



CORPS ROUTINE ORDERS
Issued By
Major Eric Edelswärd CD
Commanding Officer

105 Royal Canadian Army Cadet Corps (7th Regt, Tor)

RO # 4 – 20

15 September 2020

PART 1 – ADMINISTRATION

1. DUTY

A full listing of the Duty Staff Tasks are to be found at the Terms Of Reference (TOR), under Resources on the Corps Website. Duty Staff are expected to be familiar with their respective TORs.

ROSTER

<u>Date</u>	<u>Duty Officer</u>	<u>Altn Duty Officer</u>	<u>Sr Duty NCO/M</u>	<u>Duty NCM</u>	<u>Duty NCM</u>
29 Sept	Virtual	Only			
06-Oct	Lt Pecore	CV Weir	TBD	TBD	TBD

DUTY NCM TASKS / SCHEDULE

Due to the COVID 19 PHM's and until further notice the Duty of NCM's is temporarily suspended.

- 1815 hrs Set up duty table and canteen table, confirm class rooms are unlocked,
- 1830 hrs Ensure all cadets sign in, do a head count,
- 1845 hrs Instruct all cadets into the gym for Opening Parade,
- 1915 hrs Headcount of all cadets (including the RSM),
- 2000 hrs Give attendance to AdmO with confirmed numbers,
- 2015 hrs Give 5 minute warning to Cadets for end of break,
- 2050 hrs Call all cadets down for Final Parade, and
- 2115 hrs Confirm all classrooms are clean, empty all garbage bins inside building.

SR. DUTY NCO/M TASKS / SCHEDULE

- 1815 hrs Report to the Duty Officer for taskings to prepare the building for opening
- 2115 hrs Pass on to Duty NCM's pertinent information relayed during Closing Parade.
- 2115 hrs Physically walk through all classrooms and ensure they are suitable for locking and report status to Duty Officer.

DUTY OFFICER TASKS / SCHEDULE

- 1815 hrs Open key press and physically walk through the SCCC, including washrooms, noting any deficiencies. Unlock classrooms, periodic check in with Duty personnel.
- 2120 hrs Confirm all classrooms are clean, empty all garbage bins inside building. Lock the key press and ensure all filing cabinets are locked and secure.

NOTE 1: STAR LEVEL CO-ORDINATORS: are responsible for ensuring that their respective classrooms are returned to the same condition that they found it at the beginning of the training night (Including all windows closed).

2. TRAINING

NIGHTLY TRAINING SCHEDULE

1800~	Building Opens
1830-1845	Cadets Arrive
1845-1850	Training Briefing
1850-1900	Opening Parade/Attendance
1900-1935	1 st Period
1935-2005	2 nd Period
2005-2020	Break
2020-2050	3 rd Period
2055-2105	Final Parade
2105-2115	Building Clean-up/Dismissal
2115-2130	Duty Rounds
2130~	Building Closed

EVENTS OF THE MONTH

Training Calendars will be published on the Corps Media platforms in the beginning of October.

DRESS OF THE DAY

As specified by the RSM, weekly. All Personnel must check the Corps Facebook website weekly for direction.

NOTE 2: If Cadet Dress uniform is unavailable = White dress shirt / Black dress pants / Black Shoes

NOTE 3: Even in the Virtual Environment during all Cadet activities, including virtual lessons, all personnel will wear their Uniform, i.e. the Dress of the Day. This is as per direction from BGen D. B. Cochrane, the Commander of the Formation.

