

# STANDING ORDERS

FOR THE

Garrison of Montreal,

AND

## 2nd MILITARY DISTRICT.

---

Published by Authority.

---

MONTREAL, 1<sup>ST</sup> MAY, 1866.

---

*M*ontreal :

PRINTED BY JOHN LOVELL, ST. NICHOLAS STREET.

1866.

MONTREAL, 1st MAY, 1866.

GARRISON ORDER.

THE following Standing Orders for the Garrison of Montreal, having been approved by the Lieut. General Commanding in Canada, are to be strictly attended to by every Officer, Non-Commissioned Officer and Soldier.

Several Orders which appertain to the Colony generally are inserted, to serve as a Guide for Corps upon first arriving in the District, and orders marked with an asterisk \* are to apply to other Garrisons in the 2nd Military District.

Those Orders in Her Majesty's Regulations, which relate to Camp, Garrison and other duties, are not here inserted, but are to be strictly carried out.

Every Officer serving in the Garrison is to provide himself with a copy.

By order,

J. POPE, CAPTAIN,  
*Town Major.*

## CONTENTS.

---

	PAGE
1. Absentees.....	3
2. Alarm Posts and Fires.....	4
3. *Barrack Inspections, &c.....	5
4. Brigade Major.....	6
5. Champ-de-Mars, and Logan's Farm.....	7
6. *Courts Martial.....	8
7. Death Reports and Burials.....	10
8. *Deserters—Look-out parties, and Rewards for apprehending Deserters.....	12
9. Divine Service.....	13
10. *Dress .....	15
11. *Embarkation of Invalids and others for England.....	16
12. *Examination of Officers for Promotion.....	17
13. Exchange of Duties.....	18
14. Field Officer and Garrison Captain of the Day.....	19
15. Garrison Boat and Coxswain's Instructions.....	22
16. Garrison Libraries.....	23
17. Guards in General.....	24
18. *Leave of Absence.....	27
19. Military Police .....	28
20. Military Prison.....	29
21. Parades and Marches.....	30
22. *Returns .....	32
23. *Sanitary Committee.....	33
24. Sexton, and Clerk to Garrison Chaplain.....	35
25. St. Helen's Island Orders.....	36
26. Subsistence of Men in Gaol for Civil Offences.....	38
27. Tattoo .....	39
28. *Telegrams—Bills for Postage, &c.....	40
29. Town Major's Duties.....	41
30. Town Serjeant's Duties.....	42
31. *Travelling Expenses.....	43
32. Water Pipes in Winter.....	44
33. Miscellaneous Orders.....	45

### ABSENTEES.

1. Each Corps will send to the Town Major's Office before 10 A. M. daily, a Report of the number of Absentees, at Breakfast Roll Call, specifying whether of one night's duration or more, according to the annexed form. These Reports are not to include Men who have been more than five days absent.

2. When Men are absent from Tattoo, notice is at once to be sent to the Senior Serjeant of the Military Police.

### REGIMENT.

*Morning Absent Report.*

*Date.*

First Night.	More than one night	Total.	REMARKS.

Signed,

*Com'g Officer or Adjutant.*

### ALARM POSTS AND FIRES.

1. The Alarm Posts for the several Corps will be their respective Private Parades.

2. When Troops are required to assist at a Fire, they will turn out in their oldest Fatigue clothes. The Picquets will turn out in Arms and Accoutrements as they will be required for the protection of property. No alarm need be given when a Chimney only is on Fire, so long as it is confined to the Chimney.

3. The Fire Engines in each Barrack are to be exercised every month. In the Winter Season they are to be particularly examined to see that the Hose and all the other parts are in good working order.

4. The Chief Engineer of the City Fire Department has placed keys in the several Barracks for the Fire Alarm Telegraph Boxes in their vicinity.

Printed instructions for their use are also placed in the Regimental Guard Rooms.

## BARRACK INSPECTIONS, &amp;c.

1. The Orders laid down in H. M. Regulations with regard to the system of giving and taking over Barracks, Barrack Inspections, and the proper custody of, and supervision over Barrack Furniture, are to be strictly adhered to.

2. No Barrack Furniture is to be removed from the rooms in which it is given over ; but when the Government do not find Barrack accommodation for Officers, the Commanding Officer may sanction the removal of Cots and Bedding (but no Utensils) for as many Soldier Servants as the Officer is entitled to.

3. All Losses and Damages, are, as far as possible, to be traced to Individuals, and the amount to be levied upon the person through whose neglect the damage has been done.

4. Officers Commanding Batteries or Companies with the Quarter Master are to be present at Barrack Inspections, agreeably to Paragraphs 26, 27 Queen's Regulations, and are to note down all Damages assessed ; these notes are to be read over in each room, and compared with those taken by the Barrack Master ; if they agree, the Captains are to sign in Ink the Barrack Master's Notes ; if any items are disputed a List of them is to be given to the Barrack Master on the spot.

5. Men responsible for Articles are to report any Loss or Damage at once, otherwise the charge will be made against them individually.

6. A Return of the Barrack Damages charged against each Corps is to be sent to the Brigade Office by the Barrack Master after the Inspections are finished.

### BRIGADE MAJOR.

1. The Major of Brigade is the channel through whom all the Official Correspondence with the Major General Commanding the District is conducted. All Letters addressed to him are to be on Half-Margin. All applications for Transport by Land or Water within the District are to be made to him.

2. He is to perform the duties of an Assistant Quarter-Master General to the Garrison, with reference to the movements of troops which are stationed in, or are to remain in the Garrison.

3. He is responsible that all the Orders of the Major General are published, and carried out within the District.

4. It is his duty to bring to the notice of the Major General any irregularity or deviation from orders, both in the Garrison and District.

5. All the Annual, Monthly, and Quarterly Returns rendered by Regiments and Corps within the District, are to be addressed to him, and are to be posted, so as to reach the Brigade Office on the days appointed.

6. All Correspondence and Returns, which are not entirely Regimental, as laid down in Par. 8, page 78, H. M. Regulations are to pass through the Brigade Office.

### CHAMP-DE-MARS AND LOGAN'S FARM.

1. At the commencement of each Spring, orders will be issued allotting to each Corps in Garrison the Hours and Days these grounds will be available for Regimental Parades and Drills.

