Bills.
  - " Covers for Do.
  - " Quarterly Accounts Current.
  - " Covers for do. do.
  - " Letters of Deposit.
  - " Covers for do.
  - " Letters of Advice.
  - " Certificates for Registered Letters.
  - " Notices to Publishers.
  - " Requisitions for Blanks.
  - " do do Postage Stamps.

by the  
Post  
Office  
Depart-  
ment. Stamps, Mail  
Key, books,  
forms, &c., fur-  
nished by the  
Department.

13. Stamping material prepared as suggested  
under the instructions " Stamping and Rating."
14. Stamping Pad or cushion constructed as  
suggested under same instructions.
15. Sealing wax.
16. Twine.
17. Wrapping paper.
18. Red and black Ink.
19. Sign, Letter Box, and other necessary fittings  
for Post Office purposes.

Must be  
furnished  
by the  
Post-  
master. Stationery, &c.  
to be provided  
by Postmaster.

25. A supply of Forms will be sent to each Postmaster every six months, and care must be taken not to waste them, nor to use any form for any other purpose than the one for which it has been specially prepared. Forms sup-  
plied semi-an-  
nually.

26. Postmasters entrusted with Money Order or Savings Bank business, or with the sale of Bill, Registration, or Law Stamps, will be furnished with the necessary instructions, and forms for the transaction of the duties connected therewith. Money Order.  
Savings Bank  
and Bill Stamp  
forms.

## PART V.

### TRANSFER OF OFFICE.

27. When succeeding to the charge of an office, a newly appointed Postmaster is required to obtain from the retiring Postmaster an exact inventory or list, in the proper form, of every article of Post Office property handed over to him, such as Mail Books, Blank Forms, Mail Bags, Locks and Keys. This list, called a " Transfer Receipt," should be signed both " Transfer Re-  
ceipt" used  
when trans-  
ferring a Post  
Office.

by the retiring and the incoming Postmasters, and be transmitted to the Post Office Inspector, by whom it will, in the first instance, be supplied.

Separate  
"Transfer Re-  
ceipt" requi-  
red for Money  
Order forms,  
&c.

Money Order  
Balance.

28. In the event of the office being a Money Order Office, a separate list should be made out of all articles of Post Office property appertaining to the Money Order business, together with a statement of the Money Order Balance in the hands of the retiring Postmaster, which balance, if the transfer takes place at the end of a quarter, should be deposited in the Bank, as directed in the Money Order instructions. If the transfer of the office takes place before the expiration of a quarter, the balance should be handed over by the retiring to the incoming Postmaster,—in which case the retiring Postmaster will take credit, and the incoming Postmaster will debit himself accordingly, in their respective Money Order Weekly Returns.

Accounts to be  
made up to  
date of trans-  
fer.

29. When an office is transferred, all the accounts of the retiring Postmaster must be made up to the date of the transfer and sent to the Postmaster General, the balance due thereon being deposited in the Bank, as directed in the instructions respecting Accounts.

When transfer  
takes place  
before expira-  
tion of quar-  
ter.

30. When the transfer takes place before the expiration of a quarter, unless otherwise directed by the Inspector, a regular quarterly Account Current must be made out for that portion of the quarter for which the retiring Postmaster is responsible. On the expiration of the quarter, the incoming Postmaster will make up a regular Account Current for the remaining portion of the quarter during which he has had charge of the Office.

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## PART VI.

### OFFICE HOURS.

Office hours at  
principal offi-  
ces.

31. At the principal Post Offices in Canada, the hours of opening and closing are specially regulated by the Postmaster General.

Office hours at  
other offices.

32. In country places Postmasters are required to keep their Offices open during the usual hours of business in the locality, to attend at such other hours as may be necessary to receive and despatch the mails, and to afford every reasonable accommodation to the public.

Offices may be  
closed on Sun-  
days, except in  
Province of  
Quebec.

33. Postmasters in Canada, excepting in the Province of Quebec, are at liberty to close their Offices to the public on Sundays, it being understood, however, that all letters and papers posted up to a late hour on Sunday nights are to be despatched in any Mails leaving early on Monday mornings.



34. When an Office in Canada is closed to the public on Sunday, it must be closed to all persons alike, and no exceptional or partial delivery to particular persons can be allowed.

No exceptional delivery permitted.

35. In the Province of Quebec, Postmasters should keep their Offices open for at least one hour either before or after Divine Service, as may be most convenient to the public generally.

Sunday delivery in Province of Quebec.

36. A Notice, to be dated and signed by the Postmaster, stating the hours at which the Mails arrive and close, and the hours at which the Office is opened and closed, should be posted, in every Office, in a position where it may be readily observed by the public,—when any alteration takes place the Notice should be promptly corrected.

Notice of office and mail hours, to be posted up.

## PART VII.

### MAIL ROUTES.

37. Mails are conveyed at least twice each way every day, except Sunday, over the principal lines of Railway in Canada. Over the less important lines of Railway they are carried once each way every day, except Sunday.

Mails conveyed on Railways.

38. Mails are also conveyed once each way every day, except Sunday, over the principal lines of common road.

Mails conveyed on ordinary roads.

39. The postal communication between Ontario and Quebec on the one side, and New Brunswick and Nova Scotia on the other, is at present as follows :

Postal communication, Ontario, Quebec, New Brunswick and Nova Scotia.

By Steamer between Portland and St. John, three times per week in summer, twice per week in spring and fall, and once per week in winter.

*Viâ* Portland and St. John.

By Steamer between Portland and Halifax, once per week.

*Viâ* Portland and Halifax.

By Steamer between Quebec and the Gulf ports, including Miramichi, Shediac and Pictou, once per week during the season of navigation.

*Viâ* Quebec and Pictou.

These Steamer Routes afford the most speedy channel of communication between the places named ; but there are, in addition, daily land routes *viâ* Rivière du Loup and Edmondston, and *viâ* Bangor, Me.

Most speedy Route.

40. To Red River the only postal route is *viâ* Chicago (Illinois), St. Paul, and Pembina.

Route to Red River.

41. The most speedy and direct postal route from Canada to almost every portion of the Globe, with the exception of the Continent of America, the Isthmus of Panama, the West Indies, Australia and New Zealand, is by way of England,

Postal routes to Foreign Countries *viâ* England.

whence mails for the several British Colonies and Foreign Countries mentioned in the tables hereafter given are regularly despatched.

Postal routes to British Columbia, Isthmus of Panama, West Indies, Australia, &c., *via* New York.  
To West Indies *via* Halifax monthly.

42. The most speedy and direct postal route from Canada to British Columbia, Vancouver's Island, to nearly all parts of the continent of America, the Isthmus of Panama, the West Indies, Australia and New Zealand, is *via* New York, from whence Steamers sail regularly to the West Indies, the Isthmus of Panama and South America. Mails are also forwarded to the West Indies by the Steamer sailing once in each month from Halifax, to Bermuda and St. Thomas.

To Bermuda and Newfoundland *via* Halifax.

43. To Bermuda and Newfoundland, the most direct route is *via* Halifax, from whence Steamers sail once per month to Bermuda and St. Thomas, and once per fortnight in summer, and once per month in winter, to Newfoundland.

Mails for United Kingdom.  
By Canadian Steamer.

44. Mails for the United Kingdom are despatched as follows :

By Mail Steam Packets, sailing from Quebec in summer and from Portland in winter, every Saturday ; and from Halifax, Nova Scotia, every alternate Friday.

By Cunard Steamer.

By Cunard Steamer, sailing from New York every Wednesday.

By Bremen Steamer.

By Bremen Steamer, sailing from New York every Thursday.

Offices in Canada which exchange mails direct with United Kingdom.

45. The following Post Offices in Canada make up Mails direct for the United Kingdom :—

Hamilton.....	}	Ontario.
Toronto .....		
Kingston .....		
Ottawa .....		

Montreal .....	}	Quebec.
Quebec.....		

Fredericton....	}	New Brunswick.
Sackville.....		
St. John.....		
St. Stephens...		
Chatham.....		
Dalhousie .....		
Newcastle.....		

Halifax.....		Nova Scotia.
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46. Mails are exchanged daily with the United States Post Offices at the frontier or "Exchange Offices," of which a list is given in another part of this book. Exchange of mails with United States.

## PART VIII.

### STAMPING AND RATING.

47. Letters, and packets or parcels, posted to be sent by mail should, at the time of stamping, first be faced up, that is, the addresses all placed in the same position. Letters posted at an office to be "faced up."

48. They should then be carefully postmarked on the left hand lower corner of the face or address side, with the name of the Post Office, and the month and day of the month, and year, on which posted. In performing this operation, great care should be taken to avoid interference with the address. And postmarked on the address side.

49. The date of the stamp should be the date of the day on which the letter, &c., is deposited in the office, even should it not be dispatched on that day. If it be posted, however, too late to be forwarded by the Mail leaving that day, the words "Too late" are to be stamped or written on it, in addition to the Postmark, to explain why the letter was not sent by the Mail of the day of which it bears the Postmark. Date of Postmark.  
"Too late" letters.

50. After the dated stamp has been affixed to the Letter, Parcel or Packet, the Postage stamps which may be thereon should be carefully obliterated with the instrument supplied for that purpose. Obliteration of Postage stamps.

51. It is the duty of a Postmaster to see that the Postage stamps on all matter posted at his office are carefully defaced with *Black* stamping material, and that every letter has a *distinct impression* of his office stamp: for the correct performance of these duties he will be held responsible. Stamping to be properly done.

52. With the exception of unpaid letters addressed to the United Kingdom, letters, when not prepaid by stamps, should be rated on the right hand upper corner of the face or address side, with the amount of postage chargeable thereon. Letters not prepaid by stamps to be rated.

53. If the postage be prepaid in money, the word "paid" should be stamped or written in *red* against the rate, thus, "PAID 3." Letters prepaid in money to be marked in red ink.

54. If the postage be not prepaid the rate should be marked in *black*. Care must be taken to use proper red and black stamping material to prevent any doubt as to the letter or packet being paid or unpaid. Unpaid letters to be rated in black ink.

Unpaid letters for U. Kingdom not to be rated. Unpaid Letters for the United Kingdom are to be postmarked and forwarded without being rated.

Treatment of insufficiently prepaid matter.

55. Such letters, packets or parcels, as have not been fully prepaid should be rated, in *Black*, with the additional postage to which they may be liable. The words "more to pay" "above  $\frac{1}{2}$  oz." or "above 1 oz." as the case may be, being placed before the additional rate charged.

Sorting of letters, &c., for despatch.

56. After this has been done, the letters, &c., should be sorted into the pigeon-holes appropriated for the offices to which they are to be despatched.

Certain letters to be postmarked on the back.

57. All letters received from another office for delivery, or passing through an office from one place to another, should be postmarked on the back; the date in the postmark to be the date of the day on which received.

Date in "dated stamp" to be changed daily.

58. At Offices provided with dated stamps, the figures in the dated stamps must be carefully adjusted at the beginning of each day, and a clear impression should be made in a book kept for the purpose to shew that this has been done.

Impression of stamp to be perfect.

59. It is necessary that the impression of the stamp should be perfect in every particular, and, in order to secure this, attention should be paid to the following points :

Directions for cleaning dated stamp and type.

1. The stamp must be kept perfectly clean, which may be done most effectually with Benzine, using for the purpose a small brush. Potash or soda or even common soap will answer; but if either of them is used, the stamp must be washed thoroughly in clean water and dried immediately. Type which has been used must be cleaned before it is replaced in the box.

Cushion or pad on which to stamp letters, &c.

2. The cushion on which the letters are placed to be stamped should be quite even and very slightly elastic. It can be easily constructed by nailing tightly upon a table or counter some leather or calf skin over a quire of large thick paper, or indeed over a number of old newspapers carefully and evenly spread out.

Directions for Stamping.

3. The stamp should be held firmly in the hand and struck upon the letter with a *light* sharp blow, care being taken not to let the stamp fall upon the impression made at another Office.

Proper stamping material to be used, and how made.

60. Care should be taken to use proper material for stamping. Lamp black, well mixed with sweet oil and a few drops of turpentine, and spread lightly over cloth, is a good compound, Red stamping material for marking the word "Paid" on letters prepaid by money can be made by substituting vermilion

powder for the lamp black. The cloth should be put into a tin or wooden box, which, when the stamping material is not in use, should be covered with a lid to preserve it from dust and dirt.

PART IX.

RATES OF POSTAGE ON LETTERS.

61. The rate of Postage on *prepaid* Letters between any place in Canada and any other place in Canada, is regulated by weight, irrespective of distance, and is as follows: Postage on letters passing from one part of Canada to another.

On a letter weighing not more than $\frac{1}{2}$ an oz.,	3 cents.				
“ “ more than $\frac{1}{2}$ oz., but not ex. 1 oz.,	6 cts.				Scale of charges.
“ “ “ 1 oz.	“	1 $\frac{1}{2}$ “	“	9 cts.	
“ “ “ 1 $\frac{1}{2}$ oz.	“	2 “	“	12 cts.	
“ “ “ 2 oz.	“	2 $\frac{1}{2}$ “	“	15 cts.	

and so on, 3 cents being charged for every additional  $\frac{1}{2}$  oz., or fraction of a half ounce.

62. If the weight be exceeded to the smallest extent, even though the balance be merely turned, the letter becomes liable to an additional rate. Weighing of Letters.

63. *Unpaid* letters posted in Canada and addressed to any place within the Dominion of Canada, are liable to a charge of 5 cents per  $\frac{1}{2}$  oz. Rate on unpaid letters for Canada.

64. Letters addressed as above which are only partially prepaid, are to be rated as if *wholly* unpaid, credit being given, however, for the amount prepaid thereon. Rating of letters partially prepaid.

Thus, if a letter weighing an ounce, and liable to two rates, is prepaid only 3 cents, it is subject to a further charge of 7 cents.

65. The charge on local or “drop letters,” viz: letters posted at an office in Canada for delivery from that office, is one cent for each letter, which must be prepaid by stamp. “Drop Letters” must be prepaid.

66. The charge on letters delivered by Letter Carrier, in Canada, is two cents for each letter, in addition to the ordinary postage. Letter Carrier's charge on letters.

67. The rate of postage on letters to Prince Edward's Island is 3 cents per half ounce if prepaid, and 5 cents per half ounce if not prepaid. Rate of Postage on Letters to Prince Edward's Island.

68. The rate of postage on letters to Newfoundland is 12 $\frac{1}{2}$  cents per  $\frac{1}{2}$  oz., which must be prepaid. Newfoundland.

British Columbia and Vancouver's Island.

69. The rate of postage on letters to British Columbia, and Vancouver's Island, is 10 cents per  $\frac{1}{2}$  oz., which must be prepaid. An additional charge is made on these letters on their delivery there, for the sea rate from San Francisco.

Red River.

70. The rate of postage on letters to Red River, *viâ* the United States, is 6 cents per  $\frac{1}{2}$  oz., which must be prepaid.

United States.

71. The rate of postage on letters between any place in Canada and any place in the United States, is, if prepaid, 6 cents per  $\frac{1}{2}$  ounce; if unpaid, 10 cents per  $\frac{1}{2}$  ounce.

United States Letters short-paid to be rated as unpaid.

72. Letters addressed to, or received from the United States, on which stamps are affixed representing less than the amount of postage to which the letters are liable, must be rated with full unpaid postage, no credit being given for any partial prepayment.

Rate on Letters to United Kingdom.

73. The single rate of postage on letters between any place in Canada and any place in the United Kingdom, is as follows:

By Canadian Steamer.

By Mail Steam Packets, sailing every Saturday from Quebec in Summer and from Portland in Winter, and, fortnightly, from Halifax, Nova Scotia,  $12\frac{1}{2}$  cents per half ounce or fraction of a half ounce.

By Cunard Steamer.

By Cunard Steamer, sailing from New York every Wednesday, 15 cents per half ounce or fraction of a half ounce.

By Bremen Steamer.

By Bremen Steamer, sailing from New York every Thursday, 15 cents per half ounce.

Letters intended for Bremen Steamer to be so addressed.

74. Letters intended to be despatched by the Bremen Steamer, *viâ* New York, should be specially so addressed.

Letters for and from U. Kingdom should be prepaid, otherwise a fine is added.

75. The postage on all letters posted in Canada for the United Kingdom, and in the United Kingdom for Canada, should be prepaid; but if sent unpaid, a fine of 6d. sterling, or  $12\frac{1}{2}$  cents currency, will be charged on each letter, on delivery, in addition to the ordinary postage rate.

Despatch of letters by Canadian and Cunard Steamers.

76. Letters posted in Canada for the United Kingdom, and in the United Kingdom for Canada, unless specially addressed "By Canadian Steamer," or "By Cunard Steamer," are despatched in the first mail that is made up—whether for the Canadian or Cunard line—after the letter is posted, so that letters intended for the Canadian Packets must either be posted on the proper days for the Canadian Packet Mail or bear the words "By Canadian Mail Steamer" on the address. By "Canadian Mail" is not a sufficiently definite direction, as

any mail for or from Canada is called a "Canadian Mail," by whatever Packet forwarded.

77. Three cents will be charged on the delivery of letters which have been forwarded to Canada, as above, by Cunard Steamers, but on which only 6d. sterling, per  $\frac{1}{2}$  oz., has been prepaid.

Short-paid letters conveyed by Cunard Steamer.

78. The rates upon letters for British Colonies and Foreign Countries will be found in the tables given hereafter. These tables give the rates :

Rates on letters for British Colonies and Foreign Countries.

1. *Viâ* England by Mail Steam Packets, sailing from Quebec or Portland, and Halifax.

2. *Viâ* England by Cunard and other Steamers sailing from New York ;

3. To Bermuda and West Indies by Steamers sailing from Halifax ; and

4. To certain British Colonies, and Foreign Countries, by Steamers sailing from New York to the West Indies, Panama and South America.

It is desirable always to mark on a letter the particular route by which it is intended to be sent.

79. Letters cannot be prepaid partly in stamps and partly in money ; the postage must be prepaid either wholly in stamps, or wholly in money.

Letters cannot be paid partly in stamps and money.

80. Letters on which prepayment of the postage is rendered compulsory by the above regulations, or by the Tables of Rates for British Colonies and Foreign Countries, should, if posted unpaid, or not sufficiently prepaid, be sent under cover to "The Postmaster General, for the Dead Letter Office," by the first post, the words "postage not paid" being written thereon.

Letters on which prepayment is required, if posted unpaid to be sent to Postmaster General.

81. All letters are liable to the ordinary rates of postage, whether sealed or unsealed, and whether posted at a Post Office or handed to a Mail Courier on his journey from one Post Office to another.

Letters whether sealed or open are liable to postage.

82. Letters re-directed from one Post Office to another in Canada, without being taken out of the Post Office, are not liable to any additional postage on being re-forwarded.

Re-directed letters.

83. If an Officer in the Army or Navy has removed from Canada to England on duty, his letters coming from England are not liable to additional postage on re-direction from Canada to England.

Re-direction of letters for Commissioned Officers, to England.

84. The charge on Dead Letters returned to the writers is five cents on each letter, in addition to any unpaid postage thereon.

Charge on Dead Letters returned to writers.

**PART X.**

**SOLDIERS AND SEAMEN'S LETTERS, AND LETTERS TO AND FROM VOLUNTEERS WHEN ON ACTIVE SERVICE.**

Rate on letters to and from private soldiers, seamen, &c.

85. Non-Commissioned Officers, Band Masters, Enrolled Pensioners, Seamen, and Soldiers, and Army Schoolmasters of all but first class, while they are employed in Her Majesty's Service, can send and receive letters at the rate of two cents each, under the following regulations :—

Postage must be prepaid.

1. The two cents must be paid by Postage stamp at the time the letter is posted.

Conditions under which the privilege is enjoyed.

2. The name of the soldier or seaman, his class or description, and the name of the Ship or Regiment, Corps or Detachment to which he belongs, must be specified in the direction of the letter; and, in the case of letters sent by soldiers or seamen, the officer in command must sign his name and specify the Ship or Regiment, Corps or Detachment, to which the soldier or seaman belongs, the name of the Ship or Regiment being written in full.

