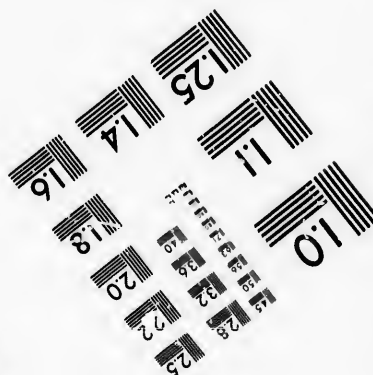
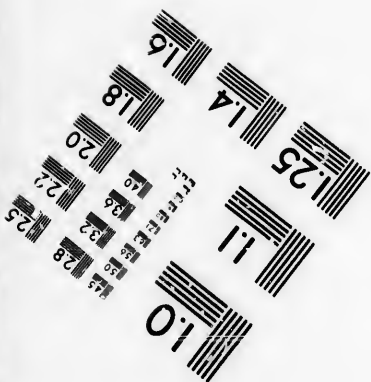
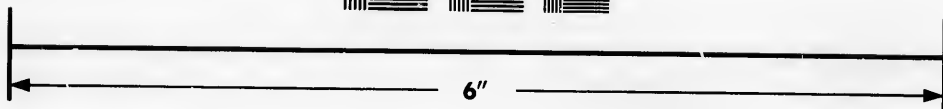
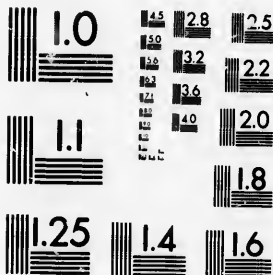


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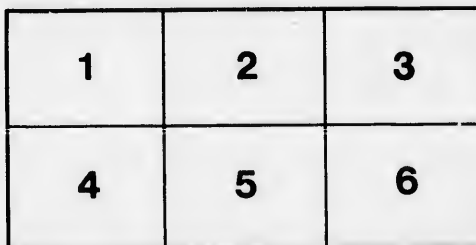
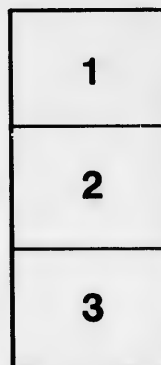
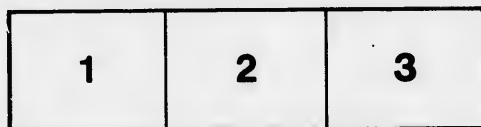
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*H. A. Macmillan*  
*The Royal Artillery*

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# STANDING ORDERS

FOR THE

GARRISON OF QUEBEC.

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His Excellency Lieut. General LORD AYLMER K. C. B., Commander of the Forces, has directed the following revised Rules and Orders to be selected and published for the information and guidance of Officers commanding Corps, or Detachments, copies of which will be furnished as follows,\* to Corps and Departments by the Town Major, and are to be retained in their possession so long as they may be employed in this Garrison; on removal to another station they will be returned to the Town Major.

*Officer commanding,	-	-	-	1 Copy.
Regimental Staff,	-	-	-	1 "
Companies,	-	-	-	1 Each.
Heads of Departments,	-	-	-	1 "

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*Commandant*

1.—The Commander of the Forces desires to be informed from time to time by the Commandant of the conduct of the Garrison, or of any circumstances of extraordinary occurrence.

2.—The Town Major will take especial care, that Boards of Orders are hung up in each Guard Room, and that they are renewed when by wear they may be defaced.

*All Officers and Military Persons to report themselves.*

1. All Officers, whether Staff, Departmental, or Regimental, arriving in this Garrison, or quitting it for any purpose, will report themselves in person to the Commandant, and at the offices of the Adjutant General and Town Major.

+2. These orders are equally applicable to officers in the command of Troops, and those moving individually through the country, non-commissioned officers, clerks, and all other Military persons whatever, are to be equally guided by these Regulations.

3. Immediately after the arrival of a Regiment in this Garrison, the Commanding Officer will cause the credit of the Regiment to be cried down, as directed by the rules and articles of War.

## D U T I E S.

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+1. All duties will be regulated by Gun Fire, 12 o'clock, Noon, at which hour Serjeant Majors, &c. will be particular in setting their watches accordingly.

### *Hours of Garrison Duty.*

+2. The Reveillé will sound, or beat, at day break, except during a particular period in summer, when the time will be directed by Garrison order. The Troop, or Assembly, to sound or beat at                    o'clock in the morning, and the Retreat at sunset, the tattoo from the 23d April to the 1st October at 9, and the remainder of the year at 8 o'clock.

### *Mounting and relieving Guards.*

+1. The hour of Guard Mounting is at eleven o'clock. A. M. Should the duty be performed by Detachments, each Detachment will be marched to the General Parade of Guards, by Serjeant Major's of Corps, so as to arrive half an hour previously to the time appointed for Guard Mounting; subject to such deviation in winter as may be directed by Garrison Order.

2. The Guards will parade on the Esplanade, or the parade ground at the Jesuits' Barrack, and in-



variably observe His Majesty's Regulations, with the exception of marching past in quick and slow time. During the winter months they will mount every Wednesday in marching order.

†3. All officers and men for duty as well as those in waiting, will invariably appear dressed in strict conformity to His Majesty's Regulations, and will retain the same during the period of their being on Garrison duty, subject to such deviation as may, in winter, be pointed out in Garrison Orders, nor will any alteration be allowed in the dress of the men on Guard, with the exception of wearing their Foraging caps in the Guard Room, from tattoo until Reveillé ; nor will any officer, or soldier, appear at, or near the General Parade of Guards, except in their uniform.

4. Officers for duty will fall in, receive the parole and countersign, and take post, the Captain of the day, when there is a Field Officer detailed for duty in front the Piquet, on the right, and the subaltern for duty, with the Main Guard officers of the Royal Artillery, when for Garrison duty, will take post with the Royal Artillery Guard, the whole will march past and salute, although the Guard, or Piquet, should be furnished by a different corps, to which the officer belong.

5. Gunners of the Royal Artillery for duty at the Citadel, will parade on the right, in rear of that Guard, and accompany it to the Guard-House ; they will turn out on all occasions with the Guard, and be considered in every respect, under the orders of the commander of the Guard, who will be held responsible for the due perform-

ance of their duty, agreeably to written instructions relative to signals, &c. in possession of the Guard.

†6. During the severe weather in winter, Guards and all reliefs will proceed through the streets with unfixed bayonets, but the sentries are on all occasions to be posted with their bayonets fixed, and with packs or great coats, nor will a sentry on any pretence whatever quit his musket longer than is absolutely necessary, for levelling his path after every drift or fall of snow. All sentries will always have their arms at either the carry or support, and never sloped.

†7. In marching to and from their several posts, the Guards are directed not to occupy the foot paths of the streets.

†8 In relieving, the new Guard will form on the left of the old, observing the same front and alignment; and the first relief of sentries will be relieved an hour after Guard mounting.