2. After a Field Day at Logan's Farm, Commanding Officers are requested to discharge their loaded Rifles in the proximity of the Wood.

3. One of the Military Police will always be on duty on the Champ-de-Mars to see that the steps and slopes are not injured, that no Rubbish or Stones are thrown on the Parade Ground, and that no holes are dug by Regiments for marching past flags :—Foot Ball will be allowed with the understanding that the parties pay the Corporation for the Lamps that may be broken. The Game of Cricket is not allowed. No Carriages or Horses are to be allowed on the Ground except at Military Reviews.



### \* COURTS MARTIAL.

1. When Applications are made for the trial of Prisoners by Inferior Courts, the word "Special" is to precede the word Application, and the reason for applying for the Inferior Court is to be written as concisely as possible after the words "for the trial at"

2. Whenever a charge for any loss or damage is preferred against a Soldier, for which he may be sentenced to Stoppages by a Court Martial, such charge is invariably to be separate and distinct from every other.

3. In all Applications, a statement of what the Prisoner has to urge in his defence, with a list of his Witnesses, will accompany the application:—If the Prisoner has no defence to make, it will be so stated at the foot of the second page.

4. When application is made to try a Soldier for Habitual Drunkenness, it is to be stated, whether any, and what deprivation of Pay for Drunkenness the Prisoner is undergoing at the time.

5. In all applications for dispensing with trial by Courts Martial for Habitual Drunkenness, the date of enlistment is to be inserted, also the date and sentence of last Court Martial, and the previous instances of Drunkenness which rendered the man liable. In the column of Remarks, the reasons for making the application will be stated: the nature of the charges on previous trials will be inserted in a separate column.

6. When Prisoners of different Regiments are for trial, they will, as a rule, be tried in the order in which their names are inserted in Garrison orders.

7. The name of the Officer who acts as Official Prosecutor on all Garrison and District Courts Martial, is to be inserted after the Prisoner has pleaded.

8. Whenever a Prisoner who is in possession of a Good Conduct Badge is tried by Court Martial, the Court will ascertain and record the fact, as an "Honourable Reward" of which the Prisoner is in possession.

9. The original application for the trial of a Soldier is never to be laid before a Court Martial.

10. The Proceedings of all Garrison or Detachment Courts Martial are to be addressed to the Major General Commanding, and not to the Brigade Major. The words "Proceedings of a Garrison or Detachment Court Martial" will be marked on the left hand corner of the Envelope.

11. The original Charge submitted to the Court will be attached to the Proceedings.

12. When a General, or Garrison Court Martial has closed its Proceedings, the Members will return to their Regimental Duty, pending the order for the dissolution or re-assembly of the Court.

13. The number of Subalterns on a General Court Martial is not to exceed six.

14. A Serjeant from the Corps to which the Prisoner for trial belongs, will attend at the Town Major's Office half an hour before the hour of Assembly for the Papers connected with the trial; this N. C. O. will act as Orderly to the Court.

### DEATH REPORTS AND BURIALS.

1. In all cases of Deaths amongst the Troops, two Reports are to be made out according to the form appended ; one to be sent to the Town Major's Office, and one to the Chaplain of the Persuasion the deceased belonged to.

2. When the services of any of the Chaplains are required for the performance of the Burial Service for Men, Women or Children, notice is to be sent at least one day previously, and the *hour* of burial must always be left to the Clergyman : a party from the Corps to which the deceased belonged will open the grave under the directions of the Sexton.

3. The key of the Protestant ground is kept by the Military Sexton. Permission to dig a Grave at the Catholic Cemetery round the Mountain, is to be obtained from the Sexton at No. 38, St. Sulpice Street, adjoining the French Cathedral. The Roman Catholic Clergyman will be found at No. 92 St. Alexander Street, adjoining St. Patrick's Church.

4. As a Guard is not permanently mounted at the Protestant Burial Ground, Papineau Road, a N. C. O. and two men from the Corps to which the deceased belonged, will be sent to the ground a quarter of an hour before the Party arrives, to keep back the crowd, and prevent noise and irregularities during the ceremony.

5. In all cases of Drowning, Sudden, or Accidental Death, a detailed Report is to be made to the Brigade Major, for the Major General's information.

## REGIMENT.

DEATH REPORT.	DATE.
Rank and Name . . . . .	
Age . . . . .	
Service . . . . .	
Date of decease . . . . .	
How long ill . . . . .	
Disease . . . . .	
In what Hospital . . . . .	
Religion . . . . .	
Date, hour and place of burial .	
REMARKS . . . . .	

Signed,

*Commanding Officer.*

\* DESERTERS—LOOK-OUT PARTIES, AND REWARDS  
FOR APPREHENDING DESERTERS.

1. Whenever there is reason to suppose that any Man has Deserted, an immediate Report is to be made to the Officer on Look-out duty, and to the Military Police, in order that Telegrams may be sent to the various Look-out Posts. Commanding Officers will also take immediate steps by telegraphing, or sending Patrols to where the Absentee is supposed to have gone.

2. Men for Look-out duty are to be specially selected, and are to be medically inspected before they are detached from their Regiments. They receive their Full Pay while so employed (without deductions for rations). Their Pay is to be handed over by the Paymasters of Corps to the Officer in charge of the Look-out parties on the 3rd of each month. An allowance of one shilling and eight pence per day is allowed to each man for Board and Lodging, which is drawn from the Commissariat Department by the Look-out Officer. They provide themselves with plain clothes.

3. In all applications for Rewards for the apprehension of Deserters, the Commanding Officer will state the merits of the case in detail, and append an extract of the Crime, <sup>the</sup> Conviction and Sentence.

4. In transmitting applications for the payment of expenses incurred for Services rendered, and for information given in respect to Deserters, a report of such expenses is to be made *directly* after the expenses have been incurred.