3. The letter must not exceed half an ounce in weight.

4. The letter must refer solely to the private affairs of the soldier or seaman on active service.

Forms of Address.

86. All the foregoing descriptions must be fully written in the address in the following form, the initials of the name of any ships or regiments being insufficient :—

SEAMAN.	SOLDIER.
From A. B.—Seaman of H.M.S. _____ (Here insert direction of the letter.)	From A. B., Sergeant, _____ Regiment (Here insert direction of the letter.)
C.D., Captain (or other commanding Officer.) H.M.S. _____	C. D., Colonel (or other commanding Officer.) _____ Regiment
To A. B., Seaman, H.M.S. _____ (Here the direction to be finished.)	To A. B., Private (Serg. or Corporal.) _____ Regiment (Here the direction to be finished.)

Soldiers letters passing to or through a Foreign Country.

87. Letters for soldiers or seamen may be forwarded at the above rate to or through any country requiring the payment of any foreign or transit rate, but subject to the payment of such foreign or transit postage as may be chargeable thereon.

No additional charge for re-direction.

88. Soldiers and seamen's letters are not liable to any additional rate on re-direction.



89. Soldiers and seamen's letters are sent between Canada and the United Kingdom by the Mail Steam Packets sailing from Quebec or Portland, and Halifax. They are conveyed by Canadian Steamers, &c.

90. Letters sent to or by commissioned or warrant officers, assistant engineers, gunners, boatswains, carpenters, or first class school-masters, or commissioned or warrant officers in the Army, are not included in the privilege attached to letters of soldiers and seamen, but are chargeable with the same rates as ordinary letters. The class not included in privilege attached to letters of private soldiers, &c.

91. Soldiers and seamen's letters posted in Canada without a compliance with the above regulations are liable to full letter postage. If posted in accordance with the above regulations, but without prepayment of 2 cents, they are liable to a charge of 2d. sterling on delivery in the United Kingdom. When conditions are violated.

92. Letters for or from non-commissioned officers and privates of the volunteer militia of Canada, when *on active service*, can be forwarded between any place in Canada and any other place in Canada under the above regulations on prepayment of 2 cents for each letter. Volunteers in Canada on active service; rates on letters.

93. The usual registration fee must be prepaid on all registered letters sent to or from soldiers, seamen, or volunteers on active service, under the above regulations, in addition to the 2 cents postage thereon. Registration fee on Soldiers letters must be prepaid.

94. Newspapers, books or parcels, or any matter sent to or from soldiers, seamen, and volunteers on active service, other than letters, must be charged the ordinary rates of postage. Newspapers, books, &c., subject to ordinary postage rates.

**PART XI.**

**NEWSPAPERS.**

95. The law declares that, for Post Office purposes, a newspaper shall be held to mean: a periodical published not less frequently than once in each week, and containing notices of passing events, that is to say, general news. Definition of a Newspaper.

*Rates on Newspapers published in Canada and sent to Subscribers within the Dominion from Office of Publication.* Newspapers published in Canada.

96. Newspapers printed and published in Canada may be sent by post, from the office of publication, to any place in Canada, at the following rates, if paid quarterly in advance, either by the publisher at the Post Office where the papers are Commuted rate on Newspapers sent from Office of publication to

regular subscribers in Canada.

posted, or by the subscriber at the Post Office where the papers are delivered :

For a paper published once per week	5 cents per quarter.
“ “ twice “	10 “
“ “ 3 times “	15 “
“ “ 6 times “	30 “

and so on, adding one rate of 5 cents per quarter for each issue more frequent than once a week.

If prepaid by publisher.

97. If the above rates are prepaid by the publisher, the Postmaster receiving prepayment from the publisher must be careful to have the papers so prepaid separately put up, and marked distinctly as prepaid.

Rate when not paid in advance.

98. When the above rates are not paid in advance by either the publisher, at the office of posting, or by the subscriber at the office of delivery, the papers are to be charged one cent each on delivery.

Prepayment of commuted rate at commencement of quarter.

99. It is not necessary that the commuted rate on newspapers should be paid absolutely on the first day of each quarter. The regulation is intended to be carried out with all due consideration for the convenience of the public, and it will be sufficient if the person desiring to pay the commuted rate declares his intention and offers the payment when first calling at the office within a reasonable time after the commencement of the quarter; but after having made his option to prepay the commuted charge, or to pay for his papers as received, at one cent each, as the case may be, Postmasters are not expected to alter their newspaper accounts to allow a change until the commencement of the next quarter.

Commuted rate does not apply to broken periods.

100. The commuted rate of payment cannot be accepted from new subscribers for any unexpired period of the quarter, but must be prepaid in advance from the first day of the quarter, viz: from either the 1st January, 1st April, 1st July or 1st October, and for a term not less than three months.

No additional postage for re-direction of a paper paid for at commuted rate.

101. A newspaper on which the commuted rate has been prepaid by a regular subscriber is not liable to additional postage if re-directed to the said subscriber, at another office, provided the party to whom the paper is re-directed produces a certificate of the payment of the commuted rate.

Canadian Newspapers addressed from office of publication to U. States, U. Kingdom, &c.

102. Canadian newspapers addressed from the office of publication to subscribers in the United States, the United Kingdom, Prince Edward's Island or Newfoundland, may be forwarded on prepayment, at the office in Canada where posted, of the commuted rate applicable to subscribers within the Dominion, or at the ordinary transient newspaper rate; but they cannot be forwarded if unpaid.

103. Publishers of newspapers in Canada are allowed to enclose in copies of their papers sent to subscribers, subscription accounts, and receipts for subscriptions, without rendering them liable to any additional postage.

Publishers  
subscription  
accounts and  
receipts.

104. Packets of unbound newspapers published in Canada may be returned by a subscriber to the office of publication, at the rate of 2 cents per 8 oz. or fraction of 8 oz., which must be prepaid.

Newspapers  
returned by a  
subscriber to  
office of publi-  
cator.

105. Bound volumes of Newspapers published in Canada, if bound in a form to come within mailable dimensions, that is to say, not exceeding 2 feet in length or breadth, and one foot in thickness, nor more than 4 lbs. in weight, may be sent from the office of publication to any place in Canada at a charge of one cent for every 4 oz. or fraction of 4 oz., which must be prepaid by Postage stamp.

Bound vo-  
lumes of  
Newspapers.

106. In Cities and Towns where newspapers are published, the printers and publishers should send them to the Post Office put up in a manner to admit of their being readily counted, and, if necessary, withdrawn from their covers for examination. The newspapers for each Post Office, should be made up in strong paper, in a separate parcel, which should be plainly addressed.

How publish-  
ers should put  
up Newspa-  
pers for des-  
patch.

107. When the numbers of a newspaper published in Canada and issued daily, have remained in a Post Office in Canada uncalled for during two weeks; of a newspaper issued semi-weekly, or tri-weekly, during three weeks; of a newspaper issued weekly, during one month; and of a monthly periodical during two months, or when such newspapers and periodicals have been refused to be taken by the parties to whom addressed, the Postmaster must notify the respective publishers in the proper form, which is to pass free of postage. If the newspaper continues to arrive after the notice has been sent, the Postmaster should notify the publisher in the same way a second time, specially calling his attention to the first notice given. If after this second notification the paper is still sent and not delivered, it should be forwarded to the Dead Letter Office, as directed under the Dead Letter Instructions.

Notification to  
publishers of  
undelivered  
Newspapers.

108. Exchange papers passing between publishers in Canada, and between publishers in Canada and publishers in the United States, Prince Edward's Island, and Newfoundland, are carried free through the post. Only one copy of each publication can be forwarded to the same publisher under this privilege.

Exchange pa-  
pers that are  
free.

*Rates on Transient and all other classes of Newspapers not included in preceding subsections.*

109. Transient Newspapers include all Newspapers posted in Canada, other than Canada Newspapers sent from the office of publication, and British Newspapers posted by News Agents for regular subscribers, and when addressed to any place within the Dominion, to the United Kingdom, to Prince Edward

Transient  
Newspapers.

Island, to Newfoundland, or to the United States, a rate of two cents must be prepaid by Postage stamp on each Transient Newspaper.

Rates on  
Newspapers  
for British  
Colonies and  
Foreign  
Countries.

110. The rates on Newspapers addressed to other British Colonies, and Foreign Countries, will be found in the tables given hereafter. These tables give the rates :

1. *Viâ* England by Mail Steam Packets, sailing from Quebec or Portland, and Halifax.

2. *Viâ* England by Cunard and other Steamers sailing from New York;

3. To Bermuda and St. Thomas by Steamers sailing from Halifax;

4. To certain British Colonies and Foreign Countries, by Steamers sailing from New York to the West Indies, Panama and South America.

Newspapers to  
U. Kingdom  
may be regis-  
tered.

111. Newspapers addressed to the United Kingdom may be registered on prepayment, by Stamp, of a Registration fee of eight cents, in addition to the ordinary Postage.

Transient  
Newspapers  
when not pre-  
paid.

112. Transient Newspapers when posted without prepayment of the postage must be sent to the Dead Letter Office with the ordinary Dead Letter Return.

Rates on  
Newspapers  
coming into  
Canada.

113. *Newspapers coming into Canada from without will be subject to the following charges on delivery.*

From U. King-  
dom, by Que-  
bec, Halifax,  
&c.

If from the United Kingdom—

By Mail Packet from England to Quebec or Halifax, or any other Port in the Dominion, or in the Canada Mails *viâ* Portland—Free of any postage charge on delivery.

From U. King-  
dom *viâ* New-  
York.

By Mail Packet from England to the United States, and brought *viâ* the United States to Canada—Two cents each.

From the  
United States.

If from the United States—

United States Newspapers to regular subscribers in Canada—whether from Office of publication or posted in Canada by News Agents—One cent each.

Transient United States Papers—Two cents each.

These charges are to be rated on the Papers and entered in the Letter Bills for collection at the Office of delivery.

From Prince  
Edward Is-  
land and New-  
foundland.

If from Prince Edward Island or Newfoundland—

When received by regular subscribers in Canada from the Office of publication—The ordinary commuted rates applicable to Canada Newspapers so received from the Office of publication. Transient Papers—Two cents each.

From Foreign  
Countries or  
British Colo-  
nies.

If from other Foreign Countries or British Colonies—

The rates specified in the Tables of Postage Rates appended to these Regulations—subject to such alterations as may from time to time take place in regard to such rates and charges.

*General provisions concerning Newspapers.*

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|--|--|
| <p>114. Although provision is made for forwarding newspapers through the Post, it is not compulsory on any one to employ this mode of transmission; everything except letters may be sent in any other way.</p>  | <p>General provisions.<br/>Not compulsory to transmit newspapers by Post.</p>          |
| <p>115. The same care is to be used in the transmission and punctual delivery of Newspapers as of Letters.</p>   | <p>Care required in delivery and despatch of newspapers.</p>                           |
| <p>116. Postmasters are forbidden to open newspapers addressed to or passing through their Offices for the purpose of reading them, or of allowing them to be read.</p>  | <p>Not to be open for purpose of reading them.</p>                                     |
| <p>117. A supplement or extra of newspaper published in Canada, may pass by the Post without additional charge, provided it is folded within the newspaper of which it is the supplement, that it is of the same date, and that it is not larger than a half sheet of the original newspaper. It must, moreover, contain such matter only as would have appeared had there been sufficient space in the newspaper itself.</p>  | <p>A supplement or extra may pass without additional charge.</p>                       |
| <p>118. A newspaper to pass at the rates above mentioned is subject to the following restrictions:—</p>  | <p>Newspaper restrictions.</p>   |
| <ol style="list-style-type: none"> <li>1. It must have no cover, or a cover open at both ends.</li> <li>2. It must not contain any enclosure.</li> <li>3. It must have no writing thereon but the name and address of the person to whom it is sent, nor anything on the cover except such name and address.</li> <li>4. As regards transient newspapers passing within the Dominion of Canada, however, simple marks calling the attention of the party addressed to any particular paragraph or advertisement will be allowed, provided that such marks are not of the nature of a letter.</li> <li>5. If sent in a cover, it must be so folded that it can, if necessary, be drawn therefrom for the purpose of examination.</li> </ol> | <p>Certain marks allowed in newspapers passing within the Dominion.</p>                |
| <p>119. Newspapers which are not posted in accordance with these regulations must be sent to the Dead Letter Office with the first Dead Letter Bill. If they contain any enclosure they must be sent to "The Postmaster General, for Dead Letter Office" by the first post.</p>  | <p>When to be sent to Dead Letter Office, and to Postmaster General by first post.</p> |
| <p>120. Newspapers forwarded by Canadian Steamers, sailing from Quebec, Portland or Halifax, are delivered in the United Kingdom without additional charge.</p>  | <p>Newspapers by Canadian Steamer delivered free in U. Kingdom.</p>                    |
| <p>121. Newspapers forwarded by Cunard and other Steamers, <i>vid</i> New York, are liable on delivery in the United Kingdom to a charge of one penny each, being the United States transit rate.</p>  | <p>Postage by Cunard Steamer is two cents.</p>   |

News Agents may post unpaid, to regular subscribers, British and U. States Newspapers.

122. Regular subscribers to newspapers published in the United Kingdom may receive them by Mail through a Canada News Agent—free of Postage for conveyance by Post from such News Agent to the subscriber.—and such News Agents may post *unpaid, to regular subscribers*, Newspapers published in the United States.

Transient British Newspapers.

123. Other British Newspapers re-posted in Canada must be prepaid two cents each, by stamp.

Canada postage rates on Newspapers to and from the U. Kingdom and U. States.

124. The Canada Postage rates on newspapers coming from or going to the United Kingdom, and the United States, will, under the above regulations, be the same as those charged in the United Kingdom, and in the United States, on newspapers there received from or sent to Canada.

Newspapers for delivery from office at which posted.

125. Newspapers posted at an office for delivery therefrom are liable to the ordinary rates of postage.

Charge on Newspapers delivered by Letter Carrier.

126. The charge on newspapers delivered by Letter Carrier in Canada is one cent each, in addition to the ordinary postage.

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## PART XII.

### PRINTED PAPERS, CIRCULARS, PRICES CURRENT, HAND-BILLS, &c.

Rate of postage on Circulars, Prices Current, and other printed matter, in Canada, &c.

127. Printed or lithographed circulars, prices current, hand-bills, and other printed matter of a like character, posted in Canada, and addressed to any place in Canada, Prince Edward's Island, Newfoundland, or the United States, are chargeable with a rate of one cent per oz., which must be prepaid by Postage stamp.

On School Returns, Military Returns, &c.

128. The half-yearly School Returns made by School Trustees to the Local Superintendents of School, filled up in writing with the names of the pupils and days of attendance, Military returns, states and rolls, containing written figures and signatures, and other documents of a like character, partly printed and partly written, such as Policies of Insurance, may be transmitted by Post, as printed matter, at the rate of one cent per ounce which must be prepaid by Postage stamp.

Conditions—how to be put up, &c.

129. To pass at this rate the above matter must be sent in unsealed covers or in covers open at the ends or sides, and must, with the exceptions hereinafter mentioned, have no writing or mark thereon but the name and address of the person to whom sent.

130. Printed circulars may be transmitted by post to the United Kingdom under the regulations and charges of the British Book Post. They must be forwarded, however, open at the ends or sides. If sent in envelopes, sealed or unsealed, they are liable to letter rates of postage.

Circulars to U. Kingdom.

131. Prices current, posted in Canada and addressed to any place in the United Kingdom, are liable to a rate of two cents each, which must be prepaid by Postage stamp.

Prices Current to U. King-  
dom.

132. Printed circulars, prices current, and other printed matter, posted without compliance with the conditions above laid down, must, if addressed to any place in Canada, Prince Edward's Island, Newfoundland, or the United States, be charged with letter rates of Postage. If addressed to any place in the United Kingdom they must be sent to the Dead Letter Office with the first Dead Letter Return.

If posted without compliance with conditions to be sent to Dead Letter Office.

### PART XIII

#### PERIODICAL PUBLICATIONS. \*

133. Periodical Publications are publications issued at regular intervals, but less frequently than once per week. An Almanac, or any work of a like character published at stated periods, and containing matter of general interest, is deemed to be a Periodical.

Definition.

\* Until the 31st December, 1868, the postage on Periodicals posted from the office of publication or by News Agents, to regular subscribers within the Dominion, may remain to be collected on delivery, but when mailed to go out of the Dominion such Periodical matter must be pre-paid by Postage stamp. British and United States periodicals may be posted in Canada by News Agents and Booksellers to regular subscribers under this regulation. The privileges referred to herein will cease on the 31st December, 1868, up to which date Postmasters will be careful to charge in the letter bills such Periodicals as may be posted *unpaid*.

Publishers and News Agents may post unpaid until 31st Dec., 1868, certain Periodicals to subscribers in Canada. Postage on unpaid Periodicals to be charged in Letter Bill.

Until the 31st December, 1868, Periodicals printed in Canada, other than newspapers, when specially devoted to education, meaning the instruction of youth, (both religious and general), to agriculture, to temperance, or to any branch of science, and addressed directly from the office of publication to be transmitted to any Post Office in Canada, will be conveyed by Mail free of charge. Such periodicals must not contain general news or general advertisements or they forfeit their claim to exemption.

Certain Periodicals printed and circulated in Canada to be free until 31st Dec., 1868.

A periodical devoted to education to pass free until the above date, must be either strictly scholastic in its subject matter, or manifestly adapted and intended for juvenile as distinguished from adult instruction. It is in this primary sense that the word Education, whether religious or secular, is understood to be used. Religious publications are not as a class entitled to exemption from charge.

After 31st Dec., 1868, no Periodicals, except exchanges, will be exempt from Postage.

After the 31st December, 1868, no periodicals whatever, except exchanges, will be entitled to exemption from Postage.

Rate on Periodicals posted in Canada, for places in Canada, P. E. Island, U. States, &c.

134. Periodicals posted in Canada when addressed to any place in Canada, Prince Edward's Island, Newfoundland, or the United States, will be subject to a rate of one cent for every four ounces weight of package, whether the package contains one or more numbers, to be in all cases prepaid by Postage stamp,—any fraction of four ounces to be counted as a full rate. Under this regulation, Periodicals for delivery at any *Post Office in Canada*, may be made up and posted in a separate package,—the numbers contained therein to be addressed to the persons for whom they are intended, and the outside wrapper to bear the name of the Post Office,—provided such package does not exceed *four pounds* in weight, and that it be prepaid, *by Postage stamp*, at the rate of one cent per four ounces, bulk weight.

Rate on Periodicals from U. States, &c., for delivery in Canada.

135. A like rate of one cent per four ounces will be payable *on delivery in Canada*, on all Periodical publications received in the Mails from the United States, from Prince Edward's Island, or Newfoundland, and should be charged on such Periodical matter at the Frontier or other Office, where such Mails are received.

Postage on Periodicals weighing less than one ounce per number.

136. But when Periodicals weighing less than one ounce per number are posted in Canada for any place within the Dominion, Prince Edward's Island, Newfoundland, or the United States, and are put up *singly*, that is, only one number to a single address, they may pass at a rate of one half cent per number to be prepaid by Postage stamp.

Exchange periodicals in Canada, U. States, &c., free of Canada Postage.

137. Exchange periodicals passing between publishers in Canada, and between publishers in Canada and publishers in the United States, Prince Edward's Island, or Newfoundland, may be sent and delivered free of Canada Postage, but only one copy of each publication can be forwarded to the same publisher under this privilege.

Rate to U. Kingdom.

138. Periodicals printed and published in Canada may be sent addressed to any place in the United Kingdom, in the Mails by the Mail Steam Packets sailing from Quebec or Portland, and Halifax, on prepayment, by Postage stamp, of two cents each.

Periodicals from U. Kingdom.

139. Periodicals received in the Mails from the United Kingdom or otherwise passing under the regulations of the British Post Office, will be subject to such rates as the said Post Office may, from time to time, establish and direct to be charged thereon.

Conditions—Periodicals.