PART II – PERSONNEL

3. HEADQUARTERS

Maj E. Edelswärd is the Corps’ CO
Lt S. Pecore is the Corps’ DCO, Training Officer and Unit and Area UPAR
C/CWO C. Tang is the Corps’ Regimental Sergeant Major
Lt M. Ali is the Corps’ Silver Star Level Coordinator and Recruiting Officer
Lt B. Fung is the Corps’ Virtual Training Lesson Coordinator, Standards Officer, RSO, Camp Coordinator and Marksmanship Coach
Lt N. Harper is the Corps’ Administration Officer and RSO
Lt M. Petruzzi is the Corps’ Green Star Level Coordinator
Pte K. Dang is a Red Star Level Officer
Pte D. Perez is the Corps’ Gold Star Level Coordinator, Sports Officer
CI L. Worsley, is the Corps’ Band Officer / Director and Assistant Administration Officer
CV B. Clark is the Corps’ Supply Officer /Corps Quartermaster Stores and Adjutant
CV R. D’Souza is the Corps’ Master Cadet Training Advisor,
CV B. Hovendon is the Red Star Level Coordinator
CV M. Weir-Cotnoir is the Corps’ Fire Warden / Safety Officer, COVID-19 Safety Officer, Assistant Supply Officer and Green Star Level Officer
C/MWO D. Metha is the Corps’ Drill Sergeant Major
Corps’ Drum Major – Vacant, TBD
C/CWO N. Brotohusodo is the Corps’ Training Sergeant Major and a Corps Cadet Correspondent
Corps’ Administration Sergeant Major – Vacant, TBD
Corps’ Quartermaster Sergeant Major – Vacant, TBD
MBdr A. Newall is a Corps Cadet Correspondent
CV R. D’Souza is the Corps’ Support Committee President
CV N. Patterson is the Corps’ Support Committee Treasurer and IT Networks Coordinator
CV W. Xavier is a Corps Support Committee Secretary
CV T. Hoang is the Corps’ Canteen Coordinator and a Corps Support Committee Director
CV C. Thomas is a Corps Support Committee Director
CV C. Xavier is a Corps Support Committee Director
CV F. Capuano is a Corps Support Committee Member
Mr. K. Pecore is the Corps’ Webmaster

4. PERSONNEL TASKINGS

To be promulgated upon issuance of the Hybrid Training Plan and the Virtual Training Plan.

5. PERSONNEL CHANGES

TOS:

<u>Last Name</u>	<u>First Name</u>	<u>TOS Date</u>
Brotohusodo	N	15 Sept

SOS:

<u>Last Name</u>	<u>First Initial</u>	<u>SOS Date</u>
Bao	K	1 Sept 20
Boyles	U	1 Sept 20
Brotokusodo	N	1 Sept 20
Correch	C	1 Sept 20
Davies	A	1 Sept 20
Ghannoum	K	1 Sept 20
Goel	V	1 Sept 20
Hoang	D	1 Sept 20
Lee	B	1 Sept 20
Lee	Sean	1 Sept 20
Madhan	S	1 Sept 20
Ou	W	1 Sept 20
Rai	M	1 Sept 20
Shayan	S	1 Sept 20
Siatka	N	1 Sept 20
Srivatsa	N	1 Sept 20

TRANSFERS:

<u>Last Name</u>	<u>First Initial</u>	<u>Gaining Unit</u>	<u>Trans Date</u>
NA			

PROMOTIONS:

<u>New Rank</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>
Gnr	Davies	A	19-Mar
Gnr	Nagothi	N	19-Mar
Gnr	Sbbar	K	19-Mar
Gnr	Correch	C	03-May
Gnr	Ghannoum	K	07-Jun
Gnr	Shaffer Murray	N	07-Jun
Gnr	Abdou	A	28-Jun
Gnr	Danthurthy	V	28-Jun
Gnr	Derks	M	28-Jun
Gnr	Maitland	E	28-Jun
Gnr	Boyles	U	08-Aug
Gnr	Cordeiro	F	08-Aug
Gnr	Mahal		08-Aug
Gnr	Mander	N	08-Aug
Gnr	Mander	N	08-Aug
Gnr	Momba	D	08-Aug
Gnr	Shaikh	Z	08-Aug
Gnr	Shayan	S	08-Aug

New Rank	Last Name	First Initial	Date
Bdr	Arvind	D	19-Mar
Bdr	Bao	K	19-Mar
Bdr	Bocarro	V	19-Mar
Bdr	Ganeva	M	19-Mar
Bdr	Goel	V	19-Mar
Bdr	Grewal	K	19-Mar
Bdr	Grewal	R	19-Mar
Bdr	Guo	Z	19-Mar
Bdr	Hameed	Z	19-Mar
Bdr	Hsu	I	19-Mar
Bdr	Iskandrani	Y	19-Mar
Bdr	Kim	C	19-Mar
Bdr	Lin	J	19-Mar
Bdr	Madhan	S	19-Mar
Bdr	Nguyen	R	19-Mar
Bdr	Vivek-Philip	R	19-Mar
Bdr	Zhang	H	19-Mar
Bdr	Burgher	E	22-Mar
Bdr	Nijhawan	R	22-Mar
Bdr	Chitta	S	29-Mar
Bdr	Cummings	E	29-Mar
Bdr	Curry	H	29-Mar
Bdr	Proude Ciccone	A	29-Mar
Bdr	Nguyen	A	05-Apr
Bdr	Lenh	A	12-Apr
Bdr	Subramanian	S	19-May
Bdr	Sun	D	19-May
Bdr	Sun	L	19-May