## DIVINE SERVICE.

1. Each Battalion will be marched to the Garrison Chapel under the command of a Field Officer ; and not less than one Officer per Company to attend.
2. Each Corps having a Band will perform the Choral part of the Service in turn.
3. Men in possession of Prayer Books are to bring them with them to Church.
4. The Bands and Drums of Corps will play during the march of the Troops to, and from Church : Commanding Officers will ascertain the hours of Service at the Churches and Chapels on the route, and will be held strictly responsible that the Congregations are not disturbed by the Music.
5. When the Weather is threatening or unfavourable, fresh orders will be issued from the Town Major's Office ; If the Parade is countermanded, Commanding Officers will allow such men to attend independently as wish to do so, as the Service will always be performed.
6. When the Troops leave the Church, they will fall in at the East end of the Champ-de-Mars in quarter distance column, facing the Church.
7. The Covering Sergeants will sit in the Pews down stairs near the door so as to take up their covering quickly at the conclusion of the Service.
8. There will be a Voluntary Service on Friday Evenings, at which time all Baptisms and Churching of Women will take place, and Pews will be available for the Women and Children, as well as all soldiers who wish to attend.
9. The Collections made at the Garrison Chapel are forwarded to the Quebec Asylum, for the benefit of the Widows and Orphans of Soldiers.

10. The Roman Catholics attend at St. Patrick's Church in St. Alexander Street at 8 o'clock in the morning. Those at Hochelaga attend at 7 A.M., in Summer and 7.30 in Winter at St. Bridget's Church—Dorchester Street-East.

11. The Presbyterians attend at St. Andrew's Church, Beaver Hall, at 9 o'clock in the morning.

12. The Wesleyans can attend at 10.30 A.M., at any of the following Churches that may be most convenient to their respective Barracks, viz :

1. In Great St. James Street.
2. At the corner of Gabriel and Anne Streets, Griffintown.
3. At the corner of Lagauchetière and Durham Streets, St. Mary's Suburbs.

13. Each Corps will detail a N. C. O., to remain outside the door at all Services, to take the names of any men who leave the Church during the Service. These N. C. O's will see that the Men return, and that their names are given in to the Commanding Officers of Corps.

14. When it is necessary for the men to wear Creepers in going to Divine Service, the Officer commanding the Party will order the men to take them off before they enter the Church.

15. When an hour has been named in orders, for men to attend Divine Service at any House of Worship, the Men are to arrive, so as to be seated by that hour.

## \* DRESS.

ON DUTY.—1. Officers on Garrison duty, either as Field Officer, or Captain of the Day, or Week, are to remain in Uniform all day ; also Officers on Regimental Duty ; the former will visit their Guards in Full Dress. If they dine at Mess, they will appear in Regimental Tunics with Sashes.

CHURCH.—2. Officers who attend the *Morning* Service in the Cathedral will, in Summer, appear in Blue Coats with Sashes, but without Swords : In Winter they will either wear the Winter Coat with the Sash, or, if they prefer it, dressed as in Summer. At other services in the Cathedral, Uniform is not required.

PARTIES.—3. Officers may go to ordinary Evening Parties in Mess Dress, provided the Governor General, or Lieutenant General are not notified to be present : if they are to be present, a communication from the Commandant's Office will be made : Parties given to, or by the Governor General, the Lieutenant General, or the Bishop of Montreal, are always to be attended in Full Dress, and Official Parties given by the Mayor are also to be in Full Dress.

THEATRE.—4. At all Performances given by Officers or Soldiers of the Garrison, Officers will attend in Mess Dress :—On Command, or Patronage Nights by the Governor General, or Lieut. General, Officers will be in Full Dress, unless otherwise arranged : If by the Major General, in Mess Dress :—

5. Entertainments of Ceremony will be attended in Full Dress.



**\* EMBARKATION, OF INVALIDS AND OTHERS FOR ENGLAND.**

1. No Soldier is to go on board the Steamer until his name has been called over by a Staff Officer: An Officer from each Corps will be present and remain until the Steamer has left the wharf.

A Medical Officer from each Corps having sick men will also attend.

2. An Officer from each Corps will meet the Officer proceeding in charge of Invalids, at the Town Major's Office at one o'clock on the day of embarkation, to hand over Balances, Accounts or other Regimental Papers.

3. Any Balances or advance of Pay for these men must be handed over, either in Drafts or English Money.

4. The Medical History Sheets are to be sent to the Deputy Adjutant General's Office, where the Officer in charge of Invalids will be directed to receive them with other documents.

\* EXAMINATION OF OFFICERS FOR PROMOTION.

1. The Board will make a separate Report for each Officer examined: They will ask not less than 70 Questions to a Lieutenant, and 45 to an Ensign: They will mark each answer in red ink with the words Correct, Incorrect or Incomplete, and in their report they will give the general result under those heads: Each question answered is to be numbered: Questions will be asked under each head as laid down in H. M. Regulations.

2. The Board will also ascertain by practical examination their competence in drill, as enjoined in paragraph 32, page 74 of the Queen's Regulations, and report specially that they have done so, as an Officer's competence can be more readily ascertained in the ranks and in command, than by reference to questions: but there are certain principles and general rules which must be answered *viva-voce*, which may prove that an Officer understands the theory of drill: The Officers must also give the Cautions, describing in detail how each movement is to be performed.

3. The Board will be extremely particular in their enquiries as to what relates to Courts Martial; and in addition to the subjects specially ordered, attention is directed to the embarkation of Troops, —Duties on Board-ship—Regulations for Barracks, and duties in Garrison, as also the interior economy, and system of reward and punishment, and power of Commanding Officers.

### EXCHANGE OF DUTIES.

1. Application for the exchange of duties should be made before one o'clock the previous day to the duty, in which case the Town Major is empowered to make the exchange, but after an Officer's name has appeared in Orders for Garrison duty, no alteration can be made without the sanction of the Major General.

2. In cases where Officers' names are sent into a Brigade or Garrison Office for any District or Garrison duty, and it becomes absolutely necessary to change them, the permission of the Major General, or Commandant shall be first applied for, stating the cause for the alteration.

3. The Adjutants of Corps will send immediate notice to the Town Major of Field Officers leaving the Garrison upon leave, or any other occasion whatever, and also of their return to the Garrison: Similar notices will also be sent of their becoming sick, and their return to duty.

4. When an Officer is reported Sick after being in orders for Garrison duty, a certificate from a Medical Officer will accompany the report, stating the nature of the illness.