140. Periodicals to pass at the above rates must be put up in covers open at the ends or sides, and if these regulations are not strictly complied with, or if such periodicals are found to contain any writing other than the address, they must be charged full letter rates of postage.



141. No packet of periodicals can be forwarded through the Post if it exceeds four pounds in weight.

Weight of package not to exceed four pounds.

142. Periodicals on which prepayment is required, when posted unpaid, are to be sent to the Dead Letter Office with the first Dead Letter Return.

When posted without prepayment, to be sent to Dead Letter Office.

143. Bound volumes of any periodicals published in Canada, if bound in a form to come within mailable dimensions, that is, not exceeding 2 feet in length and one foot in breadth or thickness, nor more than 4 lbs. in weight, may be sent from the Office of publication to any place in Canada, at a charge of one cent for every four oz., which must be prepaid by Postage stamp.

Rate on bound volumes of periodicals.

## PART XIV.

### BOOKS, PAMPHLETS, AND OCCASIONAL PUBLICATIONS.

#### *General Conditions.*

144. The following conditions apply to all Book packets, and must be carefully observed:—

Book packet conditions.

1. Every book packet must be either without a cover or in a cover open at both ends.

2. It must not contain any letter open or sealed, or any writing intended to serve the purpose of a letter, or any sealed enclosure whatever.

3. No Book packet must exceed four pounds in weight; nor must the size exceed two feet in length, or one foot in width or depth.

4. The postage must be prepaid by stamps.

145. A book packet may contain any number of separate books, publications, works of literature or art, maps or prints, photographs, daguerreotypes, when not on glass or in frames containing glass, and any quantity of paper, vellum or parchment (to the exclusion of letters); and the books, maps, paper, &c., may be either written, printed or plain, or any mixture of the three, and may be either Canadian, British, Colonial or Foreign.

What a book packet may contain.

146. All legitimate binding, mounting, or covering of the same, or a portion thereof, will be allowed as part of the packet, whether such binding &c., be loose or attached, as also rollers in the case of prints and maps, and whatever may be necessary for the safe transmission of literary or artistic matter, or whatever usually appertains thereto, and the postage is to be rated upon the gross weight of the packet.

Binding, mounting, &c., permitted.

The name of the sender, &c., may be written in the book.

147. No book packet may contain any thing which is sealed or otherwise closed against inspection ; nor must there be any letter, nor any communication of the nature of a letter, whether separate or otherwise, unless the whole of such letter or communication be printed. Entries, however, merely stating who sends the book, &c., or to whom it is given, are not regarded as a letter. Indeed, as respects the name and address of the sender, writing is not only permitted, but recommended ; so that if the cover come off, or for any other reason the packet cannot be forwarded, it may be returned.

When conditions are not observed.

148. Should a book packet be posted, to be forwarded as such, in a cover not open at the ends or sides, or should it exceed the dimensions above stated, it must be sent to the Dead Letter Office with the first Dead Letter Return.

Postmasters to examine book packets.

149. It is the duty of Postmasters, whenever they have ground for suspecting an infringement of any of the conditions laid down in this article, to examine and open book packets passing through their Offices.

*Canada, Prince Edward's Island, Newfoundland, and the United States.*

Rate on books, pamphlets, &c., for Canada, P. E. Island, &c.

150. Books bound or unbound, Pamphlets and occasional Publications, posted in Canada, and addressed to any place in Canada, Prince Edward's Island, Newfoundland, and the United States, are chargeable with a rate of one cent per ounce, which must be prepaid by Postage stamp.

Books in Canada may be carried at "parcel post" rates.

151. Books posted in Canada, for any place in Canada, Prince Edward's Island, or Newfoundland, may be forwarded under the restrictions, and at the rates, applicable to Parcel Post packages.

If posted without prepayment, to be sent to Dead Letter Office.

152. When a book packet is posted in Canada, addressed to any place in Canada, Prince Edward's Island, or the United States, without prepayment of the postage, it must be sent to the Dead Letter Office with the first Dead Letter Return.

When delivered by Letter Carrier.

153. The charge on Books, Pamphlets, and occasional publications, delivered by Letter Carrier in Canada, is one cent each, in addition to the ordinary postage.

When received from U. States, to be rated at Frontier Office.

154. When received from the United States, the above articles are subject, on delivery in Canada, to a charge of one cent per ounce, with which they should be rated on arrival at the Frontier or Exchange Office.

155. Such articles coming from the United States frequently bear the impress of a paid Stamp, but this is an American Post Office mark, and means nothing more than that the American postage to the Canada Frontier has been paid by the sender.

U. States  
"Paid"  
Stamp.

*United Kingdom.*

156. Book packets can be forwarded by Post from Canada to the United Kingdom, and *vice versâ*, at the following rates:

Book packets  
to and from U.  
Kingdom.

BY MAIL STEAM PACKETS SAILING FROM QUEBEC OR PORTLAND,  
AND HALIFAX.

For each packet weighing not less than 4 ounces, 1 rate, 3d. sterling.....	7 cents.	Rates by Can- adian Steam- ers.
Above 4 ounces and not exceeding 8 ounces 2 rates, 6d. sterling.....	12½ "	
Above 8 ounces and not exceeding 12 ounces 3 rates, 9d. sterling.....	19 "	
Above 12 ounces and not exceeding 1 pound, 4 rates, 1s. sterling.....	25 "	
and so on, adding one rate of postage for every 4 ounces or fraction of four ounces.		

BY CUNARD AND OTHER STEAMERS SAILING FROM NEW YORK.

For each packet weighing not less than 4 ounces, 1 rate, 4d. sterling.....	9 cents.	By Cunard and other Steamers <i>via</i> New York.
Above 4 ounces and not exceeding 8 ounces, 2 rates, 8d. sterling.....	17 "	
Above 8 ounces and not exceeding 12 ounces, 3 rates, 1s. sterling.....	25 "	
Above 12 ounces and not exceeding 1 pound, 4 rates, 1s. 4d. sterling.....	33 "	
and so on, adding one rate of postage for every 4 ounces or fraction of four ounces.		

157. When a book packet is posted in Canada for the United Kingdom, or in the United Kingdom for Canada, either wholly unpaid, or prepaid less than a single rate of book postage, it is to be forwarded to destination charged with double the amount of the book postage rate on the packet, deducting however the amount of postage actually prepaid, if any has been prepaid. But if the partial prepayment on a book packet amounts to a single rate then the book packet is to be forwarded charged with additional postage equal to the deficiency and another single rate as a fine.

Insufficiently  
prepaid book  
packet, for  
or from U.  
Kingdom.

158. If a book packet be found to contain any letter not wholly printed, whether closed or open, or any enclosure sealed or otherwise closed to inspection, or any other unauthorized enclosure, the letter or enclosure is to be taken out and forwarded to the address on the packet, charged with full postage.

as an unpaid letter, together with an additional rate; and the remainder of the packet, if duly prepaid with stamps, is then to be forwarded to its address.

Printed matter to and from U. Kingdom at Book post rates. 159. Prints and printed matter are not allowed to pass at Book post rates between the United Kingdom and Canada, unless printed on paper, parchment, or vellum.

May be registered to U. Kingdom. 160. Book packets addressed to the United Kingdom may be registered on payment by stamp of a registration fee of 8 cents for each packet, in addition to the ordinary postage.

*France, British Colonies, and Foreign Countries.*

Book packets, &c., to and from France. 161. Book packets, printed matter, or newspapers, can be forwarded from Canada to France, or *vice versa*, by the Mail Steam Packets sailing from Quebec or Portland, and Halifax, at the following rates:

Rates.	If not exceeding 2 ounces in weight.....	5 cents.
	If exceeding 2 ounces and not exceeding 4 ounces.	10 "
	If exceeding 4 ounces and not exceeding 8 ounces.	20 "
	If exceeding 8 ounces and not exceeding 1 pound.	40 "
	and so on, adding 20 cents for each additional half pound or fraction of a half pound.	

Books for British Colonies and Foreign Countries. 162. The rates of postage on books addressed to British Colonies and Foreign Countries are to be found in the tables given hereafter.

PART XV.

PARCELS.

Parcels not to exceed 4 lbs. in weight. 163. Parcels closed at the ends and sides, and not exceeding four lbs. in weight, may be posted at any Post Office in Canada, for conveyance to any other Post Office in Canada, at the following rates:—

Rates.	For each parcel weighing not more than 8 oz.	12½ cts.
	Exceeding 8 oz. and not exceeding 1 lb.....	25 "
	" 1 lb. " " 1½ lbs.....	37½ "
	" 1½ " " " 2 " .....	50 "
	" 2 " " " 2½ " .....	62½ "
	" 2½ " " " 3 " .....	75 "
	" 3 " " " 3½ " .....	87½ "
	" 3½ " " " 4 " .....	\$1 "

164. The following conditions must be carefully observed :— Conditions under which Parcels are carried.

1. No letter or letters must be enclosed.
2. The parcel must not contain any explosive substance, glass, liquids, or other matter likely to injure the ordinary contents of the mail.
3. The weight of the parcel must not exceed 4 lbs., nor the size exceed two feet in length, or one foot in breadth or thickness.
4. The postage must be prepaid by stamps.
5. The parcel should have the words "By Parcel Post," plainly written on the address. It should be well and strongly put up, and be legibly addressed to the Post Office address of the intended receiver, the name of the County in which the said Office is situated being added. "By Parcel Post," should be written on the address.

165. If the words "By Parcel Post" are accidentally omitted by the sender, the omission should be supplied by the Postmaster mailing the Parcel. If omitted to be supplied.

166. If the name and address of the sender be written on the parcel it will, if delivery should fail from any cause, be returned from the Dead Letter Office unopened to the sender, on payment of an additional Parcel rate for the return conveyance. Sender's name and address.

167. If the number of stamps affixed to a parcel be insufficient to prepay the proper rate, the amount deficient must be rated unpaid, with a fine of 12½ cents in addition. Parcels insufficiently prepaid.

168. Parcels may be registered on prepayment, by stamp, of five cents in addition to the postage. When registered, the Postmaster should give a receipt to the party posting the parcel. Parcels may be registered.

169. Against the entry of the address of a registered parcel in the Letter Bill, the word "Parcel" should be written so that it may be distinguished from a letter. Entry of registered parcel in Letter Bill.

170. Parcels sent under these regulations may contain books, daguerreotypes, photographs, written or printed matter, returns, deeds, legal papers, and all transmissions of a like character not being strictly letters. What parcels may contain.

171. Should a parcel be posted entirely unpaid, or should it appear to contain any explosive substance, glass, liquids, or other matter likely to entail risk or injury to the ordinary contents of the Mail, it must be sent to the Postmaster General. If a parcel be entirely unpaid, or contain explosive substance, &c.

Should the fact of its containing such matter be discovered when the parcel is brought to an Office to be mailed, the Postmaster will refuse to receive it.

Enclosure of letters in parcels a misdemeanour.

172. To enclose a letter or letters, or any writing intended to serve the purpose of a letter, in a parcel intended for the Parcel Post is a misdemeanour.

Parcel containing a letter to be rated at full letter rate.

173. Should it be ascertained that a parcel posted for the Parcel Post contains a letter or letters, the stamps it may bear must be cancelled, and the parcel rated as a letter with full unpaid rates.

Parcel Post confined to Canada.

174. Parcels cannot be transmitted by post under these regulations to any place beyond the limits of Canada.

Example of address recommended.

175. The following is an example of the address recommended:—

<i>By Parcel Post.</i>	
	<i>Mr. Thomas Jones,</i>
	<i>St. George,</i>
	<i>County of Charlotte,</i>
	<i>New Brunswick.</i>
<i>Sent by</i>	
<i>William Smith,</i>	
<i>Montreal.</i>	

Care required in handling and stamping parcels.

176. Postmasters are required to be careful, when stamping or handling parcels not to damage or tear the covers, and should any parcel cover be accidentally torn or injured *en route*, the Postmaster who observes the damage should do whatever may be required to secure the contents of the parcel from injury by putting on an additional cover or otherwise as may be necessary.

## PART XVI.

## MISCELLANEOUS MATTER.

*Seeds, Roots, Botanical Specimens, &c.*

177. *Packages of Seeds, Cuttings, Bulbous Roots, Scions or Grafts, and Botanical Specimens*, may be posted in Canada for delivery within the Dominion, or to an address within the United States, on prepayment by Postage stamp of a rate of one cent per ounce; and when received from the United States, addressed to any place in Canada, such packages may be delivered on payment by the person addressed of a like rate.

Seeds, Cuttings, Roots, Grafts, &c., between Canada and U. States.

178. The limit of weight of such packages is one pound. No letter or communication intended to serve the purpose of a letter must be enclosed in them, and they must be put up in such a manner as to be easy of examination, for the purpose of verifying the alleged contents. If put up in bags, the bags must be simply tied at the neck so as to admit of inspection, and in the case of such packages mailed in Canada, the nature of the contents such as "seeds," "roots," &c., as the case may be, must be marked on the package, by the sender, as a statement of the claim to pass at the reduced rate above mentioned.

Limit of weight, and conditions.

*Book and Newspaper Manuscript, Proof Sheets, &c.*

179. *Book and Newspaper Manuscript, Printer's Proof Sheets, (whether corrected or not) Maps, Prints, Drawings, Engravings, Photographs (when not on glass or in a case containing glass), Sheet Music (whether printed or written)*, to any address in Canada or in the United States, may pass in covers open at both ends or both sides, provided that no letter or other communication intended to serve the purpose of a letter be enclosed therein, on prepayment when posted in Canada, by Postage stamp, of the ordinary printed matter rate of one cent per ounce, or upon payment of that rate on delivery of such matter when received in the mails from the United States.

Book and Newspaper Manuscript, Printer's Proof Sheets, Photographs, &c., between Canada and U. States.

180. By Book-manuscript is meant the written sheets of any Book intended for publication.

Book manuscript defined.

181. By Newspaper manuscript is meant written articles intended for insertion in a newspaper or periodical, and addressed to the editor or publisher thereof for insertion—advertisements, or any thing of that nature, in writing, are not included.

Newspaper manuscript defined.

182. Printer's proofs are the printed impressions taken by a Printer, for correction or examination, of any matter passing through the Press.

Printer's proofs defined.

*Patterns or Samples of Merchandise.*

183. *Patterns or Samples of Merchandise* and goods for sale, not exceeding 24 ounces in weight may be posted in Canada, for transmission to any place within the Dominion, on prepayment by Postage stamp of a rate of one cent per ounce.

Patterns or Samples of Merchandise in Canada.

If insuffi-  
ciently pre-  
paid.

184. If the above rate is not fully prepaid, the packet must be rated with the deficient postage and a fine of five cents in addition : thus,

Deficient Postage	—
Fine.....	5
	<hr style="width: 100px; margin: 0 auto;"/>
More to pay.....	—
	<hr style="width: 100px; margin: 0 auto;"/>

Can be regis-  
tered if ad-  
dressed to any  
place in Ca-  
nada.

185. Packets of Patterns or Samples addressed to any place in Canada, can be registered on prepayment, by Postage stamp, of a registration fee of five cents in addition to the postage rate, provided such packets be duly handed in to a Post Office for registration.

Countries to  
which Patterns  
or Samples  
may be for-  
warded at  
Book Rates.

186. Patterns or Samples of Merchandise may be forwarded between Canada and

The United Kingdom,  
France,  
Germany,  
The Kingdom of Italy,  
Belgium,  
The Netherlands,  
Portugal,  
The Azores,  
Madeira,  
Denmark,  
Switzerland,

at the Book Rates laid down in the Tables given hereafter.

Conditions.

187. The following conditions must be observed with respect to Patterns or Samples of merchandise posted in Canada for transmission as above :

Postage must  
be prepaid.

1. The postage must be prepaid by Postage stamp.

Mode of put-  
ting up Pat-  
terns or Sam-  
ples.

2. The Patterns or Samples must be sent in covers open at the ends so as to be easy of examination. Samples, however, of drugs, seeds, and so forth, which cannot be sent in open covers, may be enclosed in bags of linen, or such like material, in such a manner that they may be readily opened. As regards Patterns or Samples sent to any place in Canada, or the United Kingdom, the above bags may be entirely closed, provided that they be transparent so that the officers of the Post Office may be able to satisfy themselves of the nature of their contents.

No enclosure  
except pattern  
or sample.

3. Inside of the covers or Bags, there must be no enclosure but the Patterns or Samples themselves.

No writing or  
printing  
except ad-  
dress, &c.

4. There must be no writing or printing other than the address of the person for whom the Packet is intended and the



address of the sender, other than a trade mark and number, and prices of the articles; and these particulars must be given, not on loose pieces of paper, but either on the outside of the packet or on small labels attached to the Samples or the Bags containing them.

5. The Patterns or Samples sent (except in the case of patterns or samples sent to places in Canada, or in the United Kingdom) must not be of any intrinsic value, and this rule excludes all articles of a saleable nature and whatever may have a value of its own apart from its mere use as a pattern or sample, nor must the quantity of any material or article sent be so great that it could have on this ground an intrinsic value.

Must not be of any intrinsic value.

6. No article likely to injure the contents of the mail bags, or the person of any officer of the Post Office, can be sent through the post as Patterns or Samples. This rule, however, is relaxed so far as regard patterns of scissors, knives, razors, forks, steel pens, nails, keys, watch machinery, metal tubing, pieces of metal and ore and such like articles forwarded by Post as samples, to any place in Canada, the United Kingdom, Germany and Belgium; provided they be packed and guarded in so secure a manner as to afford complete protection to the contents of the Mail Bags, and to the persons of the officers of the Post Office. But such articles must be so packed that they may be easily examined. Any packet containing such articles which may be found to be insufficiently guarded will not be forwarded.

No article to be enclosed that would injure mail matter, &c.

Certain articles allowed if carefully put up.

7. The limits of weight and size are as follows :

WEIGHT.

If for Canada.....	24 ounces.	Weight of
“ The United Kingdom.....	24 “	Sample packet
“ France.....	36 “	
“ Germany.....	8 “	
“ The Kingdom of Italy.....	36 “	
“ Belgium.....	8 “	
“ The Netherlands.....	16 “	
“ Portugal.....	16 “	
“ The Azores.....	16 “	
“ Madeira.....	16 “	
“ Denmark.....	48 “	
“ Switzerland.....	48 “	

SIZE.

If for Canada.....	} 24 inches in length, and 12 inches in breadth or depth.	Size.
“ The United Kingdom.....		
“ France.....	} 18 inches in length, and 12 inches in breadth or depth.	
“ Portugal.....		
“ The Azores.....		
“ Madeira.....		

If for Germany.....	} 24 inches in length, and 12 inches in breadth or depth.
“ The Kingdom of Italy.	
“ Belgium....	
“ The Netherlands.....	
“ Denmark.....	
“ Switzerland.....	}

Infringement of conditions. 188. Any infringement of the conditions laid down as above will render the packet liable to be treated and charged as a letter.

If over weight or containing objectionable matter. 189. Packets of samples of merchandise exceeding the limit of weight, or containing any article likely to injure the contents of the Mail Bags, must be sent to the Postmaster General.

## PART XVII.

### SHIP LETTERS.

Ship Letters to or from Canada by Private Ships. 190. Ship Letters are Letters despatched by Private Ships sailing from—or received by Private Ships arriving at—any port within the Dominion.

Such Letters must be Stamped. 191. All Ship Letters arriving at a Port must bear an impression of the Ship Letter Stamp on the front or face side, and of the dated stamp on the back. On letters for despatch, posted at the Port of departure, the impression of the dated stamp should be put on the face side.

Must be specially addressed. 192. Letters intended to be despatched by Private Ship, must be so addressed.

Postage rates on private Ship letters to U. Kingdom. 193. Letters transmitted by Private Ship to the United Kingdom, if posted at the Port from whence the Ship sails, are to be charged 2 cents per half ounce. If not posted at the Port from whence the Ship sails, they are to be charged 5 cents per half ounce.

To British Colonies and Foreign Countries. 194. Letters transmitted by Private Ship to British Colonies and Foreign Countries, if posted at the Port from whence the Ship sails, are to be charged 4 cents per half ounce. If not posted at the Port from whence the Ship sails, they are to be charged 7 cents per half ounce.