†9. All Guards will turn out, and observe the proper compliment to the Officers on Garrison duty appointed to visit them, by day or night, and once a day to the Commandant, (with the exception of His Excellency the Commander of the Forces' Guard) which is not required to turn out by day to the commandant, but will receive the officers on Garrison duty by day, with carried arms only, and by night agreeably to the standing orders of the Garrison.

†10. The Commanders of Guards will be particular to ascertain the different duties required of each sentinel belonging to their Guard, previ-

ous to the old Guard marching off, as well as to examine the state of any prisoners handed over to them, and the visiting Field Officer, Captain or subaltern, shall require of the officers or non-commissioned officers commanding the several Guards they respectively visit, to state the number of sentries furnished by each Guard, and the orders which have been given to each sentry.

+11. All Guards will be under Arms, properly dressed according to order, at reveillé, retreat and tattoo beating, or on the alarm of Fire, &c. &c.

12. Regimental Guards will mount at the same hour and in the same order as those of the Garrison; and all reinforcements for Guards, will mount at sunset, and dismount at daylight.

13. The Guards will be formed as detailed by the Town Major, and on being told off in divisions by the Adjutant of the day, will be handed over for the Town Major's inspection.

*Collecting Reports at Guard Mounting.*

1. In the absence of the Town Major from Guard Mounting, the duties of that officer will be performed by the Adjutant of the day, or in his absence, the subaltern for Garrison duty, who will send to the Garrison Orderly Room for the paroles and countersigns, and the senior officer on Garrison duty will not allow the duties to march off without them; on collecting the Reports the officers will salute according to the custom of the service.

2. Should the weather, either summer or winter, be unfavorable at the hour appointed for the du-

ties to parade, that is, raining or snowing heavily, the officers will appear in their cloaks, and the non-commissioned officers and men in great coats, and on being inspected by the Adjutant, or an officer of the corps furnishing the Detachments of Guards, and receiving from them the paroles and countersigns, which they will send for to the Garrison Orderly Room, the Guard will proceed to their respective posts, the Adjutants reporting immediately the performance of this duty to the Field Officer on duty, or captain, (when there is no Field Officer,) noticing any irregularities.

*Garrison Duties, &c.*

1. The Garrison duties will be detailed daily, from the Garrison Orderly Room, to the several corps, who, notwithstanding any "casualties," that may occur between the period for which duty states are required, will continue to furnish their "quota" of each Rank, according to the strength of their last state.

*Fatigue Parties.*

†Soldiers employed in conveying the breakfast and dinners to the men on duty, are to be regularly paraded, and marched from their respective barracks in charge of non-commissioned officers in fatigue jackets and side arms, who will on no account permit straggling, or lose sight of their men, while employed on this duty.

*Reports on Duty.*

†All irregularities which may occur on the public duties of the Garrison, are to be instantly reported to the Field Officer or Captain on duty, (and Town Major) who will insert the same in

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his Report, and no commanding officer of a corps is to proceed to the investigation or punishment of any crime committed on Garrison duty, without the previous sanction of the Commandant.

## OFFICERS ON DUTY.



### *Field Officer of the Day.*

He will be present at Guard Mounting, and march off the Guards according to order, and will call on the officers and non-commissioned officers on duty to account for any neglect or irregularity that may occur on any of the Guards under their command. He will examine the Reports of the Garrison, see that they are correctly made out, and notice all occurrences or irregularities in his Report, agreeable to Form No. 1, which is to be enclosed in an entire envelope, addressed to the commandant, and forwarded immediately after the duties are relieved.

### *Captain and Subaltern on Garrison Duty.*

They will obey such orders and instructions as may be given them by the Commandant, Deputy Adjutant General, Field Officer on duty, or the Personal Staff conveying the orders of His Excellency the Commander of the Forces. They will state all occurrences or irregularities in their Reports to the Field Officer, agreeable to Form No. 2. When there is no Field Officer detailed, the Captain will prepare his Report as prescribed for

Field Officers, and in the event of alarm by fire, they will receive orders from the Field Officer on duty.

†A file of men each for the grand and visiting rounds, will be furnished from the picquet at the main guard. Officers on Garrison duty, visiting the guards by day or night, will approach the guard or post they intend to visit on foot at a distance of 200 paces, and on visiting by night, will invariably be accompanied by an escort of a file of men. The field Officer (only) will use his discretion in taking the corporal of the picquet in addition to a file of men.

*Quartermaster and Pioneers for the week.*

The Quartermaster for the week will be held responsible for the cleanliness of every part of the yard, square, drains, and out buildings, in and about the officers' and men's barracks in town and at the Citadel, and the yard at the Garrison Hospital, which he will cause to be cleaned daily by fatigue parties to be furnished by the corps occupying the respective Barracks, on his requisition, and all filth and dirt removed to the ash hole, or place appointed for its reception, stating the performance of this duty in his weekly report to the Field Officer, every Monday at 11 o'clock, agreeable to Form No. 3; but any neglect or irregularity will be immediately reported to the Field Officer on duty, and Town Major.

2. The Corps to which the Quartermaster belongs will furnish the Pioneers for the week, for

the purpose of being employed daily in cleaning the Garrison cells, emptying tubs, &c.

*Garrison Reports.*

All Garrison Reports are to be made out on half a sheet of paper of the foolscap size, to be folded in four and sent to the Main Guard, immediately after guard mounting, where the Field Officers' orderly will attend to receive them, and the certificates at the foot of the Guard Reports, are to be signed by commanders of Guards.

*Casualties on Duty.*

†In the event of an officer being suddenly taken ill on Garrison duty, he will immediately report the circumstance to the Field Officer on duty and Town Major, accompanied by a certificate of a Medical officer, in order that he may be regularly relieved. If a non-commissioned officer or soldier, he will be immediately relieved by the corps furnishing the guard, or piquet, in which the casualties occur.

*Non-Commissioned Officer or Soldier confined on Garrison duty.*

†Whenever a non-commissioned officer or soldier is confined on Garrison duty, or by any Garrison officer, the person confining them, will send a copy of the charge or charges against the Prisoners, with a list of evidence, to the Town Major and Commander of the Main Guard, who will not release any prisoner, unless by order of the Commandant, through the Town Major.



## PARADES.

### *Church Parade for Divine Service on Sundays and days of Public Worship.*

1. In the summer season, and when the weather permits, the corps in Garrison will parade in the usual order for divine service on Sundays or other days of public worship, at a quarter before two o'clock, P. M. in the Jesuits' Barrack parade ground, formed in open columns of subdivisions, right in front, (all officers and men off duty to attend) and march to the Cathedral under the orders of the senior officer on parade.

+2. The Senior Regiment will occupy the Benches on the left aisle and gallery, and the next senior those on the right ; the Royal Artillery and Royal Sappers and Miners, the benches near the communion table, with such of the strangers' seats from the pulpit in the centre as may absolutely be required, and the remainder of the centre aisle, together with the seats near the doors, and part of the galleries on each side of the organ, will be occupied by the junior corps ; the regimental band for the church service of the day on the left of the organ.