## FIELD OFFICER AND GARRISON CAPTAIN OF THE DAY.

1. These Officers are entrusted, so far as the Military are concerned, with the preservation of the Peace, and protection of the City. To them a report of any disturbance—Fire—or any other extraordinary occurrence, is at once to be made by the Officer, or N. C. O. of the Guard nearest to which it takes place. They will remain in uniform and will not leave the town except on duty, and in case of riot or fire, at or near any Barracks or Government property, they will repair at once to the scene, or to the Main Guard if advisable, then assemble the Garrison Picquets, and give such orders as may be necessary for the attendance of more Troops : When assisting at a fire they will place themselves in communication with the civil authorities on the spot and act in conjunction with them.

2. When the number of Troops in Garrison admit of it, Picquets from two or more Corps will parade at the Champ-de-Mars at a stated hour in the evening, with a Subaltern from each Corps. The Garrison Captain will inspect the whole and issue instructions for Patrolling. When the weather is unfavourable, the Captain will dispense with their Assembly, and send notice to the different Barracks.

3. The Captain of the Day will direct his orderly to collect the Guard Reports and forward them with his own report to the Field Officer, who will then forward the whole to the Town Major for the Major General's information before eleven o'clock in the day.

4. When the Field Officer's duty is taken weekly, he will receive the other reports daily before 10 A.M : examine and initial them, noticing any errors or omissions, and send them back for correction.

5. The F. O. and Captain will send to the Town Major's Office before 12 o'clock in the day, for the detail of Garrison duties.

6. The F. O. will send instructions to the Captain as to the hours at which he is to visit the Guards.

7. No Officer shall visit or turn out a Garrison Guard by day, until after half past one o'clock.

8. The F. O. and Garrison Captain will send their address to the Main Guard as soon as they come on duty.

9. They will visit the Guards in Full Dress.

10. The Reports to be made out agreeably to the Forms appended.

## FIELD OFFICER OF THE DAY'S REPORT.

MONTREAL, *Date.*

Parole.

Cr. Sign.

*Guards.* I visited the Guards named in the Margin between  
and o'clock by day, and between and  
o'clock by night, and found them all present and correct—  
except.

The Commanders reported that the orders had been read  
to the Guards and Sentries.

I directed the Captain of the Day to visit the Guards  
after o'clock by day, and after o'clock by night.

I inspected the cells at the Barracks at o'clock,  
and found all correct.†

I enclose the Garrison Reports, which I have examined,  
and find correctly made out.†

Nothing extra occurred during my tour of duty.†

Signature,

The Town Major, Montreal.

## CAPTAIN OF THE DAY'S REPORT.

MONTREAL, *Date.*

Parole.

Cr. Sign.

*Guards.* Agreeably to instructions received, I visited the Guards  
named in the Margin, between and o'clock by day,  
and as visiting Rounds between and o'clock by  
night, and found them all present and correct—except

The Commanders reported that the orders had been read  
to the Guards and Sentries.

The Guard-Rooms, Tables, etc., were clean.†

I inspected the Cells at the Barracks, and found all  
correct. I paraded and inspected the Garrison Picquets  
at o'clock and found all present and correct.†

Nothing extra occurred during my tour of duty.†

Signature.

The Field Officer of the Day  
coming off duty.

---

(†) Or as the case may be.

## GARRISON BOAT TO ST. HELENS, AND INSTRUCTIONS FOR THE COXSWAIN.

1. The Coxswain is to be punctual to the hours of departure from both sides, agreeably to the hours notified in orders.

2. When the Boat is full of Passengers, no large Packages are to be conveyed.

3. When many People arrive at the same time for a passage, the first to be selected are those going on duty, and the Officers quartered on the Island — next the Workmen and Labourers employed by the Government—next the Women and children living on the Island—next Soldiers on pass—lastly Civilians who have passes signed by the Town Major or Officer Commanding on the Island ; but these latter are to be the last to enter the Boat, as a Pass to visit the Island does not entitle any person to conveyance in the Garrison Boat.

4. The greatest number of adult persons to be admitted into the Boat at one time is sixteen in addition to the Crew, two children to be equal to one adult. In boisterous weather this number to be reduced at the judgment of the Coxswain.

5. After the Boat has pushed off from the wharf, no Person is to order it to return again.

6. The Coxswain will confine any soldier asking for conveyance, who is in liquor.

7. He will be answerable that the Boat is properly secured every night, with chain and padlock, and that the Oars are removed to the Barrack Guard House.

## GARRISON LIBRARIES.

1. The Monthly inspection of the Books in the Library will take place on the first Wednesday in every month, agreeably to paragraph 39 of the Library Regulations.

2. The Soldiers' Committee deputed to the Garrison Library will meet on the first Monday in the quarter preceding the Wednesday's Monthly inspection, agreeably to paragraphs 36, 37 and 38 of the Regulations.

3. The Officers' Board will assemble on the first Saturday in the quarter *after* the two previous Committees, to make the report directed at paragraph 52 of the Regulations.

4. One of the Normal Schoolmasters in Garrison will be detailed as chairman of the Soldiers' Committee.

5. Books will be supplied to the Detachments at St. John's, Isle-aux-Noix, and Chambly, the Officers Commanding those Posts paying the authorized quarterly subscriptions to the Barrack Master at Montreal.

6. A Library consisting of 8000 volumes was presented to the Officers composing the Garrison of Montreal, by the Officers of the late Corfu Library in 1865, and is now established in the basement of the Garrison Chapel :—each Corps on arrival in the Garrison will nominate an Officer to act on the Committee of the Library, and Officers wishing to become Members are requested to give their names in to the Librarian.



## GUARDS IN GENERAL.

1. The Troops in Garrison will practice Trooping the Colour by Battalions on the Champ-de-Mars two days in the Week during the Summer Season in accordance with the instructions at page 272 of the Queen's Regiments, and 518 of the Field Exercise Book : The Regimental Colour is to be used on these occasions. Rifle Battalions will take their tour of these Parades, omitting the colour part.

1. As a rule the Garrison Guards will mount from their private Parades at 10 o'clock, except on Brigade Field days, when they will mount at 2 P.M. The word Mount means the hour at which the duties shall *March off*, from their Barracks.

3. The Commanders of Guards will read the Sentries' orders, as well as the other orders to the Guard : They will be responsible that they are kept clean, and will insert in their report if they are damaged, and by whom.