When conveyed by vessels of War. 195. Letters transmitted to the United Kingdom, British Colonies, and Foreign Countries, by Vessels of War, are to be charged the same rates as if forwarded by the Mail Steam Packets sailing from Québec or Portland, and Halifax. See Table I.

196. The above rates must, in all cases, be prepaid.

The Postage must be prepaid.

197. Letters received by Private Ship from the United Kingdom, in a Regular Ship Letter Mail, are, if addressed to the Port of arrival, to be rated 2 cents per half ounce. If addressed to other places within the Dominion, they are to be rated at the Port of arrival, 5 cents per half ounce.

Letters received by private Ship in a regular Ship Letter Mail.

198. Letters from the United Kingdom, British Colonies, and Foreign Countries, received by Private Ship, loose, *i. e.*, not in a regular Ship Letter Mail, are, if addressed to the Port of arrival, to be charged 4 cents per half ounce. If addressed to other places within the Dominion, they are to be rated at the Port of arrival, 7 cents per half ounce.

When received by private Ship, loose.

199. Letters received by vessels carrying regular Mails (not being Ship Letter Mails) are to be charged the same rates as if received in a regular Mail from the Country or place from which such vessels sailed.

By vessels carrying regular Mails.

200. No gratuities are to be paid to Masters of Ships conveying Letters to or from the United Kingdom in regular Ship Letter Mails, or to the Commanders of vessels of war conveying Letters to or from the United Kingdom, British Colonies, and Foreign Countries.

No gratuity in certain cases.

201. On all Letters conveyed by Private Ships to British Colonies, and Foreign Countries, and on all Letters brought therefrom by Private Ships, loose, *i. e.*, not in a regular Ship Letter Mail, a gratuity of two cents each is to be paid to the Masters, and a receipt for such gratuity taken on the printed form supplied for that purpose.

Gratuity to be paid on loose letters conveyed by private Ships.

202. The amounts paid to Shipmasters and the amounts charged against the Post Office, should be entered in the "Ship Letter Book," and afterwards in the Quarterly Ship Letter Accounts.

Amounts paid to be entered in "Ship Letter Book," &c.

203. Every Master of an inward bound vessel must on his arrival make the following Declaration before the Postmaster at the Port of Entry and at the Office where the Letters brought are by law to be delivered:—

Declaration to be made by Masters of inward bound vessels on arrival.

FORM OF DECLARATION.

I, A. B., Master of the (*state name of vessel*), arrived from (*state place*), do solemnly and sincerely declare that I have to the best of my belief delivered or caused to be delivered to the Post Office all Letters brought by me, except those exempted by Law.

Form of Declaration.

Made before me at

A. B.

18 . C. D., *Postmaster*.

Postmaster to give certificate to Masters on making Declaration.

204. The Postmaster is required to give to every Master or person making such Declaration before him a Certificate, in the following Form :—

Form of Certificate.

I certify that \_\_\_\_\_ Master of (*name of vessel*.) of the burthen of \_\_\_\_\_ tons, from \_\_\_\_\_ has this day made before me the Declaration required by Law.

Post Office at \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_, A. D. 18 \_\_\_\_  
C. D., Postmaster.

Name of Vessel, Master, &c., to be entered by Postmaster, at Port of Entry.

205. Upon taking the Declaration from the Master of any Vessel, the Postmaster should enter in a Book furnished by the Department, and under the proper head, the name of the Vessel, Master, tonnage, where from, and the date of making such Declaration ; and transmit Quarterly under his hand, on the 31st March, 30th June, 30th September, and 31st December, respectively, to the Postmaster General, a correct copy and list from such Book, in a Form for that purpose furnished, shewing the names of the Vessels, Master, Tonnage, &c., for which such Declarations have been made during the Past Quarter

A Quarterly Return to be made to P. M. General.

Form to be transmitted regularly at the stated periods.

206. The Form above mentioned is to be transmitted at the periods specified, whether any such Declarations have been made or not.

## PART XVIII.

### FRANKING, AND FREE MATTER.

Matter exempt from Canadian postage.

207. The following matter is exempt from *Canadian Postage* :

To and from Governor General.

1. All Letters and other mailable matter addressed to or sent by the Governor General of Canada.

Public Departments at Ottawa:

2. All Letters or other mailable matter addressed to or sent by any Department of the Government at the Seat of Government, at Ottawa, under such regulations as may from time to time be made by the Governor in Council.

Members and Officers of the Senate and House of Commons at certain periods.

3. All Letters and other mailable matter addressed to or sent by the Speaker or Chief Clerk of the Senate or of the House of Commons, or to or by any Member of either House, at the Seat of Government, during any Session of Parliament,—or addressed to any of the Members or Officers in this section mentioned, at the Seat of Government as aforesaid, during the ten days next before the meeting of Parliament.

4. All public documents and printed papers sent by the Speaker or Chief Clerk of the Senate or of the House of Commons, to any Member of either House, during the recess of Parliament. Public documents to Members during recess.

5. All papers printed by order of either House, sent by Members of either House during the recess of Parliament. Public papers, &c., sent by Members during recess.

6. Petitions and Addresses to either of the Provincial Legislatures of Ontario, Quebec, New Brunswick and Nova Scotia, or to any branch thereof, and votes, proceedings and other papers printed by order of any such Legislature, or any branch thereof, during any session thereof, provided such petitions and addresses, votes, proceedings, and other papers are sent without covers or in covers open at the ends or sides, and contain no Letter or written communication to serve the purpose of a Letter. Petitions and addresses to Provincial Legislatures, and votes, proceedings, &c., printed by order thereof.

7. Letters and other mailable matter (except that provided for as above,) addressed to or sent by the Provincial Governments or Legislatures of Ontario, Quebec, New Brunswick and Nova Scotia, will be liable to the ordinary rates of postage. Letters, &c., to Provincial Governments and Legislatures, liable to ordinary postage rates.

8. Public documents and printed papers sent under the foregoing clauses, should bear, as part of the address, the *bonâ fide* superscription of the Speaker, Chief Clerk, or officer specially deputed for this purpose to act for those functionaries, or of the Member sending the same. Public documents and papers to be franked.

9. The privilege of free transmission, as above described, has effect only as respects Canada Postage rates. Free only as respects Canada Postage.

208. All letters and other mailable matter to and from the Postmaster General, and the Deputy Postmaster General; and all official communications to and from the Post Office Department, and to and from the Post Office Inspectors, are to pass free of Canada postage. Letters, &c., to and from P. M. Genl., Depy. P. M. Genl., and P. O. Inspectors.

209. All letters and communications on the business of the Post Office Department, intended for the Post Office Department at Ottawa, should be invariably addressed to "*The Postmaster General.*" The branch of the Department for which the letter or communication is intended should be written on the left hand upper corner of the letter thus: Letters for P. O. Deptmt., to be addressed to P. M. General—the name of Branch for which intended to be added.

- "For Accountant."
- "For Secretary."
- "For Money Order Office."
- "For Savings Bank Office."
- "For Dead Letter Office," or
- "For Cashier,"

as the case may be, but the main direction must be to the Postmaster General, or Deputy Postmaster General.

Remittances and acknowledgments of P. O. Revenue to pass free.

210. All letters containing a remittance on account of the Public Revenue, sent by any Postmaster in Canada to a Bank or Bank agency; and all remittances or acknowledgments sent by a Bank or Bank agency, on account of Public Revenue, to any Postmaster in Canada, are to pass free through the post.

Letters addressed to Imperial Departments of States in U. Kingdom.

211. Prepayment is not required on letters, on Her Majesty's Service, posted in Canada and passing to the United Kingdom, addressed to the Imperial Departments of State,—Civil, Military and Naval,—such letters are to be forwarded un-rated to the Offices making up Mails for England.

## PART XIX.

### MAKING UP AND DESPATCH OF MAILS. \*

Corresponding Offices or Offices exchanging mails direct.

212. A Postmaster will make up Mails for a certain number of Post Offices only, which are termed his Corresponding Offices; letters for other Offices will be included in the Mail for the Corresponding Office through which they would most quickly reach their destination. A list of these Corresponding Offices is furnished to every Post Office, and any variation which it may from time to time become necessary to make in this list will be notified to the Postmaster by the Inspector of his Division.

A separate pigeon-hole for each Corresponding Office.

213. For each of these Corresponding Offices, the Postmaster should have a separate pigeon-hole in which the letters and papers, &c., intended for despatch should, after being stamped and rated as described under the article "Stamping and Ra-

Way or Sub-Offices.

\* The rules laid down in this section do not, in some particulars, apply to Letters, &c., posted at or addressed to the Way or Sub-Offices, in Nova Scotia and New Brunswick, referred to under the heading "Way and Sub-Offices."

Treatment of mail matter for delivery at and despatch from Way Offices in Nova Scotia and New Brunswick.

All unpaid matter addressed to a Way or Sub-Office, when passing from one regular Post Office or Post Town to the Post Office or Post Town from which such Way or Sub-Office is supplied, should be entered in the unpaid column of the Letter Bill with which dispatched, precisely in the same way as if for the delivery of the Post Office to which the Way or Sub-Office is accountable; and all matter prepaid by money or by stamp at a Way or Sub-Office, should be entered by the Postmaster to which such Way or Sub-Office is accountable in the "paid in money" and "paid by stamp" columns of his Letter Bill, precisely in the same way as if posted at his own office.

ting," be deposited ;—when the business of the Office is large, the letters and papers should be kept distinct, separate pigeon-holes being provided for each.

214. In making up a Mail for either of his Corresponding Offices, the Postmaster will take a "Letter Bill" in which he will fill up in the spaces provided for that purpose :

- |   |   |
|---|---|
| 1. The name of his Office.  | Name of Office.                                   |
| 2. The date of the day on which the Mail is despatched.   | Date.   |
| 3. The name of the Office for which the Mail is intended.   | Name of Office for which mail is intended.        |
| 4. The number of, and amount of postage on, any unpaid Letters or papers <i>addressed to</i> and not going beyond the Corresponding Office for which the Mail is intended.  | Unpaid Postage.                                   |
| 5. The number of, and amount of postage on, the Letters and papers, &c., <i>posted at his Office</i> , for whatever destination, on which the postage has been <i>paid in money</i> .   | Postage paid in money.                            |
| 6. The number of, and amount of postage on, the Letters and papers, &c., <i>posted at his Office</i> , for whatever destination, on which the postage has been <i>paid by stamps</i> .  | Paid by stamps.                                   |
| 7. The amount of unpaid postage on any missent and re-directed Letters for which, having been charged against the Postmaster in the Letter Bills received therewith, he is entitled, on their being re-forwarded, to claim credit. If these missent and re-directed Letters and papers, &c., are addressed to the Corresponding Office for which the Mail is intended, (but not otherwise) this unpaid postage must be also included in the unpaid column of the Letter Bill. | Unpaid postage on missent and re-directed matter. |

8. The numbers and addresses of all Registered Letters.

Addresses of Registered Letters.

215. The number of, and amount of postage on, unpaid Letters, &c., addressed to places beyond the Corresponding Office for which the Mail is intended, are not to be entered, because, as these letters will not be delivered at that Office the postage ought not to be charged against the Postmaster.

Unpaid letters &c., going beyond Corresponding Offices.

216. It will be observed that, if properly filled up, the "Unpaid" Column of the Letter Bill will represent the exact amount of postage on the unpaid Letters, Newspapers, &c., for delivery, and to be collected and accounted for, by the Postmaster to whom the Mail is sent.

Unpaid column of Letter Bill.

217. The Column of "Paid in Money" will represent the amount of postage received in money, by the sending Postmaster, on the Paid Letters and Papers, &c., posted at his office.

Paid in money column.

Prepaid by  
Stamp column.

218. The entries under the item "Prepaid by stamp" will not form any charge against either the sending or receiving Postmaster, but it is necessary that such entries should be made.

Missent and  
re-directed  
column.

219. The entries under the item "Missent and Re-directed" will, as already explained, enable the Postmaster to claim credit for the unpaid postage charged against him on any mis-sent or re-directed Letters which he may forward from his Office for the delivery of some other Office.

Recapitulation,  
forwarding of  
mail matter  
and entries  
in Letter Bills.

220. It is important that the Letters and Papers should be properly forwarded, and entered correctly in the Letter Bills, and Postmasters should use every possible care in the performance of this part of their duty—the rules to be observed are simple, and may be easily remembered—they are as follows :

1. All Letters and Papers addressed to a Corresponding Office, are to be Mailed direct upon that Office.
2. All Letters and Papers going beyond either of the Corresponding Offices, are to be included in the Mail for the Corresponding Office nearest to the destination of the said Letters and Papers.
3. The number of, and amount of Postage on, all Letters and Papers, are to be entered in the Letter Bills—except Unpaid Letters and Papers going beyond a Corresponding Office, which are not to be entered in the Letter Bill at all.
4. The number of, and addresses on, all Registered Letters and Parcels whether intended for a Corresponding Office or a place beyond it, must invariably be entered in the Letter Bill.

Special care  
to be taken in  
entering Re-  
gistered Let-  
ters.

221. As a Postmaster should be able to establish the fact of the despatch of all Registered Letters posted at or passing through his Office, he should not only correctly enter the addresses in the Letter Bills, but carefully compare these entries with the Registered Letters themselves, the last thing previous to the closing of his Mail.

Letter Bill to  
be signed by  
person making  
up mail.

222. The Letter Bill should be invariably signed by the person who actually makes up the Mail, and where such person is not the Postmaster, the word "for" must be prefixed to the printed word "Postmaster."

And copied  
into Book of  
Mails sent.

223. The Letter Bill should then be copied into the Book of Mails Sent, and the name of the Office to which the Registered Letters, &c., are sent, and the date of their despatch are to be entered in the Registered Letter Book. The numbers of the Registered Letters should also appear in the Letter Bill, and in the Book of Mails Sent, in the manner pointed out in the instructions in regard to Registered Letters.



224. The Letter Bill must then be wrapped round or tied up with the registered letters and other letters the postage on which has been entered in the Letter Bill as above described; the letters which are not entered on the bill being placed outside the bill so as to keep them distinct. The whole of the letters should then be enclosed in strong wrapping paper and made up into a secure packet, which should be sealed with wax bearing the impression of the official seal, and plainly addressed to the office for which intended.

Registered and certain other letters to be enclosed in Letter Bill.

Mail package to be firmly put up, sealed, and addressed.

225. The newspapers intended for despatch need not be enclosed in wrapping paper, but should, where no canvas bag is used, be tied together with string, and attached to the packet of letters addressed to the Corresponding Office for which the papers are intended, in such a manner that the address of the packet may be distinctly seen.

Charged Newspapers not to be enclosed in wrapping paper.

226. When the Postmaster despatches a separate Canvas Bag to the Corresponding Office for which the mail is intended, the Packet of Letters as well as the Papers should be placed in the Canvas Bag. It is necessary, however, that the newspapers and other printed matter charged in the Letter Bill should be tied up separately from the Unpaid Newspapers going beyond the Corresponding Office for which the mail is intended, and which are not charged therein.

Use of canvas bags.

Charged Newspapers to be tied together.

## PART XX.

### RECEIPT OF MAILS.

227. Upon the arrival of a Mail, the Postmaster will open the Bag and take out therefrom the Canvas Bags and Packets addressed to his own office, as well as the Canvas Bags and Packets addressed to any offices which may be served by Mails branching therefrom.

Mails to be taken out of bag.

228. When a Time Bill is used on the route, he will enter therein, in the proper columns, the time of the arrival and departure of the Courier, the name of the Courier, and, if the Bill be so arranged, the number of the Mails addressed to and despatched from his office. He will also note on the Time Bill the cause of any irregularity or delay if any has occurred, and then sign his name in the space provided for that purpose.

Time Bill—  
Entries to be made therein.

229. He will then, unless his office is at the end of the route, place the Time Bill in the Bag, together with any Canvas Bags or Mail Packets which he may have for the offices in the direction in which the Courier is going, carefully fasten the Bag in the usual way, and hand it to the Courier to convey to the next Post Office.

Time Bill and mails for despatch to be placed in Bag.

Opening of Mails, and checking of Letter Bills.

230. Each Mail addressed to his own office must then be opened, and the Registered Letters, and amount of postage on the letters and papers, &c., received should be carefully compared with the entries in the Letter Bill.

Entries in the several columns of Letter Bill.

231. The "unpaid" column in the Letter Bill should indicate the postage on all unpaid matter addressed to his office; the "paid in money" column, should include the postage on all matter paid in money; the "paid by stamps" column, should include the postage on all matter prepaid by stamps,—posted at the corresponding office from which the Mail is received,—and the "missent and re-directed" column, the postage on such unpaid "missent and re-directed" matter as may have been re-forwarded therefrom.

Incorrect entries or omission of Registered Letters.

232. Should there be an entry on the Bill of a Registered Letter which is not actually received, or should a Registered Letter be received which is not entered on the Bill, the Postmaster will follow the instructions laid down for his guidance under the article "Registered Letters," &c.

Incorrect entries of postage amounts.

233. If the amounts of Postage on Letters, &c., do not agree with the entries in the Bill, the computation should be carefully checked by a second person, or, where this is not practicable, the Postmaster should go over the calculation again, and satisfy himself that he is correct, and then put down on the Received side of the Bill what he makes the true amount to be.

Letters under-rated.

234. Should the Receiving Postmaster find that any of the Letters have been under-rated, that is, not charged with sufficient Postage,—if, for example, a Letter weighing an ounce has only been charged with one rate, he will mark the additional Postage with the words "above  $\frac{1}{2}$  oz.," "*More to pay*," and write his initials on the Letter. And the amount of additional Postage is to be added to the Received side of the Letter Bill.

Incorrect Letter Bills not to be returned to sending Postmasters.

235. An incorrect Letter Bill is not to be returned to the sending Postmaster for correction, but should be signed by the Receiving Postmaster, and his Assistant (should one be employed), and be transmitted to the Post Office Department with the Monthly Sheet or Return of Mails Received for the month in which it is entered.

Stamps not cancelled—Postmaster to be reported.

236. When the Postage stamps on any letters, packets, parcels or papers have not been properly cancelled, the Receiving Postmaster will at once cancel them, and report to the Inspector the Postmaster who has neglected to perform this important duty.

Treatment of missent letters.

237. If a Postmaster find in a mail received any letters, &c. which have been missent to his office, he will postmark them on the face, writing before the impression of the Postmark "missent to" and forward them to their destination by the first post.

238. After the Letter Bill and Letters, &c., have been thus checked, the Letters are to be postmarked on the back or seal side, with the date of the day on which they are received, as described under instructions headed "Rating and Stamping," and assorted for delivery to the public.

Letters to be postmarked on receipt on back.

239. The Received Letter Bills are to be signed by the party opening and checking the Mail, and postmarked on the back with the date of receipt, and are to be carefully entered at once in the Book of Mails Received—taking the amounts as found by the Receiving Postmaster. Should an error have been discovered in the Letter Bill, the corrected amount is to be entered in the Book of Mails Received, as well as in the Monthly Sheet.

Received Letter Bills to be postmarked, signed, and entered.

240. The received Letter Bills of each month are to be tied up in separate bundles, and carefully preserved by the Postmaster for future reference, for eighteen months,—after which they may be destroyed.

Letter Bills to be preserved for 18 months.

241. Postmasters receiving Mails from Travelling Post Offices on a Railway will carefully fill up the "Acknowledgment" half of each Letter Bill received therewith, and forward it to the Inspector of the Division, whose address it bears, by the first Post.

Acknowledgment of Railway Mail Clerks Letter Bills.

242. When a Mail is received at an office in a Canvas Bag, it will be the duty of a Postmaster to turn the Bag inside out immediately after taking out the contents, in order to prevent the possibility of anything remaining unnoticed therein. The Canvas Bag must invariably be returned by the first post to the office from which it was received, the mail matter for the office being enclosed therein.

Canvas bags to be reversed and returned.

243. If any Mail which is daily or regularly due at an Office does not come duly to hand, immediate notice should be given to the sending Postmaster in order that, if the Mail has been lost or missent, the fact may be at once reported to the Inspector and an enquiry be instituted.