+3. Non-commissioned officers of companies will see their men properly placed on the seats allotted for them.

†4. Non-commissioned officers from each corps will, during the service, be stationed at the doors, to prevent soldiers leaving the church, except to answer the calls of nature, in some proper place outside the church yard. The non-commissioned officers will report any irregularity they may observe to the senior officers.

†5. One non-commissioned officer and three privates each, will attend at the cathedral, previous to, and after divine service for the garrison, for the purpose of removing the Benches and cleaning the floor, (if necessary) under the direction of the clerk to the chaplain to the Forces.

†6. There will be a collection made from the military congregation, by two non-commissioned officers from each corps, the amount of which will be chiefly appropriated to the relief of discharged soldiers and distressed widows and orphans of soldiers, and accounted for quarterly by the chaplain to the forces, for the information of the garrison.

†7. Soldiers of the Roman Catholic persuasion will be marched by the subaltern on garrison duty at the hour appointed, to the cathedral at Notre Dame; and during the winter months, the regiments will march to church from their respective private parades.

†8. All prisoners confined in the Garrison cells, will accompany their corps to church on days of public worship, and will return to confinement as soon as divine service is over.

*Garrison Evening Parades on Sundays.*

1. During the summer months, there will be a Garrison parade on the Esplanade, at  $\frac{1}{2}$  past 5 o'clock, every Sunday evening, in such order as may be directed by the Commandant, all officers and men off duty to be present, Field and Staff officers mounted.

2. The line of formation for the parade will be marked out by the Town Major, after which no alteration will be allowed, except by order of the Commandant.

*Marching Order Parades.*

1. The corps will parade once a week in marching order, on such days as may be directed by the Commandant, and when the weather permits, will march out of the Garrison.

2. At the beforementioned parades, field, church and marching out, states will be required according to form.

## MISCELLANEOUS DUTIES.

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### *Duty of Town Major.*

1. The Town Major will keep a roster of officers, non-commissioned officers and men, detailing daily to the several corps, the number of each rank required for the garrison duties and fatigues, and all general or garrison orders.

2. He will parade and inspect all guards or armed parties, ordered on garrison duty, and hand them over to the officer or non-commissioned officer appointed to take charge, with such orders and instructions as he may have received from the Commandant, or other superior officer, relative to the service on which they are to be employed.

3. He will appear mounted at all garrison parades with arms, arrange the line of formation according to order, and have the general superintendence of guards and guard houses, which he will frequently visit, reporting any irregularity or neglect of duty to the Commandant.

4. He will check any drunken or disorderly conduct committed by soldiers, whether on duty or not, either by ordering them to their barracks, or into confinement, reporting the circumstance to the commandant and officers commanding the corps to which such soldier or soldiers belong.

5. He will take charge of the Esplanade and parade ground in the Jesuit Barracks, and be held responsible for their proper order ; the Esplanade to be mowed in the summer, and the barrack parade kept levelled and free from grass and stones.

6. During the winter he will make arrangements for levelling the snow, and keeping the roads open, leading through the Government property, as well as the avenues to the Cathedral on days of public worship ; this duty will be performed by fatigue parties, from the corps of the line, whenever required.

7. He will not allow cattle to graze or be at large in any of the parade grounds, or within the walls of the barracks ; in short it is his duty generally to see that the Standing Orders as well as those issued by the commandant, are carried into effect, and that all general orders or other public documents are immediately circulated to the several departments. He will also, immediately after the first of the month, prepare a return of the Garrison for the Deputy Adjutant General, and a similar one every Monday for the Commander of the Forces.

#### *Adjutants of Corps.*

1. At all Garrison Courts Martial, before which prisoners are tried for Regimental offences, the Adjutant, or an officer from the corps to which the prisoner ordered for trial belongs, will attend for the purpose of conducting the prosecution and affording the court the necessary information.

2. Adjutants of corps will forward daily by one o'clock, P. M. to the Garrison Orderly Room,

the names of the officers and non-commissioned officers for duty and in waiting, after which no alteration will be allowed, except in case of sickness, or by permission of the commandant, which must be immediately reported in writing to the Town Major.

*Officers presiding at Courts Martial and Boards of Survey.*

Officers presiding at District or Garrison Courts Martial, or Boards of Survey, will report in writing to the Town Major, for the information of the commandant, the day to which they adjourn or finally close, and sign the proceedings; but when not actually employed on the duty for which they may have been detailed in garrison orders, will attend all Regimental Parades.

*Clerks attending for General or Garrison Orders.*

A clerk from each corps will attend daily at the Garrison Orderly Room, at eleven o'clock, A. M. and three o'clock, P. M. with proper orderly books for the purpose of receiving the garrison detail, and general and garrison orders.

*Quarter Masters to attend drawing Stores, &c.*

Officers commanding corps will direct the personal attendance of their Quarter Master, or a commissioned officer, to the drawing of stores, and all official communications with the Barrack or other Departments, and will call the attention of all officers under their command, to what is required of them by the Barrack Regulations.

*Requisition, &c. for Boards of Survey, Working Parties and circulating orders to Departments.*

1. All requisitions and applications from the different departments for boards of survey, working or fatigue parties, are to be in writing, signed by the person requiring them, stating the service on which they are to be employed, and where practicable, are to be sent to the Garrison Orderly Room by 12 o'clock the preceding day, addressed to the Town Major.

2. General orders or other public documents, passing the several departments, are on no account to be detained longer than is absolutely necessary for having them copied as directed in the general memorandum, dated 19th August, 1818.

*Arrival of Detachments.*

1. All Detachments arriving in this Garrison, and men left behind on their Regiments being ordered to march, will be attached, in Garrison orders, to one of the corps in turn, and will be rationed and paid in every respect as one of the Regiment. The transfer of these detachments, from one corps to another, will take place on the 1st July and 1st January, except in the event of a regiment having them in charge being suddenly ordered to move, when they will be handed over with the usual reports, pay list, &c. &c. and subsistence to the last of the current month.

2. The regiment having them in charge, will regularly report all "casualties," to the officer commanding the regiment to which the detachments belong.

*Band and Drums for Castle Guard.*

1. The Castle Guard, with the Band and Drums for the daily Garrison duty, will be furnished in turn by corps, and accompany the Guard to and from the Castle of St. Lewis, with the exception of Sundays and days of public worship, when the Guards will mount without music.

2. The Drums on duty will beat the Troop for Guard mounting, and all Garrison parades according to order, from the front of the Jesuit Barracks to the place of parade, and the other general duties, agreeable to His Majesty's regulations, except during the summer months, when the tattoo will beat off at a quarter before nine o'clock, proceeding by St. Ann's street to the Castle of St. Lewis, where, after playing the usual time, will return to the front of their Barracks and conclude the setting of the watch, unless detained by order of the Commander of the Forces.

*Permanent Orderlies.*

All Permanent Orderlies, and men employed at the castle of St. Lewis, or public offices, and servants to staff officers, are on no account to be interfered with, or ordered to duty, except to attend muster.