New Rank	Last Name	First Initial	Date
MBdr	Abdullah	A	19-Mar
MBdr	Al Aswad	Y	19-Mar
MBdr	Anand	A	19-Mar
MBdr	Dobhal	V	19-Mar
MBdr	Ghani	H	19-Mar
MBdr	Jagora	I	19-Mar
MBdr	Jayakumar	U	19-Mar
MBdr	Lee	S	19-Mar
MBdr	Newall	A	19-Mar
MBdr	Patterson	Z	19-Mar
MBdr	Premkumar	D	19-Mar
MBdr	Rotim	N	19-Mar
MBdr	Sivapatham	A	19-Mar
MBdr	Xavier	B	19-Mar
MBdr	Zhang	S	19-Mar
MBdr	Ou	W	20-Mar
MBdr	Chacko	J	22-Mar
MBdr	Omer	M	22-Mar
MBdr	Jacob	J	03-Jun
MBdr	Jayakumar	S	03-Jun
MBdr	Karjekar	S	03-Jun
MBdr	Rai	M	03-Jun

New Rank	Last Name	First Initial	Date
Sgt	Abbas	K	19-Mar
Sgt	Bocarro	V	19-Mar
Sgt	Ghani	F	19-Mar
Sgt	Haidry	M	19-Mar
Sgt	Jang	J	19-Mar
Sgt	Lee	E	19-Mar
Sgt	Lee	Sabrina	19-Mar
Sgt	Maitland	T	19-Mar
Sgt	Nayiga	K	19-Mar
Sgt	Saudey	N	19-Mar
Sgt	Siatka	J	19-Mar
Sgt	Cao	M	22-Mar
Sgt	Nguyen	K	05-Apr
Sgt	Ibrahim	Q	01-Jun
Sgt	Yu	A	01-Jun
Sgt	Azam	U	03-Jun
Sgt	Chaudry	A	03-Jun
Sgt	Bukhari	S	08-Aug
WO	Capuano	J	22-Mar
WO	Gill	S	19-Mar
WO	Kim	H	19-Mar
WO	Wu	D	15-Jun
MWO	Mehta	D	20-Mar
CWO	Brotodusodo	N	17-Jun
CWO	Tang	C	01-Sept

LOA:

<u>Last Name</u>	<u>First Name</u>	<u>Rank</u>	<u>Effective Date</u>
NA			

APPOINTMENTS:

<u>Appointment</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>
DCO	Pecore	S	01-Sept
RSM	Tang	C	01-Sept
DSM	Metha	D	01-Sept
TrgSM	Brotohusodo	N	15-Sept

AWARDS:

<u>Award</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>
NCSE Level 1	Capuano	J	Sept 1 2020
NCSE Level 1	Gill	S	Sept 1 2020
NCSE Level 1	Ibrahim	Q	Sept 1 2020
NCSE Level 1	Jayakumar	S	Sept 1 2020
NCSE Level 1	Kajkijar	A	Sept 1 2020
NCSE Level 1	Kim	H	Sept 1 2020
NCSE Level 1	Nayiga	K	Sept 1 2020
NCSE Level 1	Wu	D	Sept 1 2020
NCSE Level 1	Yu	A	Sept 1 2020

NOTE 4: Due to the disruption to the 2019-20 Cadet Training Year, several activities were postponed or cancelled. One activity which will be rescheduled into the Hybrid Training Plan and the Virtual Training Plan is an in-person parade which will be primarily for presentation of the 2019-20 Level and rank Badge presentation and annual Medal, Trophy and Awards and the introduction of Staff and of Senior Appointments. The Parade will be in compliance with the PHM's restrictions on the date of the parade.

6. PERIODIC ITEMS

6.01: Unit Fire Orders

6.02: Additions and Changes to Appointment Terms Of Reference

6.03: Cadet Mess By-Laws

6.04: Covid-19 Procedures

6.01: Unit Fire Orders



STREETSVILLE CADET CENTRE STANDING FIRE ORDERS

**Issued by the Authorities of the Commanding Officers of
105 RCACC, 186 RCSCC and NL Revenge on
31 October 2017**

Fire Standing Orders

1.01. Each Corps must have a Unit Fire Prevention Officer / Fire Warden. All personnel should know the identity of their Unit Corps Fire Prevention Officer / Fire Warden.

1.02. All personnel should be aware of the location of fire extinguishers and fire alarms.

1.03. In the event of a fire drill, or actual fire, the Corps Fire Orders (Para 2.06. Action on Discovery of a Fire, below) are to be followed exactly. These fire orders are to be posted separately throughout the Corps facilities. The coversheet be red coloured and will boldly state "FIRE ORDERS". All personnel should be familiar with these instructions.