Supposed loss, or mis-sending of a mail.

244. A Postmaster should not open any Mail Packet which is not intended for his own Office. If a Mail for any other Office has been missent to his Office, he will stamp it, on the wrapper, with his office stamp, writing before the impression the words "Missent to—" and will forward the packet to its proper destination by the first post, and report the irregularity to his Inspector.

Mails addressed to another office not to be opened.

Missent Mails

## PART XXI.

## DUTIES OF A FORWARD OFFICE.\*

Definition of  
"Forward  
Office."

245. A Forward Office is an office at which are re-mailed Letters and Newspapers, &c., passing between offices which do not correspond or exchange direct Mails.

Letters pass-  
ing through a  
Forward  
Office to be  
stamped.

246. Letters and Papers so received at a Forward Office should be forwarded by the first post to destination, the letters being first postmarked on the back with the date of their receipt.

Charging of  
unpaid post-  
age in Letter  
Bill.

247. If for the delivery of an office with which the Forward Office corresponds, or exchanges direct Mails, the unpaid postage on these letters and other chargeable mail matter should be charged against the delivering Postmaster in the Letter Bill.

Not charged  
when not for  
delivery at  
office to which  
sent.

248. If addressed to an office with which the Forward Office does not exchange direct Mails, these letters should be forwarded to the Corresponding Offices nearest to the destinations of the letters, without any entry representing postage being made in the Letter Bill.

Unpaid post-  
age erroneously  
charged.

249. If the postage on Unpaid Forward Letters has been erroneously charged against a Forward Postmaster, he is not to amend the error by altering the Bill. On re-mailing the letters, however, he should take credit for the amount wrongly charged upon him in the Missent and Re-directed column of the Letter Bill, marking on the Letters the word "*Forwarded.*"

Postage on  
paid letters  
and newspa-  
pers to be  
entered in Letter  
Bill.

250. Postage on all Letters and Newspapers, paid by money or Postage stamps, sent to a Forward Office to be re-mailed, should, of course, have been entered in the Letter Bill of the office at which they may have been posted; and the Forward Postmaster is expected to examine the Letter Bill and see that this has been accurately done.

Re-mailing of  
prepaid let-  
ters, &c.

251. On re-mailing Letters, &c., which have been Prepaid, by money or by Postage stamps, at another office, the Forward Postmaster will not, of course, enter the Prepaid Postage thereon in his Bill, such letters should be tied together apart, to keep them separate from any other Prepaid Letters in the Mail which may have been posted at his Office.

Record of  
Forward Re-  
gistered Let-  
ters.

252. A Record must be kept of all Forward Registered Letters passing through a Forward Office, shewing the Office whence received, and the office to which re-mailed, with the dates of receipt and despatch, as directed in the instructions in regard to Registered Letters.

\* The rules laid down in this section do not apply to letters posted at or addressed to the Way or Sub-Offices in Nova Scotia and New Brunswick.

## PART XXII.

## WAY OR SUB-OFFICES.

253. A Way or Sub-Office is an office subordinate to a regular Post Office, and Way Office or Sub-Office Keepers are accountable for all the postage they collect to the Postmasters to whom they are subordinate. Postage collected by Way or Sub-Office Keepers.

254. The regulations now in force in Nova Scotia and New Brunswick in regard to Way Offices will, for the present, be continued, and the Way Office Keepers in those Provinces will be guided by the Instructions already in their possession, except as regards rates of postage and such other alterations, affecting the organization of the Post Office throughout the Dominion and the Postal system generally, as are indicated in this book. Regulations in regard to Way Offices, and Way Office Keepers.

## PART XXIII.

## REGISTERED MATTER.

255. Every Letter, Parcel, or Packet intended to be registered should be handed to the Postmaster or to his Clerk. On no account should it be dropped into a Letter Box. Letters, &c., for registration.

256. Postmasters should always give parties posting matter for registration a certificate therefor in the proper form. Certificate of registration.

257. All matter posted for registration should be plainly marked on the face or address side, either with a stamp or a pen and ink, with the word "Registered." Registered matter to be marked "Registered."

258. The following are the fees which, as well as the ordinary Postage, must be prepaid at the Office at which posted, on Letters, Packets and Parcels intended to be Registered : Fees for registration.

On Letters addressed to any place in Canada, Newfoundland, or Prince Edward's Island.....	2 cents.	Canada, &c.
On Letters addressed to any place in the United States.....	5 "	United States.
On Letters addressed to any place in the United Kingdom.....	8 "	United Kingdom.
On Parcels, Packets of Patterns or Samples to any part of Canada.....	5 "	Parcels—Canada.
On Book packets and Newspapers to the United Kingdom.....	8 "	Book packets, &c.—U. Kingdom.

British Colonies and Foreign Countries.

259. The Registration fees on Letters to British Colonies generally, and Foreign Countries, will be found in the Tables given hereafter.

Postage and registration fee should be prepaid by stamps.

260. When letters are registered, for whatever destination, both the postage and the registration fee should be prepaid by stamps.

When prepaid in money how to be marked, &c.

261. When paid in money the Postage and Registration fees on allailable matter, except on Letters addressed to places in Canada, Prince Edward's Island, and Newfoundland, must be marked thereon, separately, in red ink, thus :

Paid.....	6
Registration..	5

—  
11

and the total be brought to account in the "*paid in money*" column of the Letter Bill.

Registered Letters to U. Kingdom and U. States to be paid wholly in stamps or money.

262. Both the postage and the registration fees on letters addressed to the United Kingdom, the United States, and places abroad, must be paid wholly in stamps or wholly in money. The postage cannot be paid in money, and the registration fee by stamps. Nor can the postage be paid by stamps and the registration fee in money. Both charges must be covered either by money or by stamps.

Books, &c., to be registered must be prepaid at letter rates.

263. Books and newspapers, except those addressed to the United Kingdom, and periodicals, circulars, and other printed matter, cannot be registered unless prepaid the full letter rates, in addition to the ordinary registration fee.

Registered Letters, &c., to be entered on receipt.

264. The addresses of all Registered Letters, Packets or Parcels, posted at or passing through any Office in Canada, should be entered immediately on receipt, in the Registered Letter Book provided for the purpose.

Receipt to be taken on delivery of Registered letters.

265. The addresses of all Registered Letters, Parcels or Packets, received at any Office for delivery, should also be entered in this Book, and a receipt for the said Registered Letters, &c., is required to be given therein by the parties to whom they are delivered. The date of delivery should also be entered.

Numbers for Registered Letter entries.

266. The entry of each letter in the Registered Letter Book should be numbered in the column provided for that purpose. Postmasters should commence with No. 1 on the 1st January, in each year, and continue the numbers consecutively until the 31st December.

Registered Letters to be numbered.

267. The numbers of the entries should be transferred to the Registered Letters themselves, by being written, in small figures, on the left hand upper corner of the face or address side.

268. In large Offices, where separate Books are kept for the entry of Registered Letters received for delivery, and Registered Letters intended for despatch, a separate set of numbers will of course be required for each Book. Separate Registered Letter Books in large offices.
269. When a Registered Letter is to be despatched, its number and address should be entered in the Letter Bill with which it is despatched. The name of the Office to which sent, and the date of the day on which despatched, should be entered in the Registered Letter Book in the proper column; and the number of the Letter should also be entered in the Book of Mails Sent against the entry of the Letter Bill with which the Letter is forwarded. Entries to be made of Registered Letters despatched.
270. At Offices where Registration entries are numerous, the entries of the Registered Letters received should be daily and strictly compared with the entries of Registered Letters sent away and delivered, in order to verify the accurate disposal of all Registered Letters passing through the Office. Accuracy enjoined in treatment of Registered Letters.
271. Should a Postmaster receive a letter stamped as registered, the address of which has not been entered on the Letter Bill by the sending Postmaster, he will carefully correct the omission by entering the address himself on the Letter Bill, and will also report the circumstance to the Inspector of the Division in which his office is situated. Registered letters not entered on Letter Bill.
272. Should the address of a Registered Letter, Parcel, or Packet, appear on a Letter Bill and the Letter or Packet not be actually received, the receiving Postmaster should at once communicate the fact to the sending Postmaster. He should also procure such evidence within his means as might tend to establish the non-receipt of the Registered Letter, Parcel or Packet. He should further preserve the wrapper in which the Mail was received, and send full particulars of the case to his Inspector. Registered letter entered on Letter Bill but not received.
273. Registered Letters, Parcels, or Packets, can only be delivered to the parties to whom they are addressed, or to their order. This order is in some cases implied, as where a person is in the habit of receiving his letters through his son, clerk or servant, and of recognizing the delivery to him. A receipt, as already stated, must be given in the Registered Letter Book, by every person to whom a Registered Letter, Parcel, or Packet, is delivered. Delivery of Registered Letters.
274. Registered Letters and Parcels for delivery and despatch ought not to be placed amongst the ordinary letters. They should be promptly entered in the Registered Letter Book, and be deposited in a secure place under lock and key. In the case of a Registered Letter for delivery, a card of a conspicuous color, having thereon the words "Registered Letter," should be placed in the Box or Pigeon-hole in which the letter would have been deposited, had it not been registered, Registered letters to be kept in a secure place.

so that when called for it may not be overlooked. Registered Letters for despatch should remain under lock and key until the Mails by which they are to be forwarded are about to be made up.

Liability in case of neglect.

275. Any neglect of the above regulations in regard to Registered Letters, will render the party in fault liable for any loss which may result therefrom.

Advantages of Registration.

276. The registration of a Letter makes its transmission more secure, by rendering it practicable to trace it, when passing from one place to another in Canada, from its receipt to its delivery ; and when forwarded from any place in Canada to any place in the United States, the United Kingdom, or parts abroad, if not to its delivery, at least to the frontier Office or port of despatch.

PART XXIV.

POSTAGE STAMPS.

Postage stamps.

277. Postage Stamps, to be used in prepayment of the several rates authorized by these Regulations, are issued as follows, viz :

$\frac{1}{2}$ Cent Stamp, ....	To prepay small Periodicals.
1 do ....	do Drop Letters, &c.
2 Cents, do ....	do { Transient Newspapers, Registered Letters, &c.
3 do ....	do { The ordinary Letter rate to any part of Canada, &c.
6 do ....	do { Rate on United States Letters, &c.
$12\frac{1}{2}$ do ....	do { Rate on Letters for the United Kingdom conveyed by the Mail Steam Packets sailing from Quebec or Portland, and Halifax.
15 do ....	do { Rate on Letters for the United Kingdom by Steamships leaving New York.



278. Postmasters are required to sell Postage stamps to the public, at the prices designated thereon, that is to say, at their face value. Postmasters to sell Postage Stamps.

279. Postmasters are expected always to keep on hand a supply of these stamps sufficient to meet the wants of the public, and to make a requisition to the Postmaster General, in the form furnished for that purpose, for further supplies before their stock is exhausted. A sufficient supply to be kept on hand.

280. It is not lawful for any person, other than a Postmaster, to exercise the business of selling stamps or stamped envelopes to the public, unless duly licensed so to do by the Postmaster General, and under such conditions as he may prescribe. License required to sell Stamps and Stamped Envelopes.

281. Any person who may be licensed by the Postmaster General to sell Postage stamps is not at liberty to dispose of them for a less price than their face value. Postage stamps to be sold at face value.

282. Prepayment of Letters should in all cases where practicable, be made by Postage stamps. Letters should be prepaid by Stamps.

283. A mutilated stamp, or a stamp cut in half, is not recognized in prepayment of Postage. Mutilated Stamps.

284. No British stamp, or stamps of a Foreign Country, or Bill, Law, or Registration Stamp, can be received in prepayment of postage in Canada. Postage in Canada cannot be paid by British or Foreign Stamps.

285. Stamps should be affixed to Letters on the right hand upper corner of the face or address side. Where to affix Stamps.

286. Every Postmaster is required to see that Postage stamps on mail matter posted at, or passing through, his office are thoroughly obliterated. Obliteration of stamps.

287. Instructions in regard to Letters and Books, insufficiently prepaid by Postage stamps, will be found under the heads, "Rates on Letters," and "Rates on Books." Insufficiently prepaid by Stamps.

288. Letters to which are affixed Stamps which have been previously used in payment of Postage, or counterfeit or forged stamps, should be at once sent to the Postmaster General. Stamps previously used or counterfeited.

## PART XXV.

## BILL STAMPS, AND BILL STAMP ACCOUNTS.

Certain P.  
Masters  
licensed to  
sell Bill  
Stamps.

289. Postmasters at certain Offices, duly licensed by the Postmaster General, are empowered to sell Bill stamps, to be affixed to Notes, Drafts, and Bills of Exchange. These stamps must be sold at their full face value. The Bill stamps now in use are of the following denominations, viz :

1 cent Stamp.	7 cents Stamp.	40 cents Stamp.
2 cents “	8 “ “	50 “ “
3 “ “	9 “ “	\$1.00 “ “
4 “ “	10 “ “	2.00 “ “
5 “ “	20 “ “	3.00 “ “
6 “ “	30 “ “	

Cannot be used  
for Postage.

Half a Stamp  
not recognized.

290. Bill stamps cannot be used for the payment of postage ; nor can a Postage stamp be used as a substitute for a Bill stamps. Neither can the half of a Bill stamp be used to represent the half of the full value of such stamp.

291. The Postmasters in Nova Scotia and New Brunswick, until otherwise advised, will continue to make their Bill stamp returns and remittances in accordance with the intructions by which they are now guided. And Postmasters in the Provinces of Ontario and Quebec are required to observe the directions contained in sub-sections 293 to 297.

Commission for  
sale of Bill  
Stamps.

292. For the sale of Bill stamps, a Postmaster is entitled to claim a commission of 5 per cent.

Accounts to be  
rendered.

293. Accounts of the sales of these stamps are to be rendered, on the form supplied for that purpose, within 10 days after the expiration of each Quarter.

Monies for Bill  
Stamps to be  
deposited to  
credit of Receiver  
General.

294. Postmasters depositing their ordinary Postage Revenue in a Bank will also deposit in the same Bank the balance due by them on account of Bill stamps. Care should be taken however that all monies deposited in a Bank on account of Bill stamps should be placed to the credit of the *Receiver General* “ on Bill Stamp Account,” and that the acknowledgment for such deposits should be made by the Bank as on “ Bill Stamp Account.”

295. The acknowledgment of the Bank for this deposit should be sent to the Postmaster General with the Quarterly Bill Stamp Account. Acknowledgment of deposit.

296. When the Balance due on Bill stamps is not deposited in a Bank it should be sent to the Postmaster General in Current Bank Funds, together with the Quarterly Bill Stamp Account, in a registered letter. A separate letter of advice should also be sent to the Postmaster General at the same time giving the amount and description of the notes remitted. When Bill Stamp funds are sent to P. M. General.

297. An acknowledgment of the receipt of the account and remittance will be duly sent by the Postmaster General. Acknowledgment of account, &c.

298. Postmasters intrusted with the sale of Bill stamps should take care always to keep on hand a supply of these stamps sufficient to meet the wants of the public, and to make requisition for further supplies before their stock is exhausted. Sufficient supply of Bill Stamps to be kept on hand.

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PART XXVI.

MISSENT AND RE-DIRECTED LETTERS, &c.

299. When Letters, Newspapers, &c., intended for another place are missent to a Post Office, the Postmaster will write the words "Missent to" on the front of each, and affix his Office Stamp immediately after, and such Letters, Newspapers, &c., must then be forwarded, to their destination by the first post. A Postmaster should also notify his Inspector of the error committed, and state the Post Office, or Railway Mail Clerk, at fault. Missent letters, Newspapers, &c.

300. No additional rate for re-mailing is to be charged on Missent Letters or Newspapers. No additional rate.

301. A Postmaster will re-direct and forward a Letter addressed to and lying in his Office, to any other Office, at the request of the writer thereof or of the person to whom it is addressed, and without any additional charge for re-direction if to any place in Canada; but Letters re-directed from an Office in Canada to Great Britain or Ireland, to British Colonies, or to Foreign Countries, will be liable to additional charge, on re-direction, of the ordinary Postage rate to the place of destination. To re-direct and forward letters when requested. Extra charge if out of Canada.

Written orders to be put on file.

302. Orders or requests to forward or re-direct Letters as above should be in writing, and must be filed by Postmasters.

Letters supposed to bear incorrect P. O. address.

303. If a letter be received by a Postmaster—*addressed to his Office*—and it seem to bear a wrong Post Office direction, the Postmaster may, if he knows his residence, notify the party for whom the letter is intended, and shall, if requested, re-direct and forward the letter to its proper destination.

If for delivery at Corresponding Office.

304. If Missent and Re-directed Letters are for the delivery of a Corresponding Office, the total postage to be collected thereon is to be charged in the unpaid column of the Letter Bill, and the Postmaster will, in addition, take credit in the column entitled "*amount of claim for missent and re-directed postage*," for such of the postage as may have been charged against him.

If to pass beyond Corresponding Office.

305. If the Missent and Re-directed Letters are for delivery at places beyond the Corresponding Office to which they are sent, the Postmaster will simply enter in the Missent column of the Letter Bill the amount of the unpaid postage thereon, originally charged against him.

Re-directed letters addressed to Officers.

306. When Letters addressed to a Commissioned Officer of the Army or Navy arrive at an Office in Canada, after the removal of the Officer to some other place, such letters are to be re-directed without additional charge for re-direction, whether the re-direction is to another place in Canada, to any other British Colony, or to the United Kingdom.

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## PART XXVII.

### UNDELIVERED AND DEAD LETTERS, NEWSPAPERS, PACKETS AND PARCELS.

Advertized letters, &c.

307. All Letters, Packets and Parcels remaining undelivered in a Post Office on the first day of each month,—excepting drop letters, refused letters, and such letters, &c., as are daily called for,—must be advertized in a list posted in the lobby of the office or at the office door, for the information of the public.

List to be posted up.

List of letters to be inserted in newspapers when directed.

308. This list may, when so directed by the Postmaster General, be inserted in the newspaper or newspapers of the town or place where the Post Office is situated, or of the town

or place nearest to such Post Office ; provided the publisher will give it insertion in three separate issues or publications of such newspaper, at the rate of two cents for each Letter.

309. The cost thus incurred should be claimed by the Postmaster at the end of each quarter in his Quarterly Account Current; a receipt for the amount so claimed, signed by the Publisher, being sent with the account as a voucher therefor. Payment to be made Quarterly.

310. A Postmaster is not at liberty to advertise, in a newspaper, the undelivered letters remaining in his office, without the permission of the Postmaster General. P. M. General's permission required to advertise.

311. Post Offices in Canada are divided into three Classes, as respects the frequency of their Dead Letter transmissions to the Department, as follows : Dead letters to be sent to Department.

CLASS I. Postmasters in the Cities and large Towns are required to transmit their Dead Letters to the Post Office Department, with a Dead Letter Bill, twice a Month, viz : on the 15th and last day of each month. Twice in each month.

CLASS II. Postmasters at certain other Offices are required to make their Dead Letter Returns Monthly, on the last day of each month. Once a month.

CLASS III. Postmasters at all Offices where but a limited amount of business is transacted, are required to make their Dead Letter Return Quarterly, on the last day of each Quarter, that is—on the 31st March, 30th June, 30th September, and 31st December in each year. Once a quarter.

312. The Dead Letter Bill is to be transmitted by a Postmaster at the dates prescribed for his Class of Office, whether he has Dead Letters or overcharge claims to send or not—should he have no Dead Letters to send, nor claims to make, he will state the fact on the Dead Letter Bill, and sign, date and transmit it. Such Postmasters as are required to transmit their Dead Letters more frequently than once a Quarter, will receive a specific notification from the Department to that effect. Dead Letter Bill to be sent at dates prescribed.

313. Undelivered Letters, Parcels, Packets, Papers, &c : Undelivered letters, &c.

1. Letters, &c., when refused by the parties to whom addressed, or when addressed to parties deceased and there is no person legally authorized to receive them, should be transmitted to the Dead Letter Office with the first Dead Letter Bill. If refused, or for persons deceased.