*Dress of Officers and Men.*

Officers, when off duty, will at all times appear dressed according to order, and non-commissioned officers and soldiers will on no account be permitted to leave their Barracks, without side arms, and being in every respect clean and properly dressed,



with the exception of men employed as servants, or parties on fatigue, when the latter will parade in their working dress, and be marched through the street by the officer or senior non-commissioned officer, in a silent, soldierlike manner; nor will soldiers be allowed to wear their great coats except on duty, or during the winter months, when the great coat then by Garrison order becomes the established uniform.

*Corps Emptying Palliasses, &c.*

†The corps will empty their palliasses in front of the Batteaux wharf, St. Rocs, and be marched through the streets, in a silent, proper manner, under the direction of a Quarter Master or Commissioned officer.

*King's Wharf.*

Persons having charge of vessels coming into port for repairs, will at all times be permitted to carry fasts from such vessels to the posts or rings on the King's Wharf, next the Cul-de-Sac.

*Grazing Cattle, &c.*

†Cattle of whatever description found grazing or at large on the Esplanade, or within the walls of the Jesuit Barracks, will be turned off or sent to the Pound, and the non-commissioned officers commanding the Main and St. Lewis Gate Guards, are held responsible that this order is strictly obeyed, reporting the circumstance to the Town Major, for the information of the Commandant.

*Cleaning Barracks, &c.*

The Officers' and men's Barracks, and all detached Public Buildings, together with the avenues, yards and drains, inside and outside the walls, will be cleaned daily by fatigue parties from the respective corps, and kept in proper order, agreeably to the Barrack regulations, under the superintendence of the Quarter Master for the week.

†2. The non-commissioned officers are directed to pay particular attention that the dirt and sweepings of the "Barracks," are not mixed and thrown out with the dirty water, the former to be emptied into the ash hole, and the latter into the drains; nor will any clothing or other articles be allowed to be exposed at the Barrack windows, or clothes lines put up on any part of the parade ground, except in the place allotted for that purpose.

*Half Yearly Returns, &c.*

Half yearly Returns of Marriages and Baptisms will be prepared agreeably to General Order, dated Horse Guards, 24th May, 1824, and forwarded to the Deputy Adjutant General's Office, Quebec, on the 1st of July and 1st January in each year, with the words "Return of Marriages and Baptisms" written on the left corner of the cover, those of the Presbyterian and Roman Catholic persuasion to be included in one and the same Return.

*Monthly States.*

Monthly distribution states from the corps will be required, made up to the last day of the month

inclusive, in which will be inserted all casualties, general orders and circular letters, received during the preceding month, and sent to the Town Major's Office on the first.

*Weekly States.*

The Weekly State will account for all casualties during the preceding week, and include the names of men confined in the Garrison cells, under sentence of Garrison or Regimental Courts Martial, stating the charge on which found guilty, with a report of the prisoner's state of health, signed by a Medical Officer and sent to the Town Major's office by 3 o'clock on Mondays, and all casualties occurring between the first and the last day of the month, will, besides appearing in the usual weekly and monthly Distribution states, be reported immediately to the Town Major's office, for the information of the Commandant.

*Reports, &c.*

1. In the Reports of Deaths, the cause, whether accident or disease, must be stated and certified by a Medical Officer, and if from violence, or sudden accident, a copy of the Coroner's verdict must invariably accompany it.

2. Whenever soldiers are taken into the custody of the Civil Power, the charges, together with every particular circumstance relative to his or their committal, must be fully reported upon, and signed by the officer commanding the corps to which such soldier or soldiers belong; a similar report will also be required on men joining their corps from civil custody.

3. In the report of officers or men joining or leaving the post, the place from whence they came, and where proceeding to, the purpose and authority for their movement, must be stated.

4. The form of monthly and weekly states to be had at the Town Major's Office.

*Chaplain to the Forces and Military Lending Library.*

†1. The Chaplain to the Forces will visit the several Military Hospitals at least twice a week, and at other times when his attendance may be required, which will be signified to him, in writing by the Medical officer in charge of the Hospital, or superintending the sick ; he will also have the general superintendence of the Military School, and the Books of the lending Library in his charge will be issued to the men on application at his office, every Friday, from 10 to 12 o'clock, one shilling sterling per annum will be paid in advance by each soldier wishing to avail himself of the advantage of the institution, for the purpose of keeping books in repair, and occasionally adding to the Library. He will also be pleased occasionally to visit the Prisoners under sentence of Courts Martial, in the cells at the Cape and Palace Gate.

†2. Soldiers receiving Books in their charge, are held responsible for their being kept clean, and returned when required, in proper order.

†3. Baptisms will be solemnized every Sunday after divine service in the cathedral.

*Regimental Schools.*

†The children of the Regimental Schools are to attend Divine service with the Parochial congregation, morning and evening, and will be conducted to the Sunday School at the National School-house at 2 o'clock.

*Military Hospitals.*

†1. On any patient expressing a wish for the attendance of a Clergyman, the Medical officer in charge, or superintending the sick, will immediately communicate the same to the parties concerned, and in case of deaths will forward to the Chaplain to the Forces, a report, stating the rank, name, age, regiment, or department and date of decease of the individual alluded to, and the officer commanding the corps to which the deceased did belong, will cause the hour of burial to be notified in writing to the Chaplain on the succeeding day.

†2. Books of devotion appropriated for the use of the sick, being the property of Government, are under the charge of the Hospital Serjeants, who will take care that they are not lost, torn, or taken out of the Hospital.

*Admittance to Citadel, vide General-Memorandum, dated 13th June, 1829.*

1. No stranger or other person in coloured clothes shall be admitted into the Citadel but by means of a temporary ticket for the day, procured from and signed by the Deputy Adjutant General, which is to be left with the officer of the Guard, or in his absence of visiting the sentries or other allowed causes, to the serjeant, in either case the

officer will be held responsible that the temporary ticket is returned to the office of the Deputy Adjutant General, the following day by 10 o'clock, A. M.

2. All officers when in British uniform are to be admitted, together with any friends who may accompany them; such officers, (when accompanied by a party) will be held responsible that only the finished portion of the ramparts, and unoccupied parts of the casements are resorted to.

3. Government Foremen, and contractors of every department, are to be supplied with tickets for the day, by the commanding Royal Engineer, who will be responsible that they are returned each day to his office, instead of being left with the guard.

4. Orders will be given to sentries, or other soldiers on duty, to point out such parts of the works where persons walking may not interfere with the workmen, and it is therefore earnestly requested that such directions may be strictly attended to.

5. Clergymen will be admitted at all times to visit any of their flock residing on the Citadel.

( 26 )

*Compliments to be paid.*

*Military Parties in pursuit of Deserters.*

1. Officers commanding corps will, previous to ordering out Military parties in pursuit of deserters at any distance from the Garrison, notify their intention to the Police Magistrate, in order that a civil officer may accompany the party or parties, with the necessary authority to act in any case of emergency. A report of the strength of the party employed on this duty, will be reported immediately to the Commandant, and in order to facilitate the services on which they may be employed, the Police Constables are authorized to incur any expense in the hire of carriages, &c. &c. and to give their personal attendance on the requisition of Adjutants or Sergeant Majors of corps, after the hour of tattoo.