1.04. In case of fire, the following people are to be notified;

- a. Mississauga Fire Department
- b. Commanding Officer - 105 RCACC,
- c. Commanding Officer-186 RCSCC,
- d. Commanding Officer- NL Revenge,
- e. Director of Kendalhurst Academy, and
- f. Streetsville Community Cadet Centre Committee Chairman.

1.05. All hallways and doorways in the building will be kept clear and unobstructed at all times.

1.06. Tampering with fire and safety equipment will result in disciplinary action up to and including release of the personnel involved.

1.07. Local telephone number for emergency use for FIRE; 9-1-1

1.08. Emergency procedures are posted in conspicuous locations in every cadet classroom and building exit and if you are the one to discover a fire the procedures are as follows;

- a. Upon discovery of a fire, that person shall calmly ALERT the occupants to evacuate the building by the nearest exit.
- b. Activate the Fire Alarm system by using the PULL STATION at the nearest exit doors.
- c. LEAVE the fire area immediately via the nearest exit and CLOSE ALL DOORS behind you.
- d. Call Fire and Emergency Services by dialling 9-1-1, and
- e. Remain CALM.

1.09. If you are an occupant who has been alerted of a fire, you shall;

- a. EVACUATE the area calmly and immediately without stopping to pick up personal items.
- b. CLOSE all doors and windows behind you.
- c. Use the nearest EXIT to leave the building.
- d. ASSEMBLE in the designated safe (outdoor) area, indicated on aerial photograph at Annex A, that is 40-50 feet away from the building so you can be accounted for, and
- e. Remain CALM.

1.10. Leaders must take control of their group immediately and ensure their safety from the building to the designated safe area outside, upon which a head count will be taken and reported to the Commanding Officer or designate immediately. Any persons deemed to be "unaccounted for" shall be reported to Fire and Emergency Services upon their arrival.

1.11. The confining, controlling and extinguishing of the fire is primarily the responsibility of the Fire and Emergency Services, however, if a small fire cannot be extinguished with the aid of a portable fire extinguisher, LEAVE THE FIRE AREA and follow all emergency procedures listed at para 2.05 Fire.

1.12. It is the duty of every Officer, Civilian Instructor/Volunteer, PSC member and Senior Cadet to ensure all FIRE doors are kept clear and accessible at all times.

1.13. It is the duty of the Unit Commanding Officers to ensure the Unit Fire Safety Officer / Fire Warden conducts annual instruction on Action on Discovery of a Fire so that all members are familiar with them.

1.14. It is the duty of the Unit Fire Safety Officer / Fire Warden to advise their Unit Commanding Officer of any deficiencies of any inspections or drills, and

1.15. Unit Corps Fire Prevention Officers / Fire Wardens are responsible for the periodic review of these Orders to ensure accuracy and currency.

FIRE ORDERS

2.01 General Instructions

2.01.01 General

- a. These orders apply specifically to the Streetsville Cadet Centre (SCC). They are written within the framework of the RCSU (Central) Fire Orders for the SCC, and are designed to amplify RCSU (Central) Fire Orders.
- b. Fire protection is the responsibility of everyone. Cadets and staff must know the provisions of this order and:
 - (1) Know and practice fire prevention;
 - (2) Know what to do in the event of a fire; and,
 - (3) Enforce the provisions of this order.

2.02 Duties and Responsibilities for Fire Safety

2.02.01. Commanding Officers

- a. The specific Unit CO's shall be responsible for all aspects of fire prevention, training, firefighting equipment and inspections, at SCC when their specific Unit is solely using the SCC.
- b. On occasions where the building is being shared each Unit will be responsible for the specific areas they are occupying.
- c. The individual Unit CO's will:
 - (1) Provide safety and prevention briefings; and
 - (2) Train all officers, cadet staff, and cadets in evacuation procedures and if feasible or possible conduct fire evacuation drills;

2.02.02. Fire Prevention Officer / Fire Warden: will conduct fire inspections as part of his/her rounds.

2.02.03. Ensuring that all fire prevention/suppression equipment (sprinklers, fire alarms, extinguishers etc.) are operational is the responsibility of the City of Mississauga;

2.03 Fire Prevention

2.03.01. Education

- a. All staff members shall read this Order;
- b. This Order will be prominently displayed; and
- c. All personnel shall know:
 - (1) The locations of fire alarm stations inside the building;
 - (2) The locations of exit doors;
 - (3) The fire emergency number is 911; and,
 - (4) What action to take upon hearing a fire alarm, and
 - (5) The location of the Fire RV and Form Up Area (as seen on aerial photograph at Annex A)

2.03.02. The Unit Commanding Officers are responsible for reviewing and keep up-to-date SCC Fire Orders which are included in the Standing Orders and also displayed separately with a red coloured coversheet with "FIRE ORDERS" clearly printed on it.