4. No Civilians are allowed to enter the Guard rooms, and the Men on Guard are not to hold conversation with Strangers.

5. When Guards Present Arms to Corps, or armed parties, they will remain at the Present, till the whole of the Party has passed : In the case of Two Regiments passing, they will Shoulder Arms, when the rear of the first Corps has passed, and Present again to the Head of the new Corps : When the Colours of a Regiment are passing, the Guard will Shoulder Arms before they approach, and Present again as they come opposite.

6. When Guards turn out, the Corporals will fall in with Shouldered Arms the same as the Privates, except when they command a Guard or relief.

7. Sentries challenging at night time, will demand the Parole up to 10 o'clock, and the Countersign after that hour.

8. Sentries will pay the usual compliment to Officers of the Militia and Volunteers when in Uniform.

9. All Prisoners taken up in the Streets for Drunkenness, or any other irregularity by Picquets, or by the Military or Civil Police, are to be taken to the nearest Guard Room, whether Garrison or Regimental, and sent to their Corps as soon as fit.

10. In case of Fire, at or near any Public Building, or any disturbance in the Town, the Commanders of Guards will immediately notify the same to the Field Officer and Garrison Captain of the Day, and to the Troops quartered in the nearest Barracks.

11. Whenever Glass is broken on Garrison Guards by the Violence of the Wind, or other causes, a separate certificate to that effect is to be sent in with the Guard Report.

12. The Officer on the Main Guard will be permitted to be absent from his Guard for two hours for the purpose of Dining, and three quarters of an hour for Breakfast, in consequence of the proximity of the Mess Houses to the Guard.

He will visit the Garrison Police rooms at their Dinner hour, and certify the same in his report.

14. The certificate on the face of the Guard Report will be inserted according to the Form in the Guard room, and will invariably be in the handwriting of the Officer in command: A fresh Relieving Report is to be made out in the Officers' own hand writing every day.

15. When a Supernumerary Officer mounts Guard, his name will be inserted in the Guard slip sent in by the Adjutants of Corps, and he will make out a Report, in addition to the one furnished by the Officer in command.

16. Printed Forms of Guard Reports have been approved of, and can be purchased; a different form being required for the Main Guard, to that for other Guards.

17. In the Winter Season, the Guards and Sentries will not Fix Bayonets, when marching to, and from their Barracks, nor while on Sentry. In very cold weather, the Sentries may be relieved every hour, or as often as the Commanders of Guards

consider it advisable, inserting the same in their report. Mocassins may also be worn by the Guards (Garrison and Regimental) on very cold days, at the discretion of Officers Commanding Corps.

18. The Men will carry their Rations with them, and cook them on Guard, as soon as the cold weather sets in.

19. While the winter Watch Coats are in use, the Serjeant of the New Guard will minutely examine them, and count the Buttons on each Coat, reporting at once any damage or deficiency, so that the cost may be charged to the old Guard.

\* LEAVE OF ABSENCE.

1. Except in special circumstances, two Field Officers and three-fourths of the Captains and Subalterns of each Corps are to be available for duty in Canada ; application may be made for one-fourth to have Leave to Europe ; in addition to which, Officers may apply for Leave at certain seasons, to travel in this Country.

2. Officers wishing for Leave out of the Canadas, will forward their applications to the Brigade Office eight days before they wish to proceed ; if they require Leave within the Colony, four days will be required. In case of urgent necessity, these periods may be lessened, but an explanatory letter must accompany the application.

3. In the applications for Leave of absence, the letter E will be inserted in red-ink opposite the Officers' names who are then on leave to Europe. The names of all Officers joining the Garrison, whether from Leave, or on first arrival, are to be sent to the Brigade Office.

4. Officers Commanding Corps can give Leave for three days to their Company or Battery Officers, but no F. O. or Staff Officer can leave the Garrison without the permission of the Commandant.

5. Whenever Officers of other Garrisons arrive, or are passing through any Garrison in the Command, and are remaining therein for the Day, they will report themselves to the Officer Commanding the Garrison.

6. Commanding Officers can give their men Leave to visit places within the Island of Montreal ; but all Passes for places out of the Island are to be sent to the Brigade Office.

## MILITARY POLICE DUTIES.

1. The Men from each Corps are quartered together over the Main Guard ; they mess together, and are attached to the Corps in the nearest Barrack, for their ration of Bread and Meat.

2. About one third of the Force is always on duty, patrolling the streets, and visiting the Public Houses and other places frequented by the Soldiers ; additional parties are on duty from Sunset till 12 o'clock at night, and when necessary, the whole Force attends at places where large bodies of Soldiers are congregated : They occasionally patrol in plain clothes, under special instructions from the Town Major : Parties are on the wharves when the Steamers are arriving and leaving, and also at the Railway Station, to examine all Soldiers, and call upon them to show their Passes : After last Post sounding they call upon all Non Commissioned Officers and Men, to show their Passes : if they have no Pass, they are to be confined, unless they are making their way direct to their Barracks.

3. They report or confine all men who are improperly dressed, drunk or irregular in the Streets or Houses at any hour : All men taken up by either Military Police or Regimental Picquets are to be taken to the nearest Guard Room, whether Garrison or Regimental.

4. The Serjeants visit the Men on Patrol duty twice during the night.

4. Every Man on the Police wears a distinguishing Badge of a Ring of white cloth, an inch wide, round the coat on both arms.

6. They parade for the inspection of the Town Major every Saturday in marching order, and lay out their kits.

7. The Pay of the Senior Serjeant is 1s. 6d. per day.

The other Serjeants receive	1s. 0d.	"
-----------------------------	---------	---

The Corporals	"	0s. 8d.	"
---------------	---	---------	---

The Privates	"	0s. 4d.	"
--------------	---	---------	---

8. Corps will issue to these Men their allowance of Light, and Fuel for Cooking purposes weekly : the Fuel for their Barrack rooms is drawn separately.

## MILITARY PRISON.

1. All Prisoners from Corps in the Garrison, committed to the Military Prison, are to arrive there at 2 P. M. punctually. Prisoners from the out Stations will be received at any hour during the day up to 6. P. M.

2. Before Prisoners are committed to the Prison, application, according to the annexed form, must be made at the Town Major's Office to ascertain whether there are cells vacant.

3. The Acting Warders, and others employed at the Prison, will be attached, for Rations, to the Corps quartered at Hochelaga.