*Prisoners sentenced to solitary confinement or imprisonment.*

1. Prisoners sentenced to solitary confinement will be conveyed to the cells at the Citadel nearest the officers' Guard Room, and those to imprisonment only to the cells at Palace Gate, the doors of which are to be open, that the prisoners may have the range of the passages.

2. When imprisonment with hard labor is awarded, the prisoners will be confined in the cells at the Citadel, that admit of the doors being left open, so as not to interfere with those in solitary confinement, or they may be ordered to Palace Gate, at the discretion of the Commandant.



3. Copies of the sentence awarded, signed by the Town Major for Garrison, and officers commanding corps for Regimental Courts Martial, will accompany the prisoners to the commanders of the Citadel or Palace Gate Guards, as the case may be:

*Command*

4. During the winter months, all prisoners confined in the cells, under sentence of Courts Martial, will be furnished with a blanket each by the Town Major on the requisition of the Quartermasters of corps, who will ~~cause~~ them to be returned to the Town Major on the prisoners being released from confinement:

5. The following scale of subsistence for prisoners whilst confined in the cells under sentence of Courts Martial, will be strictly adhered to by officers commanding corps in this Garrison:

*[Faint, illegible handwritten text, possibly a list or scale of subsistence]*

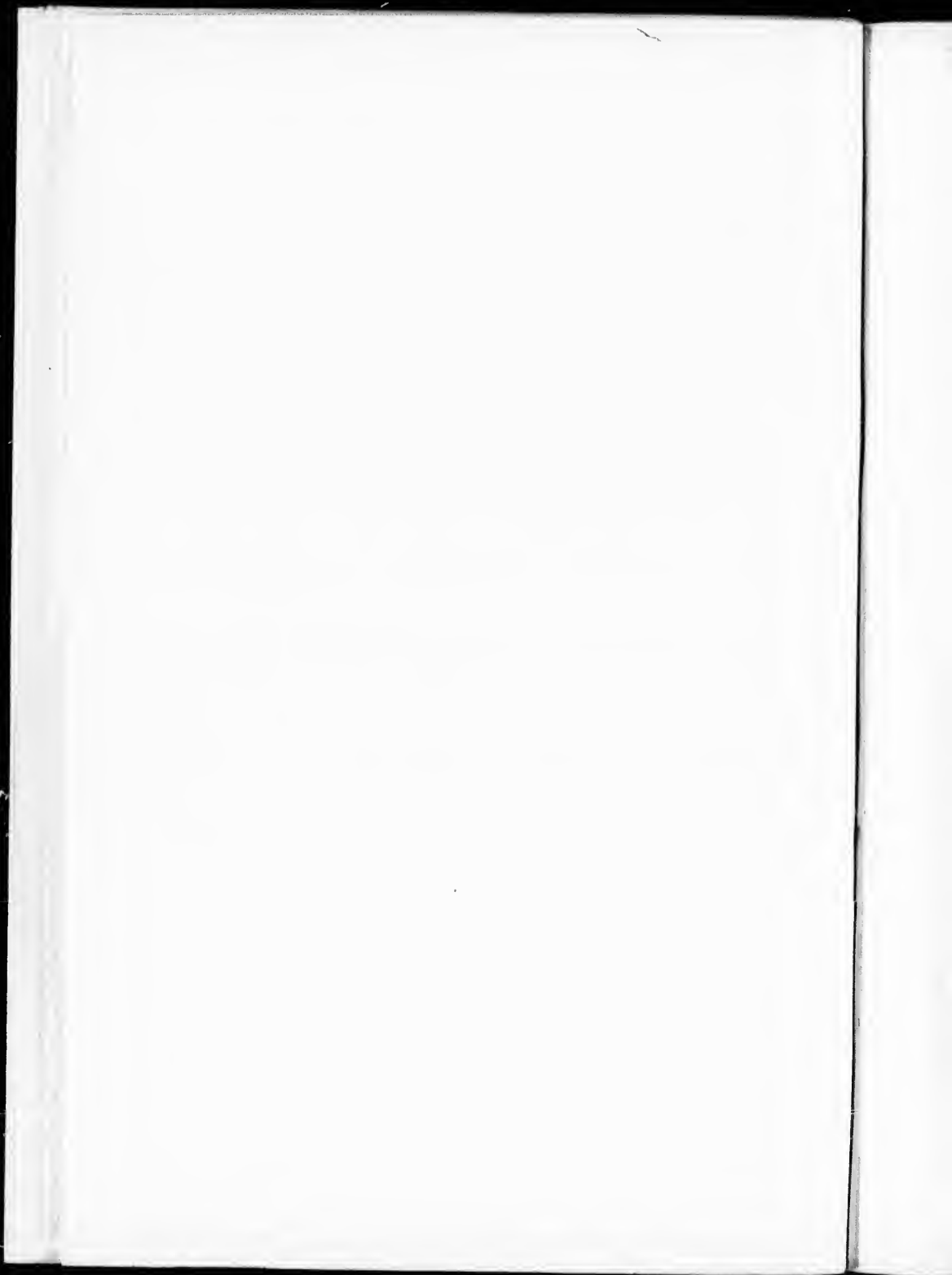
*[Handwritten notes on the right margin, including numbers like 1/2, 1/1, 1/2, 1/1, 1/2, 1/1, 1/2, 1/1, 1/2, 1/1]*

Provisions at Head Table

1 3/4 lb of Bread	3 1/2
1 Pint of Tea or Coffee Breakfast	
1 Pint of Soup	1
(or 1 lb of Potatoes to use 1/2 lb of Tea)	
Washing per Tin	1
	<hr/> Total 5 1/2