2.03.03. Smoking: There is no smoking on SCC property excepting inside POMV.

2.03.04. Firefighting equipment shall not be tampered with or used for any purpose other than fighting fires.

2.04 Fire Drills

2.04.01. If feasible or possible, the Unit CO's will arrange with Mississauga Fire Services to conduct one Fire Drill annually.

- 2.04.02. a scheduled Fire drill practice will take place to establish:
- a. Familiarization and appropriate action and response to a fire alarm;
 - b. Reporting to appropriate assembly points;
 - c. Accurate accounting of personnel; and
 - d. Debrief for increased safety and efficiency;

2.05 Fire

2.05.01. The actions taken during the first few minutes of a fire are most critical in saving lives and property. In the event of a fire, immediate action will be taken in accordance with the following paragraphs; and

2.05.02. Tampering and improper use of firefighting equipment is a serious offence. Firefighting equipment is only to be used for its intended purpose.

2.06 Action on Discovery of Fire

2.06.01. Anyone Discovering a Fire shall:

- a. Shout "FIRE! FIRE! FIRE!" to alert other occupants of the building;
- b. Pull the nearest fire alarm pull box, generally located near an exit. The alarm pull box will automatically notify the Fire Department;
- c. Attempt to fight the fire with first response firefighting equipment, if the fire is small and the person has training in its use; and
- d. If unable to fight the fire wait outside the building to direct fire fighters to the scene of the fire.
- e. A Person Hearing a Fire Alarm Shall:
 - (1) Cease work;
 - (2) If time permits secure all classified documents;
 - (3) Close windows and doors, but DO NOT LOCK!
 - (4) Leave building via the closest exit; and
 - (5) Proceed to the parking lot and form up at the Fire RV and Form Up Area (as seen on aerial photograph at Annex A)

2.06.02. Duty staff shall take the following action:

- a. Phone 911 to report the fire alarm to the Fire Department if alarm pull box is not activated;
- b. Exit via nearest door bringing nominal roll package to the parking lot; and
- c. Refuse entry to the parking lot to all vehicles, except Emergency Vehicles.

2.06.03. As the SCC parking lot is the assembly point:

- a. Personnel are to fall in their respective Star Levels under control of Star Level Officers.
- b. The CO will assume overall command. Star Level Officers or their representatives will report their Star Level status to the CO.
- c. The CO shall have command of the personnel on the parking lot;

2.06.04. Calling Of 'All Clear':

Prior to re-entry to the SCC after an emergency evacuation, the Unit Commanding Officer shall seek the advice of the Senior Fire Services Officer. The Unit CO will issue the "All Clear" command when satisfied it is safe to re-enter the building.

Fire RV and Form Up Area

Streetsville Cadet Centre
170 Church Street,
(Streetsville) Mississauga, ON L5M 1M6



6.02: Additions and Changes to Appointment Terms Of Reference:

Added:

COVID-19 Safety Officer.

Cadet Correspondent

Virtual Training Lesson Coordinator

Amended:

All Duty Staff Tasks

NOTE 5: All TOR's will be updated to the Corps website NLT 01 Oct 20.

6.03: Cadet Mess By-Laws

105 RCACC CADET MESS COMMITTEE BY-LAWS

Article 1: Name

1. This Mess Committee shall officially be known as the "105 Streetsville Army Cadet Corps Cadet Mess Committee" (105 Mess Committee),
2. The 105 Mess Committee is an official part of the 105 Battery, 7th Toronto Regiment, Royal Canadian Artillery, Royal Canadian Army Cadet Corps (105 RCACC), and
3. The 105 Mess Committee is officially sponsored by 105 RCACC.

Article 2: Membership

1. Every registered youth member of 105 RCACC is granted membership into the Cadet Mess,
2. Only members of the Cadet Mess are eligible for being selected to and holding appointments on the 105 Mess Committee,
3. Every member of the 105 Mess Committee shall respect and comply with the By-Laws, Mission, Principles of the 105 Mess Committee and of the Cadet Code of Conduct,
4. Any 105 Mess Committee member wishing to withdraw from the Committee must give thirty days written or email notice to the Adult Mess PMC or designate prior to departure, and
5. The RSM and DSM are Ex-Officio members and cannot hold appointments on the committee,
6. 105 Mess Committee positions and appointments shall be renewed at the beginning of each Training year, i.e., September, and
7. The 105 Mess Committee shall consist of the following voting members:
 - a. Two Green Star Cadet as selected by their peers,
 - b. Two Red Star Cadet as selected by their peers,
 - c. Two Silver Star Cadet as selected by their peers,
 - d. Two Gold Star Cadet as selected by their peers, and
 - e. Two Master Cadets as selected by their peers.