4. When any of the Warders—Clerks—Orderlies or others are required to rejoin their Corps for musketry instruction or other causes, a memo to that effect will be sent to the Brigade Office three days before the day of relief, stating the names of those proposed to be employed in their stead.

## REGIMENT.

*Requisition for Cells.**Date.*

By Garrison Court Mart.	By Regim'tal C. M.	Com. Officer's award.	REMARKS.

Signed,

*Commanding Officer or Adjutant.*

## PARADES AND MARCHES.

1. Whenever the Garrison is ordered out for a Review, Field Day, or a March into the Country, the Casuals are to be as few as possible. The Tailors, Shoemakers, School Assistants, and Assistant Cooks are to attend; and only one N. C. O. and three men for the Officers' Mess, and a N. C. O. and one man for the Serjeants' Mess are to remain in.

2. Should the weather be unfavorable or threatening, the Troops will not leave the Barracks until they receive fresh orders, and the Orderlies who bring the Field States to the Brigade Office will remain there, until dismissed by the Brigade Major.

3. A form of Field State is appended, and is to be strictly adhered to by all Corps, in order to facilitate the making out of a Brigade State for the Major General.

4. The Field Officer of the Day, and the Garrison Captain, both when going on, and coming off duty will attend all Brigade Marches and Field days, and send in their Reports after they return. Officers for Garrison Courts Martial will also attend those Parades.

5. Corps will take steps to prevent Dogs accompanying them, when ordered out for Drill, as orders will be given to destroy them.

6. When Corps serving in the same Garrison meet, either in the Streets or when out Route Marching, they will incline to the right, and pass on left Arm to left Arm, each Company receiving the word to Shoulder, or Advance Arms, or Eyes left, as it meets the Head of the Column. The junior Corps to give the first command.

7. Owing to the narrowness of St. Paul Street, and the crowded state of Commissioners Street, Regiments, or considerable bodies of Men, are not to be marched along those Streets on week days, nor are they to cross them if it can be avoided.

8. When Troops are passing through the Principal Streets of the City, they are to march at attention.

9. As a rule, the Troops will not be marched out, or taken to Snow Shoe Parades, or to work on the Ice, when the Thermometer is below, or at Zero, except in cases of necessity.

## REGIMENT.

*Field statc.**Date.*

Distribution.	F. O.'s.	Capt's.	Subs.	Staff.	Serjeants.	Corporals.	Drummers or Buglers.	Privates.	Remarks.
Present under Arms..									
Band, and Acting } Drummers..... }									
Lance Serjeants.....									
Pioneers .....									
Total on Parade...									
On Guard .....									
In Hospital .....									
Hospital Orderlies...									
Sick in Quarters ....									
Garrison Employ ....									
In Military Prison...									
In Barrack Cells....									
In Reg. Guard Room.									
Officers and Ser- } jeants' Mess..... }									
Cooks .....									
Batmen .....									
Regimental Clerks ..									
Regimental Staff....									
Temporary Absentees									
On Look-out Duty...									
Absent with leave...									
Absent without leave.									
On Staff Employ....									
On Detachment.....									
Total strength....									

(Signed,)

*Com'g Regt.*



## \* RETURNS TO BE SENT TO THE BRIGADE MAJOR.

## ANNUALLY.

Returns.	When rendered at Brigade office.
Ammunition—Return of, in possession.....	As ordered by Regulation.
Arms and Accoutrements.....	
Deserters .....	

## QUARTERLY.

Returns.	When rendered.
Officers absent without leave.....	On the 3rd of each month in a new quarter.
Gun drill .....	
Cells, W. O. form .....	
Officers for promotion, Examination of.....	
Canteen Abstracts .....	
Recreation Room Reports .....	On the 7th do.
Chaplain's Certificates.....	

## MONTHLY.

Returns.	When rendered.
Monthly Return.....	On the 3rd of every month.
General Monthly Return.....	
Courts Martial Return.....	
Civil Convictions .....	
Religious persuasions.....	
Diary of Parades.....	
Detail of Guards.....	
Duty state .....	
Sanitary Reports .....	
Return of Saving of Fuel .....	
Cooking Report .....	Within three days after the Inspections.
Barrack Inspection Report .....	

\* SANITARY COMMITTEE.

1. The Sanitary Reports from Garrisons in this command, are to be made out on half margined paper, with the Headings over the subjects, the margin to be blank.

The Report is to be on the left hand side, and to be concise, containing only recommendations which cannot be carried out without special authority: the dates of meetings to be mentioned, and a certificate that a Journal of Proceedings is kept, is to be attached: the Items are to be numbered; See Memo. Quarter Master General's Office, 26th January, 1866, and Horse Guards Circ., 28th August, 1865.

2. When recommendations are made which only require the Major General's authority, and do not need further reference, a separate report is to be made.

3. The Committee will meet on the second and last Monday in each month, their report to be drawn up on the last occasion.

4. If the President requires the assembly of the Board at other times, it will, on his notifying it, appear in Garrison orders.

5. The Committee will go round the premises in occupation of the Troops once every month, and require the attendance of the medical Officer and Quarter Master of the Corps.

6. The Sanitary Committee does not assume the responsibility which rests upon Officers commanding Corps:—The Medical Officers and Quarter Masters of Corps are therefore frequently and carefully to examine into all that is calculated to effect the health of soldiers in Barracks and its precincts, and to report at once to their Commanding Officers; who will give immediate notice to the Barrack authorities, and if necessary to the President of the Committee.

7. The Committee are to satisfy themselves that the occupation is according to authority; that Barrack yards and precincts are clean; that there is no filth, and that the ventilation is good.

8. **A** Journal of the Proceedings of each meeting of the Committee is to be kept in a Book, which will be forwarded by the 3rd of every month to the Brigade Office:—Reports to be made without delay to the Major General upon any subject requiring immediate attention.

9. The President of the Committee will place himself in communication with the Sanitary Officers appointed by the Municipality.