to, Double Experiment

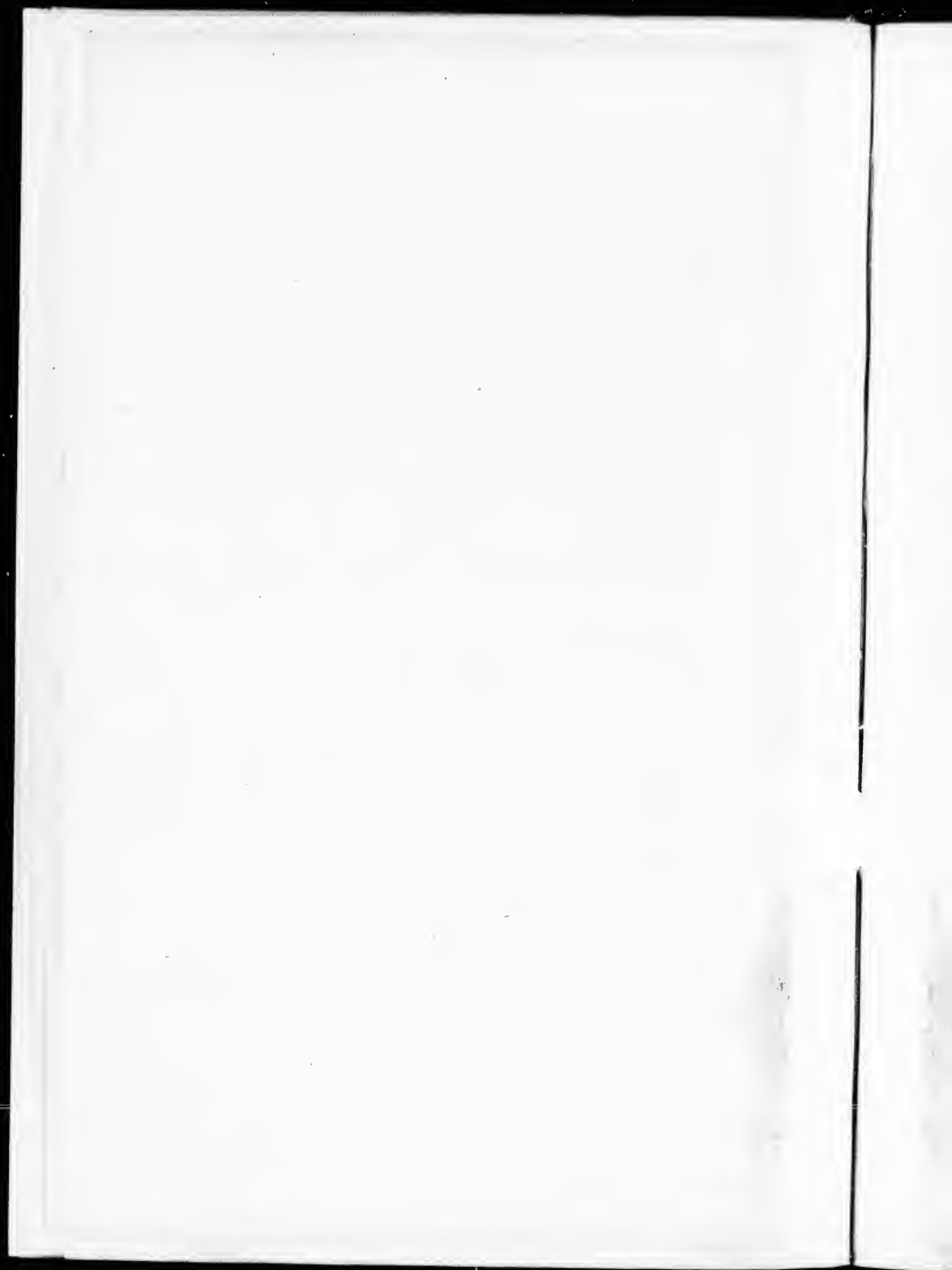
1 1/2 lb of Bread	3
1 Pint of Soup	1
(or 1 lb of Potatoes to use 1/2 lb of Tea)	
Washing per Tin	1
	<hr/> Total 5



5. All Prisoners confined in the Cells of this Garrison, by Sentence of Courts Martial will from the 1<sup>st</sup> Oct<sup>r</sup> to 31<sup>st</sup> shall be supplied with a set of bedding each, from the Coys to which they respectively belong or may be attached.

6. The Captain and Subaltern on Garrison Duty will visit the prisoners confined in the Cells of the Garrison, three, at the Citadel by the former, three, at the Palace Gate by the latter, for the purpose of ascertaining if there are any Complaints. Stating the performance of this duty in their Reports to the Commandant.

7. All Soldiers confined in Garrison Duty or for Reg<sup>t</sup> offences intended for trial by a Garrison Court Martial are in future, to be conveyed, to the Guard Room in the Citadel, in Compliance with the Standing Orders in respect of the Guards and not the Main Guard as heretofore,



*Officers commanding Regiments and Detachments.*

1. They will be held responsible for the regular attendance of the officers and men under their command at Divine Service, and will be particularly careful to give all soldiers professing the Roman Catholic Religion, full liberty to attend the proper places of Divine Worship, according to the forms of their religion, when Military duty does not interfere, and in the event of the weather being unfavorable when the Garrison may be ordered to assemble for Parade, the Corps will remain in their respective barracks, until a communication is received from the Commandant.

2. They will be pleased to report to the Deputy Adjutant General and Commandant, the hour and place they propose to assemble their regiments for exercise and ball practice, and in order to guard against accidents, ball firing will cease at o'clock.

3. When an officer shall obtain the Commandant's temporary leave of absence, a report is to be made to the Town Major, stating the period which he is to be absent from the Garrison, and the corps to which he belongs will continue to do their proportion of Garrison duty.

*Alarm Posts, and turning out in case of Fire.*

†1. The alarm posts for the several corps will be their respective private parades, and in the event of Fire, the following rules and orders will be strictly observed.

†2. On the alarm being given, the commander of the Castle Guard will order the drummer or

bugler to beat or sound, the assembly proceeding from the Guard-house, passing in front of the Jesuit Barracks, through St. John's street to Palace Gate, returning by St. Johns, St Ursule, and St. Lewis streets, to his Guard; and an orderly bugler or drummer from the corps furnishing the field officer or captain of the day will proceed, beating or sounding the assembly by the steps to the Provision Store Guard, returning by the Lower Town Market place, and Mountain street, to his barracks.

†3. All commanders of Guards, upon discovering a Fire in the neighborhood of their Guards, will immediately communicate the same to the Commandant, Field Officer on duty, and Town Major.

4. Officers on Garrison duty will repair to the place on fire, and place themselves under the orders of the Field Officer of the day, who will issue to the troops assembled such orders as may be necessary; he will place himself in communication with the civil authorities on the spot, and act in conjunction with them.

†5. No alarm will be given when a chimney only is on fire, which is to be correctly ascertained previously to the assembly being ordered to beat or sound, as directed by the Standing Orders to Guards.

6. One of the regiments quartered in the Town is to be warned alternately to turn out in case of fire, the Royal Artillery to be included in this tour of duty, and to be accounted as a Regiment,

and no other corps besides that which shall have been so warned, is to turn out, unless especially required to do so by the field officer of the day, or superior authority.

7. On the assembling of the corps, warned for this duty, two companies with their proper proportion of officers, with buckets and fire-hooks in their charge, will be marched to the building on fire for the purpose of being employed under the direction of the Field Officer on duty, and afford every assistance ; nor will a greater number of either officers or men be allowed to attend, than those required by this order ; on arriving within sixty paces of the building on fire, the detachments will be halted, and remain in readiness to be employed on the requisition of the civil authorities as their services may be required ; the men are on no account to quit the ranks, except to answer the calls of nature, and by permission, or to be indiscriminately employed. The corps quartered in the Jesuit Barracks will furnish 1 sergeant, 1 corporal, and 24 privates, to man the Engine in charge of the Commissariat Department.

8. The corps appointed to turn out in case of fire, will furnish a piquet, consisting of two sergeants, two corporals, one bugler or drummer, and 40 privates, to be warned daily, and in readiness to turn out, under the Adjutant of the corps furnishing the duty, who will immediately proceed to the building on fire, where they will be employed under the direction of the Field Officer on duty, in keeping idlers from the premises, and furnishing Guards for the protection of the property.