Article 3: Appointments

1. **President of the Mess Committee (PMC):** Chairs all meetings, co-ordinates Mess activities and sits as PMC for any Cadet function requiring the duties of a PMC, such as the Corps Christmas Dinner. The PMC is the OIC of the Corps Christmas Dinner, working in conjunction with the Chairman of the 105 RCACC Corps Support Committee (CSC) and under the mentorship of the CO or Adult Mess PMC or designate. The PMC must be a Master Cadet,

2. **Vice President of the Mess Committee (VPMC):** Acts in-the-stead of the PMC in the event of the absence of the PMC. The VPMC may be tasked with specific additional duties by the PMC WRT co-ordinating specific Mess activities and sits as VPMC for any Cadet function requiring the duties of a VPMC, such as the Corps Christmas Dinner. The VPMC fulfils all Mess Committee Quartermaster duties. The VPMC can be any member of the 105 Mess Committee,

3. **Secretary:** Keeps minutes of the 105 Mess Committee meetings and any other administrative functions. Minutes of each meeting are to be completed no later than two weeks following each meeting. Completed minutes are to be submitted to the Adult Mess PMC or designate, who after reviewing, will in turn 105 RCACC Administration Officer for publication in the monthly Routine Orders. The Secretary can be any member of the 105 Mess Committee,

4. **Treasurer:** Keeps and maintains the financial records of the 105 Mess Committee. The 105 Mess Committee will be annually allotted an amount of monies from the Cadet Corps. The Treasurer and CO will make a request to the CSC for annual funding support, however it is solely at the discretion of the CSC as to the allotment annually. The Treasurer of the CSC will keep the allotted monies in trust for the 105 Mess Committee. Funds will be released to the 105 Mess Committee Treasurer as required following protocols established by the Treasurer of the CSC. Unused funds revert to the CSC, although minor surplus Cadet Mess generated funds can be carried forward for the next years Cadet Mess use. Standard accounting practices shall apply. The Treasurer of the CSC can be called upon to provide mentoring and / or advise upon request. The Treasurer can be any member of the 105 Mess Committee, and

5. Other Committee appointments can be created, such as OIC's. However those appointments are to be temporary in nature.

Article 4: Ex- Officio Appointments And Obligations.

1. Ex- Officio members do not have voting privileges,
2. The Adult Mess PMC or designate must be present at every 105 Mess Committee meeting,
3. Ex-Officio members are members of 105 RCACC and are the following: CO, Adult Mess PMC or designate, RSM and DSM,
4. Ex-Officio members may attend any meeting of the 105 Mess Committee, and
5. Attendance of Ex-Officio members at any meeting are not included in any count to determine quorum.

Article 5: Selection Of 105 Mess Committee Members.

1. Each Cadet training level will determine their own fair and unbiased method of selecting their representative to the 105 Mess Committee. Methods can be and are not limited to: appointment, volunteer, secret ballot voting, drawing straws etc.,
2. In the event of a Star Level representative position becoming vacant, a replacement is required within three weeks,

3. Impeachment of Mess Committee members is done by the 105 RCACC CO under advisement of Ex-Officio members. Record of impeachment will be added to the Cadet Personnel file, and
4. 105 Mess Committee members are trusted servants. They do not govern.

Article 6: Selection Of 105 Mess Committee Appointments

1. The selected members of the 105 Mess Committee will determine amongst themselves who are to hold the specific appointments as outlined in Article 3, above by a means agreeable by majority, and
2. If the 105 Mess Committee members cannot make the determination themselves who is to be appointed, the Adult Mess PMC or designate will make the appointment(s), and
3. Impeachment of Appointed Committee members is done by the 105 RCACC CO under advisement of Ex-Officio members or under advisement of the Treasurer of the CSC. Record of impeachment will be added to the Cadet Personnel file.

Article 7: Dues And / Or Subscriptions

1. There are to be no dues collected,
2. User fees and / or subscriptions are authorized as a means of ensuring attendance at planned activities and for defraying costs for specific activities. However the use of user fees and / or subscriptions are not to substitute as a means for fully funding any planned activity,
3. Monies collected for user fees and or subscriptions are to remain at the Cadet Centre until required for bill / activity payments. Monies are to be kept in the cash box in the Admin Office, entrusted to the AdmO, and
4. The treasurer is to keep accurate records of collected monies and will advise the Treasurer of the CSC of the balance. These funds are to be used first and upon completion of the activity this specific balance will be zero.