2. If uncalled for within two months after their receipt, they should be forwarded to the Dead Letter Office with the first Dead Letter Bill sent after the expiration of the two months, counting from the date of their receipt. If uncalled for.

Reason for non-delivery to be put on letters and papers.

314. Before sending Undelivered Letters and Papers to the Post Office Department, the Postmaster is to stamp or write on the face of each, the reason for non-delivery—either *Refused*, *Deceased*, or *not called for*, as the case may be—he is then to enter the total number of the Dead Letters, Newspapers, Books, &c., sent, and also the amount of Unpaid Postage thereon for which he claims credit, in the Dead Letter Bill.

Undelivered Registered Letters.

315. The addresses of undelivered registered letters sent to the Dead Letter Office, are to be entered in the Dead Letter Bill; and the Dead Letter package containing these letters must be registered.

Postmasters claim for overcharges.

316. The Dead Letter Bill is also intended to include any claim a Postmaster may have to make for Overcharges, as explained in the Overcharge Section of these Instructions.

Unpaid postage claimed in Dead Letter Bills.

317. A memorandum should be kept in the Book of Mails Sent of the amount of unpaid postage claimed in each Dead Letter Bill despatched, to enable the Postmaster to include this claim when making up his Quarterly Accounts with the Department.

Insufficiently paid letters for Foreign Countries.

318. Unpaid or Insufficiently Paid Letters for Foreign Countries to which, full prepayment of postage is required, are to be forwarded to the Dead Letter Office by the first post after they have been posted or received at an office.

Dead Letters containing money, &c., returned to writer.

319. Every Letter, &c., which is opened at the Dead Letter Office, and found to contain money or other matter of value, is returned to the writer on payment of such postage as may be due thereon, together with 5 cents additional on each letter or packet, to defray the cost of advertising, opening and returning the same. And if Registered a further sum of 2 cents will be charged for Registration. Such Dead Letters, &c., however, as may contain any thing of value and are without the senders address, are kept for a reasonable time for the purpose of being reclaimed.

Money in Dead letters, writers of which not found.

320. Money in Dead Letters of which the writers cannot be found, is paid into the Revenue, an account being kept thereof and the amount paid by the Department to the rightful claimant so soon as he may be discovered.

## PART XXVIII.

### OVERCHARGED POSTAGE.

Refunding overcharged postage.

321. When application is made for the return of Postage on a Letter stated to have been charged as weighing more than

the actual weight, the Postmaster may, after satisfying himself that the demand is just, refund to the applicant the amount overcharged upon the Letter; on doing so, he will obtain the cover of the Letter, if it can be spared, mark upon it the actual weight of the Letter, and the amount refunded, and procure on it the signature of the person to whom the Letter is addressed as a receipt for the said amount:—if the cover cannot be spared, the Postmaster will correct the charge in red ink, and obtain the signature of the person to whom the Postage has been refunded upon the regular printed Overcharge Receipt.

322. The Postmaster will enter the amount of the sums thus refunded in the first Dead Letter Bill transmitted to the Post Office Department, and the covers or receipts must be sent therewith, as Vouchers to support the claim.

Amount to be entered in Dead Letter Bill.

323. Postmasters may claim as overcharged the unpaid Postage on Letters addressed to them on official business, sending in the covers of the Letters on which credit is claimed for the amount, with the Dead Letter Bill.

Unpaid letters to Postmasters on Official business.

324. Postmasters are authorized to return the Postage incorrectly charged on Editors Notices, Printed Documents addressed to Publishers or Editors, Editors Exchange Papers, &c., which should legally pass without any Canada Postage charge; and, in claiming credit for the amounts so returned, the covers of the charged Papers or Packets, with the receipt of the Publisher or Editor for the amount returned, must accompany the Dead Letter Bill in which the credit is claimed.

Postage charged to Exchange papers, &c., to be returned.

325. A Postmaster is permitted to refund or abate Postage only where error has manifestly been committed in calculating the weight of a Letter or Packet, or in the cases above mentioned; all other claims for return or abatement of Postage are to be specially referred to the Postmaster General for his decision, with the Letter or Packet on which the return of postage is claimed.

Doubtful claims to be referred to P. M. General.

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## PART XXIX.

### WAY LETTERS.

326. Couriers are bound to receive Letters offered to them whilst on the road between one Post Office and another, provided that when a Letter is so offered, the distance from the nearest Office exceeds one mile—such Letters are termed Way Letters and are to be given by the Courier to the Postmaster at the first Office arrived at after their receipt. Way Letters are to be immediately postmarked by the Postmaster and marked with the word "Way." If not prepaid by stamp they are to

Couriers to receive "Way Letters" and post them at first Office.

be rated with the ordinary rate of letter postage. If for the delivery of his own Office, the Postmaster will make a memorandum of this Way postage in his Book of Mails Received and bring it to account in the Quarterly Account Current in the place appropriated for that purpose.

To be mailed in ordinary manner.

327. If the Way Letters are for delivery at another Office the Postmaster will mail them to their destination in the ordinary manner.

Paid letters may be delivered by courier.

328. Letters left at an Office to be delivered by the Courier to persons living on the route between that and the next Office, may be so forwarded, provided that they are prepaid the usual rates by Postage stamp.

### PART XXX.

#### EMOLUMENTS OF POSTMASTERS.

Postmasters emoluments.

329. The mode of compensating Postmasters, who are paid by commission, is under consideration. Meanwhile the scale of commissions and allowances will remain as at present. Such Postmasters and Way Office Keepers in Nova Scotia and New Brunswick as are paid by fixed salary or allowance, will continue to receive the authorised amount of such salary and allowance until otherwise directed.

### PART XXXI.

#### ACCOUNTS AND RETURNS.\*

Postmasters Accounts and Returns.

330. The following are the Accounts and Returns to be transmitted by Postmasters to the Post Office Department, at Ottawa, at the dates prescribed:—

DESCRIPTION OF ACCOUNT AND RETURN.	WHEN TO BE RENDERED.
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Monthly Sheet.

Monthly Sheet or account of Mails sent and received.	}	Within six days after the last day of each month.
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Dead Letter Return.

Dead Letter Bill.	}	On the dates prescribed in the instructions regarding Dead Letters.
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Quarterly Account Current.

The Quarterly Account Current.	}	Within twenty-five days after the expiration of the Quarters ending the 31st March, 30th June, 30th September and 31st December.
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\* The Postmasters in Nova Scotia and New Brunswick will, until otherwise directed, continue to keep their Accounts, and make their Returns, &c., as they do at present.



331. Postmasters at Offices where Bill Stamps are sold, will make their returns at the periods prescribed in the instructions under the head of "Bill Stamps."

Bill Stamp  
Return.

332. Postmasters at Money Order Offices will make their returns at the periods prescribed in the Money Order Instructions.

Money Order  
Return.

333. And Postmasters in charge of Post Office Savings Banks will make their returns at the periods prescribed in the Savings Bank Instructions.

Savings Bank  
Return.

334. The Monthly Sheet or Account contains a set of Columns for Unpaid, Paid in Money, Missent and Re-directed, and Paid by Stamp, for each of the Offices with which a Postmaster corresponds or exchanges Letter Bills, the names of which offices are to be filled in alphabetically at the heads of the Columns in the spaces provided for the purpose, and there is a line or space for an entry on each day of the Month, so that, when filled up, the Sheet will offer on the Received Side a copy of all the Letter Bills or Mails the Postmaster has received from his Corresponding Offices during the Month, and, on the Sent Side, a copy of all the Letter Bills which have been sent by him to the same.

Explanation of  
Monthly Sheet.

335. When making out the Monthly Sheet, the Postmaster will copy the entries for the Month, as recorded in the Book of Mails Sent, on the Sent Side of the Monthly Sheet, which is printed in red, and the entries in the Mails Received Book on the Received Side, which is printed in black, taking care to place the entries on both sides of the Sheet against the proper dates, and under the Column appropriated to the Corresponding Office to which the Mail has been sent, or from which it has been received. In transferring the entries of the Mails Received to the Monthly Sheet, the dates of the despatch of the Mails as marked by the sending Postmasters on the Letter Bills should be taken—not the dates on which the Mails have been received at the Office.

How to be  
filled up.

336. Should it happen that two or more Mails are made up for an office on the same day, and that consequently there are two or more Letter Bills for the same Office bearing the same date, both the Sending and Receiving Postmasters will in making the entry in their Monthly Sheets, add the amounts of the several Bills together, so that only one entry may appear for each day's Mails.

When more  
than one Let-  
ter Bill per  
day.

337. After completing the transfer of the entries for the Month, the Postmaster will add up each Column of the Mails Sent Side, and carry the totals of the Columns of "Paid in Money" and of "Missent and Re-directed," and "Prepaid by Stamps," to the proper places in the margin of the Sheet; he will then add up the Columns on the Received Side of the Sheet,

Addition of  
Columns.

and carry to the margin the totals of the Columns of "*Unpaid Received*," to which he will add the totals of the Columns of "*Paid in money*" from the Sent Side of the Sheet.

Totals carried to received side.

338. The Postmaster will then bring forward from the Sent Side, to the proper place in the margin of the Received Side, the totals of the "*Missent and Re-directed*," and "*paid by Stamps*."

Monthly totals to be entered in Book of Mails sent.

339. He should then enter in his Book of Mails Sent the monthly totals :

1. Of the paid in money sent and unpaid received.
2. Of the missent and re-directed, on the Sent Side of the sheet.
3. Of the prepaid by stamps, on the Sent Side of the sheet.

So that at the end of the Quarter he may be prepared to transfer these amounts to his Quarterly Account Current.

Monthly sheet with corrected Letter Bills, to be sent to Department.

340. The Monthly Sheet should then be signed by the Postmaster, enclosed in the proper printed cover, and forwarded to the Post Office Department at Ottawa, together with all corrected Letter Bills in which the amounts of postage, as entered at the despatching office, differed from the amounts of postage on the letters actually received therewith, as already explained.

Separate Monthly sheet for each route.

341. Postmasters corresponding with offices situated on different mail routes, will find those offices arranged in alphabetical sets or branches—each route or set of corresponding offices having a separate Monthly Sheet appropriated to it—and when such is the case, the Postmaster will carefully preserve this arrangement in making out his Monthly Sheets, and enter the aggregates, as shown on the several sheets, in the Book of Mails Sent, or other special book, for the purpose of afterwards transferring them to the Quarterly Account Current.

Check afforded by Monthly Sheets.

342. Under this system of account, the Unpaid Sent Columns of one Postmaster will be a check upon the Unpaid Received Columns of his corresponding Postmasters; and, in like manner, the Paid Received Columns of one Postmaster upon the Paid Sent Columns of his Corresponding Postmasters. The Monthly Sheets are strictly compared with each other when they reach the Post Office Department. The greatest care must be exercised by Postmasters in making their entries in their Letter Bills, Mail Books, and Monthly Sheets.

Quarterly Newspaper Account.

343. The Quarterly Newspaper Account should contain an account of the Postage collected on all Newspapers which does not appear in the Letter Bills. In this account should be entered the names of all Canada Newspapers addressed from the office of publication to regular subscribers, the number of

copies, the frequency of publication and the quarterly postage collected thereon. In this account should likewise be entered the amount of unpaid Postage collected by the Postmaster on all Newspapers on which the commuted rate has not been prepaid by the subscribers, as well as the postage on all Newspapers, addressed to places in Canada, the United Kingdom, the United States, &c., which may have been prepaid to the Postmaster by the publishers thereof.

344. Each Postmaster shall provide a special Newspaper Postage Book, and enter therein the name of every Canada Newspaper received for delivery at his Office on which Postage is chargeable, and of every subscriber to whom these papers are addressed. At Post Offices in places where Newspapers are published this book should also contain an accurate account of all postage collected from Publishers on the papers which they post and prepay addressed to regular subscribers. The entries in this book should be carefully kept up, so that their correctness may be tested or verified, at any time, by the Inspector of the Division.

345. The account of Postage stamps is to be made out in the form marked A, on the back of the Quarterly Account Current. In this form should be entered :

Account of  
Postage  
Stamps.

1. The value of the Postage stamps remaining on hand at the expiration of the last quarter.

2. The value of the Postage stamps received from the Post Office Department during the current quarter.

3. These two items added together will give the total value of the Stamps for which the Postmaster is accountable.

4. He will then enter in the proper columns the value of the Stamps on hand, and the difference between this, and the addition of the two items above mentioned will shew the value of the Stamps he has sold during the Quarter, and which he will transfer to the Debit side of his Account Current in the space marked A.

Value of  
Stamps sold  
during quar-  
ter.

346. The Quarterly Account is to be made out on the printed form of Account Current supplied for that purpose, and should be signed by the Postmaster, or, in case of the absence or illness of the Postmaster, by his authorized Assistant. If signed by the Assistant the name of the Postmaster should first be written and the word "for" placed before it. \*

Quarterly  
Account cur-  
rent.

347. The Balance due to the Department, as shewn by the Quarterly Account Current, should be sent to, or deposited in the nearest Agency of the Bank of Montreal, or such other

Balances to be  
deposited in  
Bank.

\* Special directions in reference to making up the Quarterly Account Current are omitted in view of the probability that a new form of Account Current will shortly be substituted for the one which is now in use,—meantime the present one will, of course, be continued.

Account cur-  
rent, new form  
proposed.

Remittance to Bank free of postage.

Bank as may be authorized to receive Dominion Revenue. The money should be deposited in Bankable funds to the credit of the Postmaster General on *Revenue* Account ; and the Deposit receipt obtained from the Bank should be kept by the Postmaster. No charge will be made by the Bank or Bank Agency on money deposited as above. The remittance to the Bank may be sent free of postage and must be enclosed in a secure cover, sealed with the official seal, addressed to the Bank Manager or Agent, with a letter notifying him that the money is Post Office *Revenue*, and paid in to the credit of the Postmaster General. The Bank will return a receipt to the Postmaster, and advise the Department of the deposit. The letter containing the remittance to the bank should be registered.

Quarterly Account to be Registered if it contain money.

348. Should a remittance be sent to the Postmaster General with a Quarterly Account, the envelope in which it is sent must be sealed with the official seal and *registered*. If no money is enclosed in the cover containing the Quarterly Accounts it should not be registered, and the words "To be registered," printed thereon, should be obliterated or marked out.

If remittance should not be duly acknowledged by Department.

349. If a letter from the Department, acknowledging the receipt of the Quarterly Accounts and Balance transmitted by a Postmaster, or of any other remittance on account of Post Office Revenue, is not received by him within a reasonable time after the despatch of the packet containing it, the Postmaster will apprise the Postmaster General of the circumstance by letter, stating the amount and description of the unacknowledged remittance, the day on which it was mailed and the office on which it was forwarded, and send at the same time a copy of the Letter Bill which accompanied the Account and Balance.

Penalty if Accounts and Balances, are delayed one month.

350. Accounts, and Balances due thereon, should be rendered promptly in all cases. Any neglect to transmit them within one month after the periods prescribed, will render the Postmaster and his sureties liable to a forfeiture of double the value of the Postages which may have arisen at the Office in any portion of time equal to the period for which the Accounts are in default.

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## PART XXXII.

### MAIL CONTRACTS.

Mail Contracts.

351. Information respecting the letting of Mail Contracts, and the duties of Mail Contractors and others, in regard to the performance of Mail Service, &c., will be found contained in the "Act for the regulation of the Postal Service," at the end of this book.

PART XXXIII.

CONVEYANCE OF THE MAILS,—COURIERS, MAIL BAGS, LOCKS, KEYS, &c.

352. It is expected that a Postmaster will keep a vigilant eye upon the manner in which the mails are carried to and from his office—he will observe whether due provision is made for the protection of the mail bags from the weather, and for their safety while on the road.

Supervision of Mail Service by Postmaster.

353. On a route where a Time Bill is in use, each Postmaster should make all the entries that are required to be made therein. The Postmaster at the end of the route should, in addition, carefully check and enter the number of *Mail Bags* he receives from the courier.

Entries to be made in Time Bill.

354. Any delay in the arrival of the mail, or irregularity in the performance of the Mail Service, should be noted on the Time Bill, and the cause from which it has arisen stated, and if the contractor or his servants are in default, the circumstance should be immediately reported to the Post Office Inspector of the Division in which the Office is situated. Should the Mail be stopped at an Office in consequence of the neglect of the Contractor to provide means for its conveyance, or should the Courier in charge of the Mail arrive at an Office intoxicated, the Postmaster should immediately hire some trustworthy person to take the Mail forward, and report the circumstance to the Post Office Inspector.

Delays, &c., to be noted in Time Bill, and specially reported.

Postmaster's duty in certain emergencies.

355. Where locks are in use if the Mail Bag should arrive without a lock, or with the lock broken, the Postmaster, if he has no spare lock to replace the one lost or damaged, should secure the bag in the best manner in his power by tying and sealing it, and report the circumstance to the Post Office Inspector.

If Lock is off Mail Bag, or broken.

356. Where locks are not in use the mail bags must be carefully tied, and securely sealed with the seal of the despatching office. The receiving Postmaster should examine the state of each bag and *seal*, on the receipt of Mails at his Office.

Where locks are not in use.

357. Seven minutes are allowed for exchanging the Mail at a Post Office. A Postmaster is not to stop the despatch of a Mail, nor to detain the Mail Courier beyond this time, without special authority for that purpose—he should always have his packages made up, ready to put into the Bag, before the arrival of the Courier, unless his Office is a Forward Office, at which letters passing along the route are re-mailed, when a special allowance of time will be made for the performance of that duty.

Time allowed for change of Mails not to be exceeded.

358. When the Mail stops over night where there is a Post Office, the Mail Bags must be kept in the Office.

Mail stopping over night.

Contractor bound to forward entire Mail.

359. Mail Contractors are required in all cases to provide for the conveyance of the entire Mail, of whatever it may consist.

Bags to be carefully exchanged and locked, or sealed, and labelled.

360. The Postmaster is held responsible for the correct exchange of Mail Bags with the different Mail Couriers, and must take great care that the Locks or Seals and Labels of all Bags are carefully examined by him before they are delivered out of his Office to the Couriers, and also when received from them. The lock should be specially examined to ascertain that it has been securely fastened.

Mail Contractor, and Courier, to take Oath of Office.

361. Every Mail Contractor and every Courier should, before he is entrusted with a Mail, take and sign before a Magistrate the oath prescribed for all persons employed in the Post Office Service, of which a Form is given at the beginning of this book—this Oath, or a Certificate from the Postmaster at the end of the Route that the Courier has been duly sworn, he should shew to each Postmaster on first passing over his route—and a Postmaster will report to the Post Office Inspector whenever the Mail is brought to his Office by a Courier whom he has reason to believe is unsworn.

Duty of Courier as regards Mail Bags.

362. It is the duty of a Courier to deliver the Mail Bag or Bags into a Post Office, and to take the Bag or Bags from the Post Office when ready to be despatched, and when carried in a Stage or other vehicle the Mail Driver should never be permitted to throw the Mail Bag on the ground on arriving at the door of an Office.

Courier to carry Post Horn.

363. Every Courier should carry a Post Horn and sound the same distinctly two or three times on approaching and leaving a Post Office.

Letters which Couriers must not carry.

364. Couriers are strictly forbidden to carry Letters sealed or unsealed, printed or written, out of the Mails, except Way Letters to be delivered to the Postmaster at the next Office—or Letters received from a Postmaster for delivery between his Office and the next.

Cannot carry printed matter out of Mails.

365. Contractors and Mail Couriers are not permitted to carry Newspapers or other printed matter out of the Mails, unless authorized to do so by the Postmaster General.

Mail Key to be kept in safe place.

366. The Mail Key should be kept with great care, it should never be carried out of the Office, but be secured there under lock and key, and only accessible to the Postmaster and his sworn Assistant—it will be deemed highly reprehensible in any Postmaster to lose the Mail Key.