### SEXTON, AND CLERK TO THE GARRISON CHAPLAIN.

1. He is the medium of communication between the Chaplain and the Soldiers in all cases of Baptisms, Churching of Women, Marriages, and Funerals, and will act as Clerk when divine service is performed to the troops.
2. He will frequently go to the orderly room and Hospital of each Corps, to enquire if any thing is required of the Chaplain.
3. He will frequently visit the Burial ground in the Papineau Road, and report to the Town Major, and District Commanding Royal Engineer, any irregularity he may observe relative to the safety of the Graves, and the condition of the Guard House, Chapel and Fence.
4. He will point out to fatigue parties, the place for Graves to be opened, and will see that each Grave is closed and finished in a proper manner. He will keep the keys of the Grave Yard and Guard House when no Guard is mounted.
5. He will see that the Garrison Chapel is cleaned out once a week, and that the Fires are properly attended to in Winter for Divine Service. He receives nine pence per day for these duties.

## ST HELEN'S ISLAND.

1. No Civilian is to be allowed to *reside* on the Island, except those employed by the Military Store Keeper, the Barrack Master, and the Troops quartered on the Island.

2. No Strangers or Visitors are allowed to *land* on the Island, without a written Pass from the Town Major, or the Officer Commanding on the Island.

3. The Trees on the Island are to be protected from injury, and none are allowed to be cut down without the sanction of the Engineer Department.

4. No Fire Arms are to be discharged, except under military authority.

5. No Fires to be allowed near the Magazines, nor any Strangers or Visitors to be allowed to approach them: a Fire Picquet is to be appointed and frequently exercised with the Engine.

6. The Soldiers are not allowed to Bathe in the River, except at the place appointed for that purpose on the South-East side of the Island.

7. The Sentry on the landing place in Summer time, and the Patrolling Police in Winter will demand and examine the Passes from all Visitors on arrival, and on being relieved will hand them to the Sergeant of the Guard, to be forwarded with the Guard Report the following morning to the Town Major's Office:

Permanent Passes for the Season are not to be taken away.

8. Boats belonging to the Officers and the Departments are to be secured at night with Lock and Chain, and the Oars removed to a place of safety.

9. The Commissariat Boat Men are allowed to land their Wood and Provisions at the end of the Island near the Barracks.

No more than 50 Men to be conveyed in the Commissary Bateau at one time, and in rough weather this number is to be reduced.

10. A man named "Jordan" has permission to ply his Boats between the Garrison and the Island, as long as he adheres to orders, and does not convey any unauthorised person either to or from the Island. No other Person without a Pass is to ferry Passengers across.

11. The Officer in command will perform Divine Service to the Troops, whenever they are not conveyed across to the City, unless a Clergyman is expressly engaged for that purpose.

12. The Officer Commanding the Detachment of the Royal Artillery is answerable that the "Gun" is fired daily at 12 o'clock punctually.

13. No interment, except for those who were residing on the Island, at the time of their death, is to be allowed in the Burial Ground without a written permission from the Commandant.

14. The Officer Commanding on the Island will have the control and discipline of the Military Armourers and Labourers residing there.

15. No Pic-nic parties are allowed, without the permission of the Major General, through the Town Major.

16. In winter time the Troops on the Island will keep the Ice Bridge in the vicinity of the Shore in proper repair, and also clear a track to the Magazine.

17. The Officers quartered on the Island are available for all Boards, Courts of inquiry and Courts Martial duties in Montreal, but are exempt from Field Officer of the Day and Garrison Captains' duties.

\* SUBSISTENCE OF MEN IN GAOL FOR CIVIL  
OFFENCES.

The Secretary of State for War has directed by letter 2nd February 1865, No.  $\frac{223}{222}$ , that Soldiers confined in a Civil Gaol in Canada for a Civil Offence, shall be subsisted by the Corps to which they belong, or attached, at six pence per day, from the date of their confinement until the day on which they are convicted or acquitted at their trial.

Local General Order, 14th November, 1864.

### TATTOO.

1. The Tattoo will beat off at nine o'clock in Winter, and half past nine in Summer.

2. During the Summer season, the Drums and Fifes, or Bugle Bands of Corps will be detailed in turn to beat the Tattoo on the centre of the Champ-de-Mars, and play for half an hour.

3. Whenever the Militia or Volunteers may be drilling on the Champ-de-Mars at that time, the Tattoo will be played inside the Railings below Nelson's monument.



\* TELEGRAMS AND BILLS FOR POSTAGE.

The Certificate Quarterly in duplicate attached to W. O. Circular, No. 896 of 30th January, 1865, is the only document required to be sent in by Heads of Departments to the Military Accountant, to recover money advanced for Postage—Telegrams—Post-Office orders—Parcels, &c.

The quarterly Account for Telegrams will be sent in, in duplicate with the following certificate.

I certify upon honor that the above Telegrams were upon the Public Service, and that they agree with the Office records.

Local General Order, 2nd November, 1865.

## TOWN MAJOR'S DUTIES.

The Town Major is charged with the detail of all Garrison duties, and the several Rosters for their regulation: He is responsible that the General, District and Garrison orders are issued and circulated correctly to the different Corps and Departments in Garrison.

He has charge of the Garrison Guard rooms and Sentry Boxes, which he will frequently visit, and is answerable that the Boards of Orders for the Guards and Sentries are frequently renewed, so as to be at all times legible.

He attends all Guard Mounting and Garrison Parades, and examines the Guard Reports, weekly Duty States and Church Parade States, and furnishes the Major General with a Garrison Weekly Duty State; a daily absentee report, and a Daily State of the numbers in the Military Prison and Barrack Cells.

He has the management of the Garrison Boat to St. Helen's Island, and the issuing of Passes to Strangers and Visitors.

He has the charge of the Military Police, and is answerable for their Duties, Barrack rooms and Messing.

He takes charge of all Escorts, Prisoners and attached Men arriving in, and leaving the Garrison.

He has charge of the Champ-de-Mars, Logan's Farm, and the Burial grounds at the Papineau road, and St. Helen's Island, and is responsible that they are kept in proper repair.

He is President of the Garrison Library, and is charged with the despatch of Books to the Detachments at St. John's, Chambly, and Isle-aux-Noix.

## TOWN SERJEANT'S DUTIES.

He is to visit the Garrison Guard Rooms and Sentry Boxes frequently, to see that they are clean, and the Furniture, Boards of Orders, Utensils and Glass are complete and in good order, reporting to the Town Major any breakages or deficiencies.