Article 8: Mission And Objectives

1. The mission of the 105 Mess Committee is to, but not limited to, providing a means of organizing activities and events for the Mess members that fall outside of the main Training mandates of the Canadian Cadet Organization,
2. The 105 Mess Committee should organize at least two activities and events through the Cadet Training year, and
3. The 105 Mess Committee can work in conjunction with any cell in the 105 RCACC (eg., the Sports Officer, Training Officer, etc.) to tie in an activity with a Corps planned activity. The OIC's of the specific activity have the final say as to whether a Mess function can be piggy-backed onto a Corps activity.

Article 9: Mess Meetings

1. Formal Mess Meetings must occur every six weeks, and
2. Parliamentary Procedures, as outlined at Annex A to these By-Laws are recommended, but not specifically required to be followed,
3. Members of the Mess general population are permitted to attend any 105 Mess Committee meeting,
4. Meeting dates, times and location are to be posted in the Unit Routine Orders prior to the meeting, with the exception of the first meeting, in September at the beginning of the new Training Year, and
5. Dates, times and location of the first meeting, in September at the beginning of the new Training Year and any Emergency Meetings are to be posted to the 105 RCACC Facebook page.

Article 10: Quorum And Voting

1. Eight of the ten voting members of the 105 Mess Committee must be present to have a quorum,
2. Sixty percent of the voting members present at the meeting must support a motion for it to be carried forward,
3. Sixty percent of all voting members must support any motion to amend any portion of these By-Laws including annexes and addendums and Parliamentary Procedures, as outlined at Annex A to these By-Laws are to apply.
4. In the event of a tie in the voting, the PMC has the authority to decide the motion by either:
 - a. reopening debate,
 - b. choosing an alternate voting method as outlined in Annex A,
 - c. convening a committee to further study or discuss the motion with presentation of the decision at the next scheduled meeting,
 - d. Or as a last resort, deferring the decision to the Adult Mess PMC or designate for immediate resolution.
5. The Adult Mess PMC or designate shall have the power to veto any motion or amendment which in their opinion would be detrimental to the 105 Mess Committee, Mess members, 105 RCACC or its sub-Units. Appeals can be made by the PMC the 105 RCACC CO for final adjudication on these vetoed motions.

Article 11: Leadership Assignment Opportunities

1. Activities organized by Master Cadets or Gold Star Cadets can be used as leadership assignments in the Star Level Leadership assessment. The Adult Mess PMC or designate must be advised prior to the commencement of the assignment for the assessment to be considered,
2. The appointment to PMC is a Star Level Leadership assessment opportunity / assignment, and

3. Assessment of completion of specific Leadership assignments will be made by the Adult Mess PMC or designate. This will be conducted in conjunction with the 105 RCACC Training Officer.

Article 12: Miscellaneous

1. A copy of the most current version of these By-Laws are to be posted in the first Unit Routine Orders of every training year under 'Periodic Items'.

List of Action Members not in the 105 RCACC Cadet Mess:

CO,

TrgO

AdmO

Adult Mess PMC

Chairman of the CSC

Treasurer of the CSC

Annex A: Simplified Parliamentary Procedure.

(Source document: Extension to Communities; Simplified Parliamentary Procedure; Iowa State University of Science and Technology, Ames, Iowa, Dec 2005

By-Laws Last Revised: 25 Sep 2018

6.04: Covid-19 Procedures

General

1. As corps/squadrons (corps/sqn) resume limited in-person training, consideration must be given to the safe conduct of activities in a COVID-19 environment. All training shall be prepared and conducted by adhering to the most restrictive guidelines by all levels of government and public health directives of the specific province, region, city, or municipality.

Pre-Planning

1. Brief participants and parent(s)/guardian(s) on the activity-specific details, as well as any COVID-19 safety protocols that will be enforced during the conduct of the activity; and brief participants on the action that will be taken should a participant, during the activity, become unwell, specifically display/complain of any symptoms related to COVID-19, to include:
 - a. separating the unwell participant from all other participants,
 - b. moving all other participants to an alternate location,
 - c. contacting the parent(s)/guardian(s) in the case of a cadet,
 - d. informing the participant and/or parent(s)/guardian(s) that they must be seen by a clinician before returning to any cadet activity,
 - e. sending the participant home, as expediently as possible,
 - f. sanitizing all equipment, materials, etc. that came in contact with the unwell participant,
 - g. notifying the Chain of Command (CoC), in most instances at corps/sqn level the Zone Trg O, and
 - h. notifying other participants, parent(s)/guardian(s).