If a Postmaster should break his Mail Key,

367. When a Mail Key is lost or broken, the fact should be notified to the next Postmaster, who should be requested to take out the Packet addressed to the Office where the accident

has occurred, and place in the Bag those sent from the Office, until a new key be obtained—on no account is the chain or strap of the Bag to be cut, or the lock forced, when the Key has been lost or broken. When application is made for a new key to replace a broken one, the latter should be sent to the Inspector of the Division.

Broken Keys to be sent to P. O. Inspector

368. The same number of Mail Bags, locks and leather labels, as are received from an Office should be returned to the Office from which they have been received. And if a larger number of Mail Bags and Mail Locks should, from any cause, accumulate at an office, the Postmaster should promptly report the fact to his Inspector, giving the number of bags and locks in excess of the ordinary supply needed for his Office. A strict compliance with this regulation is exceedingly desirable.

Mail Bags and Locks.

Surplus quantity to be reported to Inspector

369. Postmasters at the ends of Routes will see that the Mail Bags in use are kept in an efficient state of repair. Care must be taken that no Bag is used which is not in good order. Should any mending be required the Postmaster will either send the Bag to the Inspector of his Division, or get whatever repairs are required done in his neighbourhood and claim credit for the outlay so incurred in his Quarterly Account Current.

Mail Bags to be repaired—Bags out of repair must not be used.

370. When a supply of Mail Bags is required, application must be made to the Inspector, stating the size and description of Bags required, and the Route for which needed.

Requisition for Mail Bags.

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## PART XXXIV.

### OFFENCES AND PENALTIES.

371. Certain offences against the Post Office Department are by law constituted Felonies, and certain other offences Misdemeanours. These offences, and the penalties attached thereto, are set forth in the Post Office Act at the end of this book.

Offences and penalties.

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## PART XXXV.

### GENERAL REGULATIONS.

372. Postage on Letters and other mailable matter may be recovered, with costs, by civil action, in any Court having Jurisdiction to the amount of the postage claimed.

Postage may be recovered by civil action.

373. A Letter or Packet once posted becomes the property of the person to whom it is addressed, or his legal representative; and must be forwarded according to its direction. On no application, however urgent, can it be delivered back to the writer, or to any other person.

Letters, &c., when posted, become property of persons addressed.

Letters, &c., cannot be seized under legal process.

374. No Letter, Packet or other mailable matter is liable to demand, seizure or detention, under legal process, whilst in the custody of the Post Office.

Mail matter may not be delivered until postage thereon is paid.

375. A Postmaster cannot be required to deliver a letter or a parcel until the postage thereon is paid by the party to whom the same may be addressed.

Application to re-direct letters, &c.

376. Parties desiring their letters and papers to be re-directed, should send an intimation to that effect, in writing, to the Postmaster of the office from which the letters and papers are to be re-directed.

No additional charge.

377. Letters and papers are not subject to any additional charge when re-directed from one Post Office in Canada to another Post Office in Canada.

Letters posted with imperfect or no address, &c.

378. When a Letter for a place to which Letters cannot be forwarded unpaid is dropped into a Post Office Letter Box without the necessary prepayment, or a letter is posted without an address or with an address that is illegible, the Postmaster must stamp it, and write thereon the words "Postage not paid" or "posted without address," or "address illegible," as the case may be, and send it by the first Post to the Postmaster General for the "Dead Letter Office."

Delivery of Letters from Public Departments.

379. Postmasters should make special exertion for the delivery of Letters emanating from any of the Public Departments. If not delivered within a reasonable time, notice of the fact should be sent to the Department where the letter originated.

Valentines.

380. Valentines must be treated in all respects as ordinary Letters, and the same care is to be taken both in their delivery and despatch.

Missing Letters course to be pursued.

381. When an application for a missing Letter is made, the particulars must be at once reported to the Inspector, and, pending further instructions, every endeavour must be made to learn all the circumstances of the case. It is not sufficient simply to enquire whether the missing Letters are recollected. Every person through whose hands they have passed must be closely and minutely questioned, and if any circumstance at all unsatisfactory, however indirectly it may relate to the matter, should transpire, it must be at once noted. Very careful enquiry is also to be made of the persons who are stated to have posted the missing Letters, and also of the persons into whose custody they should in due course have been delivered from the Post Office.

Postmaster General not liable for loss of any letter.

382. The Postmaster General is not liable for the loss or detention of any Letter, Paper or Parcel, Book or Pamphlet, whether Registered or not Registered, sent through the post; nor for any loss or inconvenience consequent thereon.



383. A Letter addressed to a Firm may be delivered to any Member of the Firm—if addressed to several persons, it may be delivered to any one of them.

Letter addressed to a Firm.

384. If there be two or more persons of the same name, and a Letter to their address be delivered to the wrong individual, the Postmaster will, if he is fully satisfied that there has been a mistake, instantly re-seal the Letter, in the presence of the person who opened it, and request him to write upon it the words "*Opened by me through mistake,*" and sign his name; the Postmaster will then refund the Postage paid, if any, and replace the Letter in his Office.

Letter delivered to a wrong party.

385. Any Letter or Packet whether for despatch or delivery observed to be unfastened, excepting of course those which are obviously intended to be sent open, must be carefully re-fastened with sealing wax which must be impressed with the office seal, care being taken that the wax is not placed upon the original seal or fastening of the letter, and the words "Found open" with the initials of the Postmaster or Officer who deals with it must be written near the seal.

Letters observed to be unfastened.

386. Postmasters should not receive any letter or packet which there is good reason to believe contains glass or anything likely to injure the contents of the mail bag or the person of any officer of the Post Office.

Letters and packets with objectionable contents.

387. The transmission of obscene or immoral books, papers or publications, Photographs or prints through the Post is strictly prohibited, and all Packets containing such articles should be stopped and sent specially under cover to the Postmaster General.

Obscene or immoral books papers, &c.

388. Postmasters are requested to keep a vigilant watch upon the transient Newspaper and Book matter sent through their offices with a view to detect the frauds which are occasionally attempted to be practised by the transmission therein of written or other matter which may be subject to a higher rate of postage, or in putting marks thereon to serve the purpose of a Letter. Papers and Book Packets, thus infringing the law, are to be put under cover to the Postmaster General and forwarded by the first Post after detection.

Transient newspapers to be examined.

389. Postmasters should give information to the Postmaster General of any illegal conveyance of letters which may come to their knowledge.

Illegal conveyance of letters.

390. Postmasters whose Assistants are appointed by the Postmaster General are authorized, in the event of the misbehaviour or insubordination of any Assistant, to suspend him from his duties, and report the offender to the Postmaster General.

Authority held by certain Postmasters over their clerks.

Exemptions from serving on juries, &c.

391. Postmasters and certain other officers of the Department are exempt from serving on juries, inquests, or in the militia ; but this exemption does not apply to assistants appointed and paid by Postmasters.

Mail Couriers exempt.

392. Mail Couriers are also exempt from serving on juries, inquests, or in the Militia.

Prompt conveyance of letters and newspapers.

393. Postmaster are expected to observe the time occupied in the conveyance of Letters and Newspapers from the places of despatch to their offices, as shewn by the dates of the Postmarks, and promptly to report to their Inspectors any marked irregularity in the receipt of correspondence in order that the evil may be remedied. Moreover, should a Postmaster have reason to apprehend that the Mail matter from any quarter is not forwarded to his office by the speediest available line of post route, he should at once communicate the fact to the Inspector of his Division, for it is not creditable to a Postmaster that the knowledge of defects of this nature should first be gained by the Postmaster General through the medium of a complaint from some person suffering inconvenience thereby.

Detentions and irregularities to be reported.

Postmasters giving credit do so at their own risk.

394. Postmasters are not authorized to give credit for Postage, and if they do so, it is at their own risk. The giving of credit cannot be admitted as an excuse for failing to remit the balance of Postage due from an office at the prescribed periods.

Letters cannot be detained for Postage previously due.

395. If credit has been given by a Postmaster, he cannot detain any letter or paper addressed to the person credited, which is free or paid, or for which the Postage is tendered to him, because there may be an unsettled account for Postage due by that person. Nor can a Postmaster detain an unpaid letter, provided payment of the postage due thereon is tendered by the person to whom it is addressed.

Postmasters not bound to give change.

396. A Postmaster is not legally bound to give change, but, if absolutely necessary, may require that the exact amount of Postage on any Letter or Packet be tendered or paid to him in current coin. In a matter of this kind, however, as in all other intercourse with the public, a Postmaster is expected to afford every accommodation in his power, and treat every individual having transactions with his office with the utmost courtesy, and he must strictly enjoin a similar line of conduct upon his Assistants.

The Public to be treated with courtesy.

Occurrences affecting the Department.

397. Postmasters should consider it incumbent on them to report to the Postmaster General any occurrences affecting the Department, of a public nature, taking place in their neighbourhood—and should invariably send to him a copy of any Newspaper containing articles or observations upon the Department.

398. Postmasters will report to the Postmaster General upon all matters which should come to his knowledge, or in which his interference may be necessary, and should be careful in such communications to be as full and explicit as the nature of the case may require. In all cases of robbery, or supposed robbery, of the mail, a full detail of the occurrence should also be at once sent to the Post Office Inspector.

Matters to be reported to P. M. General, and P. O. Inspector.

399. In all letters and communications to the Department, the Postmaster should, before the date, write the name of his Office (as known to the Department) and the County in which it is situated—he should also, when replying to communications from the Department, be careful to return any papers or enclosures which may have been sent for his perusal or observation.

Letters from Postmasters to the Department.

Enclosures from Department.

400. Postmasters should caution persons posting Letters for the East or West Indies, or other warm climates, not to seal them with sealing wax—as serious injury might be occasioned to such letters from the melting of the wax.

Letters for warm climates.

401. Postmasters are enjoined not to give information to any other person than the party addressed, with respect to letters passing through their offices; a Postmaster should consider his situation to be one of trust, and must not abuse the confidence placed in him by disclosing the addresses of Letters passing through his hands. It is indispensable that this rule should be strictly enforced, in order to assure the public that the confidence reposed in the Department in entrusting it with the transmission of correspondence, will not on any pretext be abused. Postmasters should ever be careful to avoid as far as possible taking cognizance of the object or supposed object of Letters received or forwarded by them. Nothing can be more discreditable to the service than a well-grounded complaint, that the nature of an individual's correspondence has been made known through the indiscretion of some person employed in a Post Office.

Confidential nature of a Postmaster-ship.

402. Every Postmaster, and other person connected with the Postal Service of Canada, should consider himself a Confidential Agent of the Department, and, in all matters relating to the various interests of the Department—as regards the receipt, despatch, delivery, safety and care of Mail Matter; method, accuracy, and promptness in the performance of duty, including, on the part of Postmasters, the rendition of Accounts, Returns, and Balances, at the times specified in the Department Regulations and Orders; the performance of Mail Service; providing the public with necessary information in reference to postal matters; and courtesy to the public—should do what lies in his power to render the Department as efficient as practicable. A Postmaster should, also, report irregularities, mistakes, missending of mails or mail matter, as they occur, to

Special instructions which are to be carefully observed by Postmasters and others connected with the Postal Service.

his Inspector, in order that correctness in every department of the Service may be encouraged and maintained. It is not creditable to the judgment or zeal of a person in the Post Office Service that irregularities of any description, or remissness of duty, of which he is, or might be aware, should first be, notified to the Department by individuals who are not connected therewith.

Exchange  
Offices with  
the United  
States.

403. LIST OF POST OFFICES IN CANADA EXCHANGING MAILS DIRECT WITH THE UN-  
DERMENTIONED OFFICES IN THE UNITED  
STATES.

Province of  
Ontario.

IN ONTARIO.

Brockville,  
Clifton,  
Fort Erie,  
Hamilton,  
"  
"  
"  
Kingston,  
"  
"  
"  
Niagara,  
Ottawa,  
"  
Paris, D. P. O.,  
Port Hope,  
Prescott,  
Queenston,  
Sarnia,  
Sault Ste. Marie,  
Sombra,  
Toronto,  
"  
"  
"  
Windsor,  
Travelling P. O., Great  
Western Railway.

IN THE UNITED STATES.

Morristown, N. Y.,  
Suspension Bridge, N. Y.,  
Buffalo, N. Y.,  
Albany, N. Y.,  
Boston, Mass.,  
Buffalo, N. Y.,  
New York, N. Y.,  
Boston, Mass.,  
Cape Vincent, N. Y.,  
New York, N. Y.,  
Oswego, N. Y.,  
Youngstown, N. Y.,  
New York, N. Y.,  
Ogdensburg, N. Y.,  
Buffalo, N. Y.,  
Rochester, N. Y.,  
Ogdensburg, N. Y.,  
Lewiston, N. Y.,  
Detroit, N. Y.,  
Sault Ste. Marie, Michigan,  
Marine City,  
Albany, N. Y.,  
Boston, Mass.,  
Buffalo, N. Y.,  
New York, N. Y.,  
Detroit, Michigan,  
{ Buffalo, N. Y.,  
{ Chicago, Ill.,  
{ Detroit, Michigan,  
{ Suspension Bridge, N. Y.

Quebec.

IN QUEBEC.

Abercorn,  
Dundee,  
Hereford,  
Huntingdon,

IN THE UNITED STATES.

Richford, Vt.,  
Fort Covington, N. Y.,  
Canaan, Vt.,  
Fort Covington, Vt.,

IN QUEBEC.—(Con.)	IN THE UNITED STATES.
Mansonville-Potton,	North Troy, Vt.,
Montreal,	Albany, N. Y.,
“	Burlington, Vt.,
“	Buffalo, N. Y.,
“	Island Pond, N. Y.,
“	New York, N. Y.,
“	Plattsburg, N. Y.,
“	Portland, Me.,
“	Rouse’s Point, N. Y.,
“	Rutland, Vt.,
“	Troy, N. Y.,
Stanstead,	Derby Line, Vt.,
St. Armand Station,	St. Albans, Vt.,
St. Johns,	Burlington, Vt.,
“	Rouse’s Point, N. Y.,
“	Rutland, Vt.,
“	Whitehall, N. Y.,
Quebec,	Boston, Mass.,
“	Island Pond, Vt.,
“	New York, N. Y.,
Travelling Post Office, G. T. R.	Island Pond, Vt.,
“ “ Vermont	} St. Albans, Vt.
Junction Railway.	

IN NEW BRUNSWICK.  
 Andover,  
 St. Andrews,  
 St. Stephens,  
 Woodstock,  
 St. John.  
 “  
 “  
 “

IN THE UNITED STATES.  
 Fort Fairfield, Me.,  
 Robbinston, Me.,  
 Calais, Me.,  
 Houlton, Me.,  
 Boston, Mass.,  
 Eastport, Me.,  
 New York, N. Y.,  
 Portland, Me.

New Brun-  
 wick.

IN NOVA SCOTIA.  
 Halifax.  
 “  
 “  
 “

IN THE UNITED STATES.  
 Boston, Mass.,  
 Calais, Me.,  
 New York, N. Y.,  
 Portland, Me.

Nova Scotia.

ALEXANDER CAMPBELL,  
 Postmaster General.

Post Office Department,  
 Ottawa, March, 1868.



**TABLES**  
OF  
**RATES OF POSTAGE**  
FROM  
**CANADA**  
TO  
**THE UNITED KINGDOM, BRITISH COLONIES,  
AND FOREIGN COUNTRIES.**

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**Table No. 1.**—By Mails sent to England in Mail Steam Packets sailing Weekly, (every Saturday,) from Quebec in Summer, and from Portland in Winter; and fortnightly, from Halifax, Nova Scotia.

**Table No. 2.**—By Cunard Steamers sailing from New York for England, every Wednesday (closed mail.)  
By Bremen Steamers sailing from New York for England, every Thursday.

**Table No. 3.**—To Bermuda and West Indies by British Mail Packet sailing Monthly, from Halifax to Bermuda, and St. Thomas.

**Table No. 4.**—To certain British Colonies, and Foreign Countries, to be included in the United States Mails for Steamers sailing from New York for the West Indies, Panama, and South America.

**Table No. 5.**—Rates on matter transmissible by post, within Canada—and to Prince Edward's Island, Newfoundland, the United Kingdom, France, and the United States.

**TABLE I.**  
**RATES OF POSTAGE FROM CANADA TO THE UNITED KINGDOM, BRITISH COLONIES, AND FOREIGN COUNTRIES.**

By Mails sent to England in Mail Steam Packets sailing Weekly from Quebec in Summer, and from Portland in Winter; and from Halifax, Nova Scotia, fortnightly.  
The Postage upon Letters, Newspapers, or Book Packets for any of the destinations included in this Table, with the exception of Letters for the United Kingdom, must be prepaid, or they cannot be forwarded.  
Letters addressed to the United Kingdom, will be forwarded if unpaid but subject to a fine of 12½ cents.  
Packets of Merchandise and Samples may be sent between Canada and the Countries marked \* at the same rate of postage as Books. For further information, see Section regarding Patterns and Samples.

COUNTRY, & C.	FOR A LETTER.				Registration Fee for Letters.	For each Newspaper.	FOR A BOOK PACKET.				
	Not exceeding ½ oz.	Above ½ oz. and not exceeding 1 oz.	Above 1 oz. and not exceeding 1 ½ oz.	1 ½ oz. and not exceeding 2 lbs.			Not exceeding 2 ozs.	2 ozs. to 4 ozs.	4 ozs. to 8 ozs.	8 ozs. to 1 lb.	1 lb. to 1 ½ lb.
Aden.....	23	23	23	23	cts. 25	5 cts.	15	30	60	90	1 20
Africa, West Coast of.....	23	23	23	23	cts. 25	3 "	15	30	60	90	1 20
Algeria.....	17	34	46	46	cts. 25	Book rate.	5	10	20	40	80
Ascension.....	35	35	51	68	cts. 25	3 cts.	13	13	25	50	80
Australia, South.....	23	23	46	70	cts. 25	5 "	15	15	30	60	1 20
Australia, Western.....	23	23	46	70	cts. 25	5 "	15	15	30	60	1 20
*Austria.....	23	23	46	70	cts. 25	Book rate.	6	13	25	50	80
*Azores.....	23	23	46	70	cts. 25	3 cts.	5	10	17	34	67
*Baden.....	23	23	46	70	cts. 25	Book rate.	5	10	20	40	80
*Bavaria.....	19	19	38	58	cts. 25	ditto.	5	10	20	40	80
*Belgium.....	35	35	70	70	cts. 25	ditto.	5	10	20	40	80
Borneo.....	35	35	70	70	cts. 25	5 cts.	5	10	20	40	80
Bourbon.....	35	35	70	70	cts. 25	3 "	5	10	20	40	80
Brazil.....	23	23	46	70	cts. 25	Book rate.	6	13	25	50	80
*Bremen.....	23	23	46	70	cts. 25	ditto.	6	13	25	50	80
*Brunswick.....	23	23	46	70	cts. 25	3 cts.	5	10	17	34	67
Buenos Ayres.....	35	35	70	70	cts. 25	3 "	13	13	25	50	80
Cape de Verde.....	23	23	46	70	cts. 25	Book rate.	5	10	17	34	67
Canary Islands.....	23	23	46	70	cts. 25	3 "	5	10	17	34	67
Ceylon.....	30	30	60	60	cts. 25	Book rate.	5	10	17	34	67
Chili.....	60	60	1 20	1 20	cts. 25	5 cts.	15	30	60	90	1 20
China.....	35	35	70	70	cts. 25	7 "	15	30	60	90	1 20