He will make out the Fuel Returns for the Guards, and draw the Fuel and Light daily and see them sent to the different Guards, after the new Guard has mounted. On Sunday, Christmas Day, Good Friday or other Holidays, the issue will be made the previous day.

He has charge of the Garrison Lamps, and is answerable that they are kept clean, and lighted at the proper hours during the Winter Season. He has charge of the Iron Roller on the Champ-de-Mars, also the Garrison Camp Colours, which he will see placed at Guard Mounting and all general Parades.

He gives out the Garrison orders and details of duties to the Regiment Clerks daily, but is not to dismiss them, until the orders have been examined and compared by the Town Major. He is to examine the Guard Reports in reference to any Articles of Furniture that may be lost or damaged, or that require exchanging.

He is to keep the Roster for the Soldiers detail of Guards—Fatigue and working parties.

He is to assist in looking after all Escorts and Prisoners arriving in, and leaving the Garrison : To draw the Watch-Coats and Snow Shovels for the Guards in Winter, and see them returned into Store in the Spring.

A Man from the Garrison will be allowed for the purpose of Lighting and cleaning the Government Lamps ; conveying the Fuel and Candles to the Guards, and collecting and exchanging the Utensils.

\* TRAVELLING EXPENSES.

1. All Claimants for Travelling Expenses must render with their Accounts, (which are to be in triplicate) three copies of the General order or Authority under which they proceed. When there is sufficient space, the order should be copied into the column for Remarks on the Form.

2. If an Officer travels without Troops, he will be required to state at the end of the Certificate, that he did not occupy Public Quarters, and neither slept, nor was subsisted at the Public expense on board of Steam Boats or other Vessels.

3. To enable an Officer travelling with troops to claim the marching allowance of 5s. a day he must be able to certify, in addition to the above, that he was compelled to live at an Hotel, otherwise the claim cannot be admitted.

4. When charges are made for Extra Baggage, the weight of that Baggage, and also of that conveyed Free of Charge to the Traveller, should always be stated.

Local General Order, 1st April, 1865, and 18th May, 1866.

### WATER PIPES IN WINTER.

Particular attention is called to the Preservation of the Water Pipes during the Winter, especially in the Ablution Rooms and Cook Houses, which are to be under the daily supervision of the Quarter Masters of Corps. It has been recommended to allow a small stream of Water to run during the night in very extreme weather, but Commanding Officers will adopt stringent measures for preventing waste, as the City Bye Laws do not permit the running of Water, except in extreme cases, and under the supervision of a Sentry, in consequence of its scarcity during the winter months.

## MISCELLANEOUS ORDERS.

1. The Clerks from Corps and Departments in Garrison will attend Daily at 12 o'clock (Sundays excepted) at the Town Major's Office for the General, District and Garrison Orders.

2. The "Time" for the Garrison will be regulated by the City Church Bells, which are rung every day at Noon by Telegraph from the Observatory at McGill College.

3. When Departments require either Fatigue or working Parties, or Officers for Boards or Courts of Enquiry for the following day, they are to send in their applications by one o'clock at latest.

4. All Reports of Garrison duties will invariably be in the handwriting of the Officer or Non-Commissioned Officer making such report.

5. No excuse can be admitted from any Officer of not having seen the Orders for the day : if the orderly N. C. O. fails in his duty, the Officer is to send for the orders.

6. All Crimes committed on Garrison duty are to be submitted for the decision of the Major General.

7. Whenever a Soldier is brought before a Magistrate or Civil Court, a statement of the case, with the remarks and decision thereon, is to be forwarded to the Brigade Major, for the Major General's information. An Officer from the Prisoners' Corps will always be present during the investigation.

8. \* Officers who are employed on Boards of Examination of Militia Officers, or who belong to a Corps selected as a school of Instruction, or upon any paid duties, will, as a rule, take their tour of Garrison duties while so employed, with the exception of the Officer acting as Adjutant to a school.

9. As the residence of all Officers in Lodgings is to be kept at the Town Major's Office for general information, a List of the same will be sent in by Corps shortly after their arrival. Any change that takes place to be made known, as also the address of those who may afterwards arrive.

10. \* Officers and Non-Commissioned Officers in charge of Quarters—Offices—or other Public Buildings, are strictly answerable that no impediment is made to the Men employed in cleaning Chimneys, or to Artificers and Laborers employed by the Engineer Department, or Government Contractors, in carrying out authorized Repairs—but such persons are always to produce a Pass, or written authority from an Engineer Officer.

11. Commanding Officers can give their Men Passes to visit St. Helen's Island, but they cannot give them permission to cross in the Garrison Boat.

12. \* All Non-Commissioned Officers and Soldiers will salute Officers of the Militia, and Volunteers when in uniform.

13. No Orderlies—Clerks, or others in Garrison employ are to be relieved without sanction having been first obtained, and when it is necessary to do so, three days' notice must be sent direct to the Officer who conducts the duties of the Department, stating the cause. When it becomes necessary to relieve any of those Men for misconduct, notice will at once be sent to the Brigade office, for the Major General's information.

14. \* All Non-Commissioned Officers and Soldiers permanently employed by Departments in the Garrisons in which their Regiments are stationed, will be inspected once in every fourteen days, at the Head Quarters of their Corps, care being taken that they are detained as short a time as possible, and that the time selected does not interfere with their duties.

15. \* All Corps will wear a distinguishing mark or number in their Fur Caps in Winter. The Brass plate from the Shako may be used for this purpose.

16. \* Creepers are always to be taken off by the Soldiers before entering the Barrack Rooms or Passages.

17. The Escorts and Casuals arriving in Garrison will be attached to Corps quarterly in turn.

18. \* Non-Commissioned Officers and Soldiers proceeding on, and returning from Escort or Detached duty, will march all distances not over Ten miles, when conveyance by Rail cannot be made available. General Order, 24th March, 1865.

19. \* All claims and correspondence to Head Quarters upon Money matters, must be rendered in Sterling exchange, as Accounts in American Currency or Dollars cannot be received. G. O., 24th July, 1865.

20. The Directors of the Mercantile Library Association have offered the free use of their Reading Room in Bonaventure Street to the Officers serving in the Garrison.

21. The Natural History Society have thrown open their Museum, near Phillips' Square, to the Soldiers of the Garrison every day, from one to two P. M. and to the Officers at all hours.