Arrival

1. Prior to any in-person activity commencing, the corps/sqn CO or their designate, must ensure the following is completed:
 - a. preparation of the training site/facility, to include pre-sanitization, posting of directional signs, establishment of screening area, etc.;
 - b. conduct of the COVID-19 screening process with all participants, to include:
 - (1) asking the COVID-19 screening questions, and
 - (2) having all members sign the attendance register;
 - c. confirmation that all participants have the required PPE, as applicable;
 - d. ensuring that all participants sanitize their hands, prior to entering the training site/facility; and
 - e. conduct of the mandatory COVID-19 Safety Briefing to all participants as per Attachment iv to Appendix 3 of Annex C.

Conduct of the Activity

1. For the duration of any in-person training activity, the corps/sqn CO or their designate must ensure the following is completed:
 - a. intermittent checks every hour and spot-checks every half hour to ensure proper measures are being adhered to with regards to (WRT) the 4Ps (PPE, Physical Distance, Physical Environment, and Personal Hygiene) by wearing Non-Medical Masks (NMMS), as required and hand sanitizing frequently;
 - b. periodic checks to ensure sanitization protocols are being carried out on equipment and high touch surfaces
 - c. ongoing monitoring and supervision for compliance WRT social distancing, and directional signage; and
 - d. reminders to all participants as necessary for the safe conduct of activity.

Departure

1. Upon completion of any in-person training activity, the corps/sqn CO or their designate, must confirm and complete the following:

- a. verify with all participants that there are no new medical concerns since completing the screening questionnaire at the commencement of the activity;
- b. conduct a debrief to gain feedback from participants on what worked well and what can be improved upon for the training delivery in a COVID-19 environment;
- c. review reporting procedures should any participant's medical status change or they begin to feel unwell after the training activity, specifically relating to symptoms associated with COVID-19; and
- d. complete sanitization of all equipment, high touch areas, and the general facility, if required.

Public Health Measures (PHM)

1. All members have a role to play in maintaining a healthy and safe training space. Adhering to the direction provided CDS/DM Directive on PHM and Personal Protection, the CCO and Provincial Health authorities, will ensure that each student and staff member does their part to keep the whole team safe.
2. All personnel has a duty to comply and protect themselves and each other. Students are to report to DS if they observe violations of PHM and are uncomfortable to confront other students or staff.

Step 1. Before travelling to the training location

3. The health and safety of all personnel are a top priority. Please respect the COVID-19 preventative measures put in place by health authorities, which amongst other things require individuals to self-isolate or isolate if they are experiencing any COVID-19 symptoms; have been diagnosed with COVID-19; have been exposed to someone who has been diagnosed with COVID-19; or have recently travelled outside of Canada. The Government of Canada's COVID-19 self-assessment tool is available online for Canadians who want to determine if they should seek medical attention for COVID-19 (<https://ca.thrive.health/covid19/en>).
4. If you are sick, self-isolating or isolating, you are not permitted to come into the training location.

Step 2. Travelling to the Training Location

5. Follow all travel protocols for your chosen mode of transportation.

Step 3. Upon Arrival

6. Personnel shall wash their hands as soon as they enter the training location. Soap and water are the preferred method, but alcohol-based solutions will also be available near the main entrances. NMMs are to be worn upon entering and in the common areas.

Step 4. During the Day

7. Once inside, students are to head directly to the training area using the wide hallways and reducing stops and detours along the way. Students are required to wash their hands frequently and follow the posted direction of movement arrows.

Step 5. End of the Day

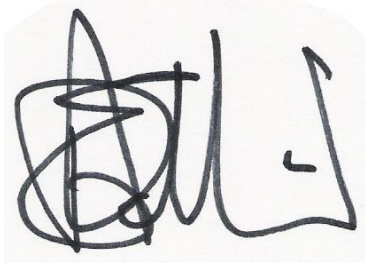
8. At the end of the day, students shall remove all personal items from the training area and exit the location as directly as possible while following the posted direction of movement arrows. Students should wash their hands before leaving the building and as soon as possible upon returning home / barracks/ mess hall. Students shall follow training location cleaning protocol, as directed.

CORPS ROUTINE ORDERS
Issued By
Major Eric Edelswärd CD
Commanding Officer

105 Royal Canadian Army Cadet Corps (7th Regt, Tor)

RO # 4 – 20

15 September 2020

A handwritten signature in black ink on a light-colored background. The signature is stylized and appears to be 'E. Edelswärd'.

Major Eric Edelswärd

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