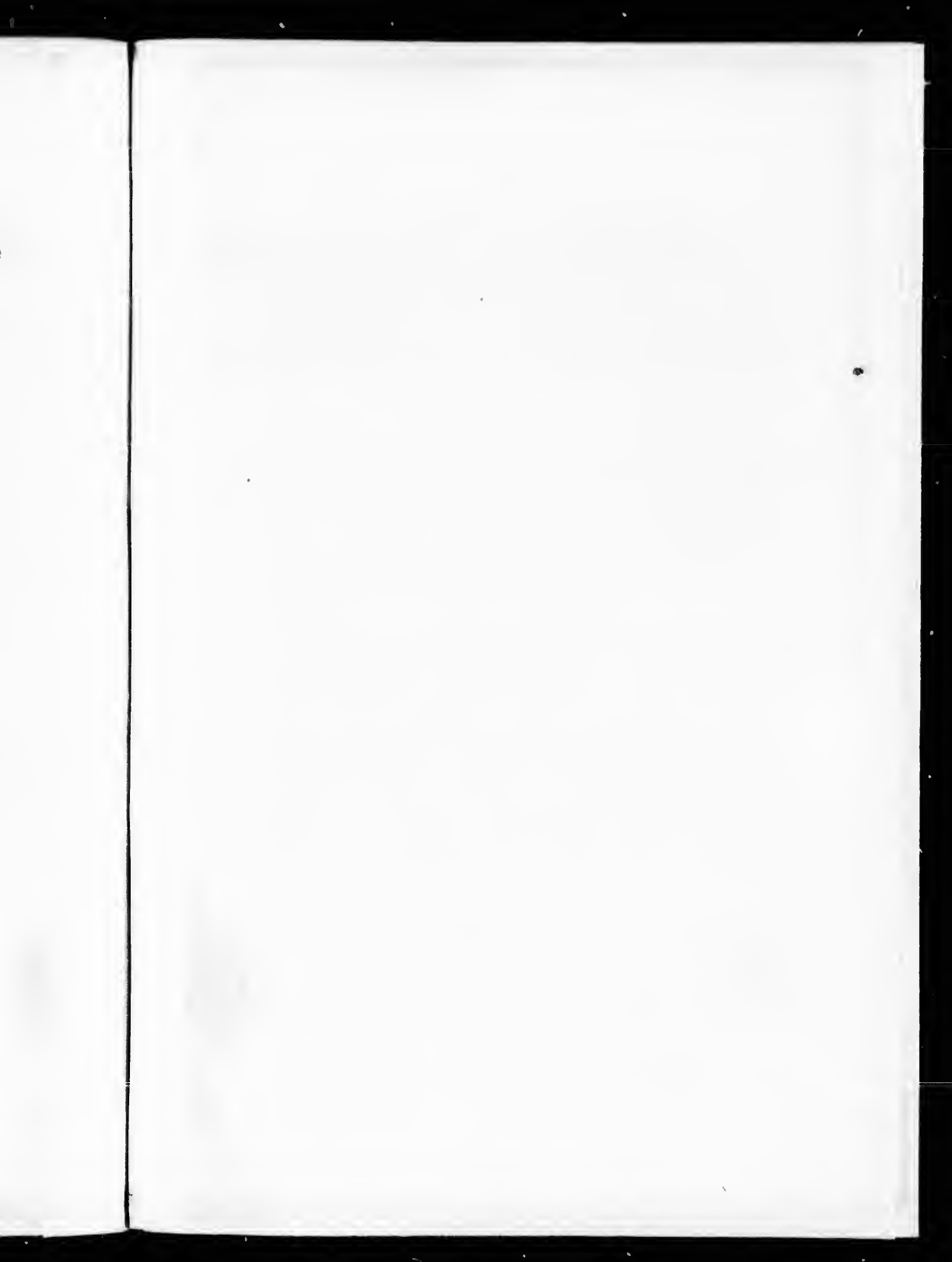
9. Corps or detachments occupying the Citadel are not required to turn out, nor are they to leave their quarters, without orders from the Commandant except in case of a public building being on fire, when two companies only will be attached to the Engine in charge of the Royal Engineer Department.

10. Should it be found necessary on the troops being ordered to their barracks, to leave a piquet or any number of men to be employed under the directions of the civil authorities, the whole will be in charge of an officer on Garrison duty, who will not dismiss or withdraw the parties without authority from a Magistrate, the Commandant, or Field Officer of the day, and will state in his report the manner in which the men were employed, and all particulars.

11. The non-commissioned officers and men for this duty will be furnished from the regiment which may have been employed on the occasion.

12. Detachments or parties employed on this service, will, in the absence of the Commandant, be under the immediate direction of the Field Officer, or Captain on Garrison duty, and officers and non-commissioned officers in charge of parties, are held responsible that they proceed through the streets in a silent, soldierlike manner. All orderlies, on any alarm, will immediately join the officers to whom they are attached.

13. A detachment of men from each regiment, with their officers, and the Quartermaster, with their Engines, must be drilled weekly to the use of the engines, that they may know how to make use of them when required to do so.



*Receiving Rounds, &c.*

1. The following method of receiving Rounds will be strictly observed by officers and non-commissioned officers on duty in this Garrison, and all Rounds by night will invariably be accompanied by an escort of a file of men from the piquet at the Main Guard.

2. A sentry (except at a guard room door) challenging, being answered Rounds, is to reply, "pass Rounds," and present his arms; when a countersign is given out, he is, on being answered Rounds, to reply, "stand Rounds," advance one with the countersign, and charge his bayonet; the Rounds will then detach one to give him the countersign, whom he will not, however, permit to come within his bayonet; as soon as he has received the countersign, he will give the word "pass Rounds," and shoulder and present arms. A sentry at a Guard room door, challenging and being answered "Rounds," is to call "Stand Rounds, Guard turn out;" as soon as formed, the officer commanding the Guard will detach the sergeant and four or six men, in proportion to the strength of the Guard; if commanded by a sergeant, he will detach a corporal and two men to meet the Rounds, who, as soon as formed at twenty or twenty-five yards from the Guard, will challenge again, "Who comes there?" the Rounds will answer, "Rounds:" "What rounds?" "Grand" or "Visiting Rounds," (as it may happen to be;) "Stand Grand" or "Visiting Rounds," "Advance one with the Parole," which the sergeant commanding the escort of the Rounds will do; the sergeant of the Guard having received the

Parole, is to order the other sergeant to his escort, and will himself go and give the Parole he has received to the officer of the Guard, who, on finding it correct, and the sergeant being returned to his party, will give the words, "Advance Rounds," when the Rounds come to the advance party which will then be formed in a lane; the sergeant commanding will give the word "Present Arms," and will allow the officer going the Rounds to pass through the lane, but will keep the escort back. The reason of asking "What Rounds" is, that the Guard gives the Parole to the Grand Rounds, but receives it from all other Rounds, let the rank of the person be what it will; before the parole is given or received, the Guard must present Arms.