Constantinople.....	23	46	70	93	1 16	23	per ½ oz. addit.	5	10	20	40	60	80	99
Costa Rica.....	64	64	1 28	1 28	2 56	25	per letter.	5	10	20	40	60	80	80
Dardanelles.....	23	46	70	93	1 16	23	per ½ oz. addit.	6	13	25	50	75	1 00	1 00
*Denmark.....	19	38	57	76	2 40	25	per letter.	13	13	25	50	75	1 00	1 00
Ecuador.....	60	60	1 20	1 20	2 40	25	per letter.	13	13	25	50	75	1 00	1 00
Egypt.....	23	46	70	93	1 16	23	per ½ oz. addit.	5	10	20	40	60	80	80
Falkland Islands.....	23	46	70	93	1 16	23	per letter.	6	13	25	50	75	1 00	1 00
Fernando Po.....	23	46	70	93	1 16	23	per ½ oz. addit.	5	10	20	40	60	80	80
*France.....	23	46	70	93	1 16	23	per ½ oz. addit.	13	13	25	50	75	1 00	1 00
*Frankfort.....	23	46	70	93	1 16	23	per letter.	13	13	25	50	75	1 00	1 00
Galatz.....	23	46	70	93	1 16	23	per ½ oz. addit.	13	13	25	50	75	1 00	1 00
Gallipoli.....	23	46	70	93	1 16	23	per letter.	13	13	25	50	75	1 00	1 00
Gambia.....	23	46	70	93	1 16	23	per letter.	13	13	25	50	75	1 00	1 00
Gibraltar.....	23	46	70	93	1 16	23	per letter.	13	13	25	50	75	1 00	1 00
Gold Coast.....	23	46	70	93	1 16	23	per ½ oz. addit.	13	13	25	50	75	1 00	1 00
Greece.....	29	58	87	1 16	1 45	20	per ½ oz. addit.	5	10	20	40	60	80	80
Grey Town.....	36	36	72	72	1 44	25	per letter.	6	13	25	50	75	1 00	1 00
Guatemala.....	36	36	72	72	1 44	25	per letter.	6	13	25	50	75	1 00	1 00
*Hamburg.....	23	46	70	93	1 16	23	per letter.	6	13	25	50	75	1 00	1 00
*Hanover.....	23	46	70	93	1 16	23	per letter.	6	13	25	50	75	1 00	1 00
Hayti.....	27	54	81	108	1 44	25	per letter.	6	13	25	50	75	1 00	1 00
Heligoland.....	27	54	81	108	1 44	25	per letter.	6	13	25	50	75	1 00	1 00
Hesse.....	23	46	70	93	1 16	23	per letter.	6	13	25	50	75	1 00	1 00
*Hesse Homburg.....	23	46	70	93	1 16	23	per letter.	6	13	25	50	75	1 00	1 00
*Holland.....	17	34	51	68	85	102	per letter.	6	13	25	50	75	1 00	1 00
Hong Kong.....	35	35	70	70	1 40	25	per letter.	15	15	30	60	90	1 20	1 20
India.....	30	30	60	60	1 20	25	per letter.	20	20	40	80	1 20	1 20	1 20
do <i>via</i> Marseilles.....	38	38	76	76	1 52	25	per letter.	13	13	25	50	75	1 00	1 00
Ionian Islands.....	25	40	60	80	1 00	25	per letter.	6	13	25	50	75	1 00	1 00
*Italy.....	23	46	70	93	1 16	23	per letter.	13	13	25	50	75	1 00	1 00
Japan.....	35	35	70	70	1 40	25	per letter.	13	13	25	50	75	1 00	1 00
Jerusalem.....	23	46	70	93	1 16	23	per letter.	13	13	25	50	75	1 00	1 00
Labuan.....	25	25	50	50	1 00	25	per letter.	13	13	25	50	75	1 00	1 00
Lauenburg.....	23	46	70	93	1 16	23	per letter.	6	13	25	50	75	1 00	1 00
Liberia.....	23	46	70	93	1 16	23	per letter.	6	13	25	50	75	1 00	1 00
*Lippe Detmold.....	23	46	70	93	1 16	23	per letter.	6	13	25	50	75	1 00	1 00
*Lubeck.....	23	46	70	93	1 16	23	per letter.	6	13	25	50	75	1 00	1 00
*Madeira.....	23	46	70	93	1 16	23	per letter.	6	13	25	50	75	1 00	1 00
Maiti.....	23	46	70	93	1 16	23	per letter.	6	13	25	50	75	1 00	1 00
Mauritius.....	23	46	70	93	1 16	23	per letter.	6	13	25	50	75	1 00	1 00
*Mecklenburg.....	23	46	70	93	1 16	23	per letter.	6	13	25	50	75	1 00	1 00
Mexico.....	36	36	72	72	1 44	25	per letter.	6	13	25	50	75	1 00	1 00
Moldavia.....	35	35	70	70	1 40	25	per letter.	6	13	25	50	75	1 00	1 00
Mytenc.....	23	46	70	93	1 16	23	per ½ oz. addit.	5	10	20	40	60	80	80

† For Home, See Papal States.



RATES OF POSTAGE FROM CANADA TO THE UNITED KINGDOM, BRITISH COLONIES, AND FOREIGN COUNTRIES, BY MAIL, STEAM PACKETS, SAILING FROM QUEBEC, &c.—(Continued.)

COUNTRY, &c.	FOR A LETTER.				Registration Fee for Letters.	For each Newspaper.	FOR A BOOK PACKET.					
	Not exceeding 1 oz.	Above 1 oz. and not exceeding 2 oz.	Above 2 oz. and not exceeding 3 oz.	Above 3 oz. and not exceeding 4 oz.			Not exceeding 2 ozs.	2 ozs. to 4 ozs.	4 ozs. to 8 ozs.	8 ozs. to 1 lb.	1 lb. to 1 1/2 lb.	1 1/2 lb. to 2 lbs.
Monte Video.....	23	23	46	92	cts. 25 per letter.	3 cts. Book rate.	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
*Nassau, Duchy of.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
Natal.....	35	35	70	1 40	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
New Granada.....	86	96	72	1 44	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
New South Wales.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
New Zealand.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
Norway.....	27	27	54	81	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
*Oldenburg.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
Panama.....	36	36	72	1 44	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
Papal States (Rome).....	29	29	58	87	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
Penang.....	35	35	70	1 40	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
Peru.....	60	60	1 20	2 40	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
Poland.....	31	31	62	1 22	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
*Portugal.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
*Prussia.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
*Rensselaer.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
Rhodes.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
Russia.....	31	31	62	1 22	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
St. Helena.....	35	35	70	1 40	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
Samsoun.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
Salonica.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
Saxe Altenburg.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
*Saxe Coburg Gotha.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
*Saxe Meiningen.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
*Saxe Weimar.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
*Saxony.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
*Schwarzburg Lippe.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
*Schwarzburg Rudolstadt.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
*Schwarzburg Sonderhausen.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
Sontari.....	23	23	46	92	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00
Sarraf.....	34	34	68	1 36	cts. 25 per letter.	3 cts. " "	cts. 13	cts. 13	cts. 25	cts. 50	cts. 75	cts. 1 00

Singapore.....	35	35	70	1 40	25 per letter.	5 cts.	15	30	60	1 00
Sierra Leone.....	23	23	46	92	25 per 1/2 oz. addit.	3 "	13	25	50	75
Swyria.....	35	35	70	1 40	23 per 1/2 oz. addit.	Book rate.	5	10	20	40
Spain.....	35	35	70	1 40	23 per 1/2 oz. addit.	ditto.	6	13	25	38
Surinam.....	55	55	70	1 40	25 per letter.	3 cts.	6	13	25	50
*Sweden.....	26	26	52	78	25 per 1/2 oz. addit.	Book rate.	6	13	25	50
*Switzerland.....	23	23	46	92	25 per 1/2 oz. addit.	ditto.	6	13	25	50
Syria.....	23	23	46	92	25 per letter.	5 cts.	15	30	60	1 00
Tasmania.....	23	23	46	92	25 per 1/2 oz. addit.	Book rate.	5	10	20	40
Trebizond.....	23	23	46	92	23 per 1/2 oz. addit.	ditto.	5	10	20	40
Tulcha.....	23	23	46	92	23 per 1/2 oz. addit.	ditto.	5	10	20	40
Tunis.....	23	23	46	92	23 per 1/2 oz. addit.	ditto.	5	10	20	40
Turkey in Europe (except places specified)	23	23	46	92	23 per 1/2 oz. addit.	ditto.	5	10	20	40
*United Kingdom.....	12 1/2	12 1/2	25	37 1/2	08	1 cent.	7	7	12 1/2	12 1/2
Varna.....	23	23	46	92	23 per 1/2 oz. addit.	Book rate.	5	10	20	40
Venezuela.....	35	35	70	1 40	25 per letter.	3 cts.	15	30	60	1 00
Victoria.....	23	23	46	92	25	5 "	6	13	25	50
Wallachia (except places specified).....	40	40	80	1 60	25	Book rate.	6	13	25	50
Places in Turkey, Moldavia, Wallachia, Servia, and the Levant, in which Austria maintains Post Offices:—										
Belgrade.....	23	23	46	92	25	6 cts. not ex-ceeding 2 ozs., 13 cts. 2 ozs. to 4		Letter rate.		
Botaschany and Plojeshto.....	25	25	50	1 00	25	ditto.		ditto.		
Antivari, Bakau, Berlad, Bucharest, Durrazzo, Fookachan, Jassy, Piatra, Roman, Tekutsch, and Valona.....	20	20	40	80	25	ditto.		ditto.		
Adrianople, Bourges, Ceifa, Candia, Cana, Cavalla, Chio, (Chicoma,) Kus-landje, Lanarka, Retimo, Sores, Te-nesos, and Tchernavodia.....	34	34	68	1 36	25	ditto.		ditto.		
Janina.....	35	35	70	1 40	25	ditto.		ditto.		
Mostar.....	29	29	58	87	25	ditto.		ditto.		
Philippopol, Provesa, Rutschuk, and Sofia.....	31	31	62	1 22	25	ditto.		ditto.		

TABLE 2.

# RATES OF POSTAGE

FROM

## CANADA

TO

THE UNITED KINGDOM, BRITISH COLONIES, AND FOREIGN COUNTRIES, BY CUNARD STEAMERS, SAILING FROM NEW YORK FOR ENGLAND EVERY WEDNESDAY, (CLOSED MAIL.) AND BY BREMEN STEAMERS, SAILING FROM NEW YORK EVERY THURSDAY.

*On Letters.*—If addressed to the United Kingdom, 15 cents per half ounce. If addressed to British Colonies or Foreign Countries, add to the rates in Table No. 1, Three cents per half ounce.

*Newspapers.*—Addressed to the United Kingdom must be prepaid at the ordinary commuted rate, if from Office of publication,—and 2 cents each if *transient*,—but will be liable to an additional rate of 2 cents (1d. stg.) each on delivery. Newspapers addressed to British Colonies and Foreign Countries are not forwarded by the above Steamers.

*On Book Packets* and Packets of Patterns and Samples addressed to the United Kingdom, 9 cents per four ounces, which must be prepaid. Book Packets and Packets of Patterns and Samples addressed to British Colonies and Foreign Countries are not forwarded by the above Steamers.

*The Registration Fees* are the same as by Canadian Steamers in Table No. 1.

Letters, &c., intended for dispatch by the Bremen Steamer must be specially so addressed.

TABLE 3.

RATES of Postage to Bermuda and West Indies by British Mail Packet, sailing from Halifax to Bermuda and St. Thomas, monthly.

COUNTRY.	Letters.	For each Newspaper.	On printed matter per oz.
Bermuda.....	12 cents per $\frac{1}{2}$ oz.....	2 cents.	British Book Post Rate.
West Indies, British and Foreign.....	12 cents do .....	2 do	7 cents per 4 oz. weight.

**NOTE.**—Letters for this route when specially addressed to be forwarded by the Inman Packet from New York to Halifax, will require to be prepaid an additional rate of 7 cents per half ounce; and there will be an extra charge of 2 cents on each newspaper.

These Rates must in all cases be prepaid.

TABLE 4.

RATES OF POSTAGE FROM CANADA TO BRITISH COLONIES, AND FOREIGN COUNTRIES.

Mail Matter for the undermentioned places is included in the United States Mails sent by Steamers sailing from New York for the West Indies, Panama, and South America.

Letters, &c., intended for this route should be marked "via New York."

Prepayment by Postage Stamps required in all cases.

COUNTRIES, &c.	Letter Rate per ½ oz.	Newspapers each.	Pamphlets, Magazines and Printed matter.
	cts.	cts.	cts.
Australia via Panama.....	22	5	5 per oz.
Acapulco.....	10	2	2 per 4 oz.
Aspinwall.....	10	2	2 do
Bolivia.....	34	5	5 per oz.
Brazil { Bahia, Para, Pernambuco, Rio Janeiro, }.....	10	2	2 per 4 oz.
British Columbia.....	10	2	4 do
Ecuador.....	34	5	5 per oz.
Central America { Costa Rica, Guatemala, }.....	10	2	2 per 4 oz.
Chili—Valparaiso.....	34	5	5 per oz.
Cuba { Cardenas, Havana, Matanzas, Puerto Principe }.....	10	2	2 per 4 oz.
Honduras.....	34	5	.....
Mexico.....	10	2	2 per 4 oz.
Do via Havana.....	34	5	5 per oz.
New Granada, except Aspinwall and Panama.....	18	5	.....
New Zealand via Panama.....	22	5	5 per oz.
Nicaragua, { Pacific side.....	10	2	2 per 4 oz.
{ Gulf of Mexico side.....	34	5	.....
Panama.....	10	2	2 per 4 oz.
Peru—Callao, Lima.....	34	5	5 per oz.
St. Thomas, by United States Packet.....	10	2	2 per 4 oz.
do via Havana.....	34	5	5 per oz.
Sandwich Islands.....	10	2	4 per 4 oz.
Venezuela—Laguayra, Porto Cabello.....	10	2	2 per 4 oz.
WEST INDIES—British :			
Bahamas (Nassau) }.....			
Barbadoes, }.....			
Demerara, }.....			
Dominica, }.....			
Essequibo, }.....			
Grenada, }.....			
Jamaica, }.....	10	2	2 per 4 oz.
Nevis, }.....			
St. Kitts, }.....			
St. Lucia, }.....			
St. Vincent, }.....			
Tobago, }.....			
Trinidad, }.....			
WEST INDIES—Foreign, except Cuba and St. Thomas :			
Guadaloupe, }.....			
Hayti (St. Domingo), }.....	22	3	.....
Martinique, }.....			
Porto Rico, }.....			
Santa Cruz, }.....			

Letters forwarded by this route can be registered as far as New York on prepayment of an additional 5 cents per letter.

Mails for New York in which alone Letters for above countries are despatched are made up daily at the following Post Offices in Canada:—Postmasters should be careful to govern themselves accordingly and not to send Letters for the above countries to any other Frontier Office.

Halifax,  
St. John,

Quebec.  
Montreal.

Ottawa.  
Kingston.

Toronto.  
Hamilton.

TABLE 5.—Rates of Postage on all matter transmissible by Post—  
Island, Newfoundland, Great Britain,

DESCRIPTION OF MATTER.	Between any place in Canada, and to Prince Edward's Island, and Newfoundland.	To Great Britain by Mail Steam Packets sailing from Quebec or Portland, and Halifax.
Books .....	1 c. per oz., payable in advance by postage stamp.....	British Book Post..... (a)
Cartes de visite .....	Do .....	Do .....
Circulars—Printed .....	1 c. each when sent singly.....	Do .....
Handbills .....	1 c. per oz., payable in advance by postage stamp.....	Do .....
Lithographed Letters & Circulars.....	1 c. each when sent singly or 1 c. per oz. ....	Do .....
Newspapers, Canadian.....	(Once a week 5 cts. a qr.* Twice " 10 " Thrice " 15 " Daily 30 "	At commuted rate if prepaid from office of Publication.....
Newspapers, transient.....	2 cents each.....	2 cents each.....
Pamphlets, and occasional publications. "Parcel Post" Packages.....	1 cent per ounce..... See Rates, &c., in margin—(c).	British Book Post..... (a)
Patterns of Merchandise for sale.....	1 cent per ounce.....	British Book Post..... (a).
Periodicals.....	1 c. per 4 oz. whether package contains 1 or more Nos.....	2 c. each No., if published in Canada: Brit. Book Post, if Foreign.....
Periodicals—Canadian, when specially devoted to Education—meaning the instruction of youth, Agriculture, Temperance, or any branch of science	Free till 31st December, 1868, subject to ordinary periodical rates after 1st January 1869.	Do .....
† Photographs in Cases .....	Parcel Post (c).....	British Book Post..... (a)
Do in Albums.....	Do .....	Do .....
Prices Current.....	1 c. per oz., payable in advance by postage stamp.....	2 c. each, or in bulk at British Book Post..... (a)
Book and Newspaper Manuscript, Printer's Proof, Maps, &c .....	Do .....	British Book Post..... (a)
Printed Matter—of the same character as Circulars, Handbills, &c.....	Do .....	Do .....
Samples of Merchandise (see Patterns)	Do .....	Do .....
School Returns—Half-yearly.....	Do .....	Do .....
School Returns—by School Trustees to Superintendent, even although filled up in writing.....	1 cent each.....	Do .....
Seeds, &c.,—samples of (including Cuttings, Bulbs, Roots, Scions, or Grafts).....	1 cent per ounce.....	Do .....
Parliamentary Papers.....	Free from Senate or House of Commons, or if sent by members during recess .....	Do .....
Petitions and Addresses to Provincial Legislatures, Votes and Proceedings and other papers printed by order of said Legislatures.....	Free to or from places where Session is held.	Do .....

\* Commuted Rate prepayable by Subscriber or Publisher.  
† Photographs in cases containing glass cannot be sent by Post.

not of the character of a Letter—within Canada—To Prince Edward's France, and the United States.

To Great Britain by Cunard and other Steamers sailing from New York.	To France by Mail Steam Packets sailing from Quebec, &c.	To United States.	(a) British Book Post.
9 cents per 4 oz.	French Book Post.....(b)	1 cent per ounce.	Under 4 ounces..... 7 cts. Between 4 and 8 oz..... 12½ " " 8 and 12 oz..... 19 " " 12 oz. and 1 lb. 25 " and so on.
.....	Do .....	Do .....	(b) French Book Post.
.....	Do .....	Do .....	Under 2 ounces..... 5 cts. Between 2 and 4 oz..... 10 " " 4 and 8 oz..... 20 " " 8 oz. and 1 lb..... 40 " and so on.
Cannot be sent by above Steamers.	Do .....	Do .....	A Book Packet may contain any number of separate books, publications, works of literature and art, maps or prints, photographs, daguerreotypes, when not on glass, or in frames containing glass; any quantity of paper, vellum, or parchment (to the exclusion of letters); and the books, maps, papers, &c. may be either written, printed or plain, or any mixture of the three; and may be either British, Colonial or Foreign. Book Packets must be open at both ends or both sides.
.....	Do .....	Same as between places in Canada, subject on delivery to American postage.	
As by Can. Str. (covering Can. post. only) subject on delivery to 1d. sterling each.....	By Cunard Steamer, 7c. French Book Post.....(b)	Do .....	
Do .....	Do .....	Do .....	
.....	Do .....	1 cent per ounce. Letter rate.	
.....	French Book Post.....(b)	Do .....	
9 cents per 4 oz.	Do .....	Same as between places in Canada.	(c) Parcel Post.
.....	Do .....	Do .....	Under ½ lb..... 12½ cts. Between ½ lb. and 1 lb. 25 " " 1 lb. and 1½ lb. 37½ " " 1½ lb. and 2 lbs. 50 " " 2 lbs. & 2½ lbs. 62½ " " 2½ lbs. & 3 lbs. 75 " " 3 lbs. & 3½ lbs. 87½ " " 3 lbs. & 4 lbs. \$1 00 "
.....	Do .....	Do .....	Registration Fee, 5 Cents.
.....	Do .....	Do .....	Parcels sent by Post to places in Canada may contain books, daguerreotypes, photographs, printer's proof and copy, military returns, states and rolls containing written figures and signatures, returns, deeds, legal papers, and all transmissions of a like character, not being strictly letters.
2 cents each.....	Do .....	Do .....	Registration.
.....	Do .....	1 cent per ounce.	No Letter, Book, Newspaper, Parcel or Packet of any kind whatever can in future be received for registration unless both postage and registration fee are fully prepaid.
.....	Do .....	Do .....	
.....	Do .....	Do .....	
Cannot be sent by above Steamers.	Do .....	Do .....	
.....	French Book Post.....	Do .....	
.....	Do .....	Same as between places in Canada.	

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OTTAWA:  
PRINTED BY G. E. DESBARATS.  
1868.

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