3. Whenever the Field Officer of the day, Captain of the day, or any other officer having the superintendence of the Guards, visits them in the day time, without any escort, the officer or non-commissioned officer commanding the Guard, must give him the Parole.

4. In some Garrisons, it is the custom for the Rounds, when challenged, even by sentries, to answer by naming the Rounds, as "Grand" or "Visiting Rounds," in which case the sentry is to reply, "Pass Grand" or "Visiting Rounds;" the sergeant of the Guard, who is detached to examine the Rounds will, in that case, also be answered in the same manner on his first challenging, so that it will not be necessary for them to ask afterwards, "What Rounds."

5. In the Field or in Garrison, when a counter-sign is issued, as well as a parole, it is the coun-

tersign which is given by the sergeant of the escort, and not the parole; the parole is to be known only by the officers of the Rounds, and commanders of Guards.

6. Whenever the Commandant of the Garrison goes the Rounds in the night, he will announce himself, (Commandant's Visiting Rounds) and will give the parole and countersign.

These Orders to be returned to the Town Major, on Regiments leaving this Garrison, *or paid for at the rate of 5s. each copy.*

The Orders relative to the Duties of the Garrison marked thus, † are to be read and explained to the men by officers commanding companies once a week.

By order of his Lordship,

THE COMMANDER OF THE FORCES,

G. A. ELIOT,

*Lt. Col. Act'g. D. A. G.*

*Done & signed 1831*

Quebec, \_\_\_\_\_ 183

*Parole,* *Countersign,*  
**FIELD OFFICER'S REPORT.**

*I visited the Guards of the Garrison between the hours of \_\_\_\_\_ by day, and as Grand Rounds by night, found them all present and sober, and acquainted with their duties, (or otherwise ;) the Guard Rooms and Tables, &c. clean, and the officers and non-commissioned officers reported that all orders had been read to the Guards, &c.*

*I directed the Captain and Subaltern of the day to visit as follows, after the hour of \_\_\_\_\_ o'clock by day, and as Visiting Rounds after the hour of o'clock by night. Vis :—*

<i>The Captain,</i>	<i>The Subaltern,</i>
<i>Guards,</i>	<i>Guards,</i>
<i>Castle,</i>	<i>Prescott Gate,</i>
<i>Citadel,</i>	<i>Hope "</i>
<i>Main,</i>	<i>Palace "</i>
<i>St. Lewis Gate,</i>	<i>Provision Store,</i>
<i>&amp;c.</i>	<i>&amp;c.</i>

*I inspected the Garrison Reports, and found them correctly made out ; (or otherwise) and declare that every Guard regularly turned out, and that I was received agreeably to the Standing Orders of the Garrison.*

*(Signed,)* *A. B. C.*

*The Commandant, } Major \_\_\_\_\_ Reg't.  
Quebec. } F'd Officer on Garrison duty.*

( 40 )

FORM No. 2.

Quebec,

183

Parole

Countersign

**CAPTAIN AND SUBALTERN'S  
REPORT.**

*I visited the following Guards, as detailed by the Field Officer or Captain of the day, by day, and (as Grand or Visiting Rounds, as the case may be) between the hours of \_\_\_\_\_ o'clock by night, heard the rolls called, and found them present, and sober, (or otherwise.)*

*Guards,  
Castle,  
Citadel,  
&c.  
&c.  
&c.*

*I declare that every Guard turned out, and that I was received agreeable to the Standing Orders of the Garrison.*

*(Signed) D. F.  
Captain or Sub. \_\_\_\_\_ Reg't.*

*On Garrison duty.*

*The Field Officer }  
on Garrison duty. }*

( 41 )

FORM No. 3.

Quebec,

183

**QUARTERMASTER'S REPORT.**

*As Quartermaster for the week, I daily visited the officers' and men's Barracks and Hospital, and caused the yard and out buildings, &c. &c. to be cleaned, and dirt removed, &c. &c. agreeable to the Standing Orders of the Garrison.*

(Signed,)

*E. F.*

Quartermaster \_\_\_\_\_ Reg't.

*Quartermaster for the week.*

*The Field Officer  
on Garrison duty. }*



FORM No. 4.

*His Majesty's Service.*

*Field Officer's Report.*  
*Quebec,* \_\_\_\_\_ *183*

*Commandant,*  
*Quebec.*

*His Majesty's Service.*

*Captain or Subaltern's Report.*  
*Quebec,* \_\_\_\_\_ *183*

*Commandant,*  
*Quebec.*

FORM No. 5.

Report of the		Guard, mounted by the		Regiment in the Garrison of Quebec		183																																																																					
No.	Prisoners' Names.	Regiment.	Company.	By whom	When	Where	Crimes.	Confined Days	Confined Nights																																																																		
In charge of the Guard.																																																																											
Officers' Room.			Men's Rooms.			Parole.		Countersign.		Details.		Sentinels.																																																															
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								Corporals		Drummers		Privates																																																															
								By day		By night																																																																	

Previously to the old Guard marching off, I inspected the several articles in charge, and found them agreeable to the above Schedule, the Guard Room clean, the Board of orders legible, (or otherwise.) Immediately after the old Guard marched off, I read the orders to the Guard, after which I visited the sentries, and found them properly posted and instructed in their different orders. I inspected every relief, both going out and coming in, and found them fit for duty. The sentries were visited frequently during the Guard, and found alert on their posts, and correct in their orders.

The Guard was visited by } The Field Officer of the day at o'clock by day, and at  
 } The Captain of do. at do. by do. and at do. by night  
 } The Subaltern of do. at do. by do. and at do. by do.

N. B. Nothing extraordinary has occurred during the period of my duty, or as the case may be. [Signature]



# INDEX TO STANDING GARRISON ORDERS.

## PURPORT.

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(47)

Extract from Gen Order dated 30<sup>th</sup> Decr 1834  
No 2 The Commander of the Forces has been  
pleased, to make, the following changes  
in the Garrison Orders of the Garrison of India  
under the heading

Alarm, Pests & turning out in Camps

This Duty is to be performed in  
Relation, by the Reg<sup>t</sup> or Regiments occupying  
the several Barracks, and by the Royal  
Artillery which is to be accounted as a  
Reg<sup>t</sup> in taking their tour of duty at times  
Except in cases where a Government  
Building, or a Building containing Govern-  
ment property, is actually on fire  
or in danger of being set on fire, the  
Troops are not required to render their  
Assistance as a Matter of Course, Assistance  
however, will be afforded to the extent  
in the manner provided by the Garrison  
Orders, upon personal application  
or in writing to the Command Officer of the Garrison

or of the Troops Stationed in the streets.  
Commanded by the Mayor of Dulles, or  
by a Magistrate, and the Troops may  
be withdrawn although the fire should  
not have been extinguished, whenever  
the Officer Command. Shall Consider it  
expedient to do so.

The Troops employed at Fires  
are to be under the orders of their own Officers

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on

may

could

even

with

ires

offices



