



CORPS ROUTINE ORDERS

Issued By
Capt Pecore
Commanding Officer

105 Royal Canadian Army Cadet Corps
(7th Toronto Reg't, RCA)

RO # 11 – 23

1 December 2023

PART 1 – ADMINISTRATION

1. DUTY ROSTER

<u>Date</u>	<u>Duty Officer</u>	<u>Altn Duty Officer</u>	<u>Sr Duty NCO/M</u>
28 Nov	CI Brar	CV Pecore	Sgt Joseph
5 Dec	Lt Hovenden	CV Weir-Cotnoir	WO Maitland
12 Dec	Lt Petruzzi	Capt Fung	WO Ohia
19 Dec	Mess Dinner		
26 Dec	Stand Down, No Training		
2 Jan 2024	Stand Down, No Training		

DUTY SM TASKS /SCHEDULE

1815 hrs	Set up duty/screening table and canteen table, confirm classrooms are unlocked,
1830 hrs	Ensure all cadets sign in/complete screening
1845 hrs	Instruct all cadets to Star level classrooms,
1915 hrs	Headcount of all cadets (including the Regimental Sergeant-Major)
1930 hrs	Set up of Canteen supplies and cashbox
2000 hrs	Give attendance to AdmO with confirmed numbers,
2015 hrs	Give 5 minute warning to Cadets for end of break,
2030 hrs	Put away canteen supplies and make note of inventory
2050 hrs	Ensure all classes are finished, and
2100 hrs	Confirm all classrooms are clean, empty all garbage bins inside building.

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.
2110 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: 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. Everything to be wiped down with Lysol wipes and high touch point surfaces wiped down. (Including all windows closed).

2. TRAINING

NIGHTLY TRAINING SCHEDULE

1815 ~	Building Opens
1830-1845	Cadets Arrive
1845-1850	Training Briefing
1850-1900	Class Attendance
1900-1935	1 st Period
1935-2005	2 nd Period
2005-2020	Break
2020-2050	3 rd Period
2050-2100	Final Announcements in Class/Dismissal
2100-2110	Building Clean-up
2110-2120	Duty Rounds
2120~	Building Closed

EVENTS OF THE MONTH

<u>Date</u>	<u>Time</u>	<u>Activity</u>	<u>Dress</u>
3 Dec	10:30 – 14:00	Mississauga Santa Claus Parade, 2335 Dunwin Dr, L5L 1A3	C1A Full Dress Uniform + Parka & Gloves or Black dress pants, white dress shirt, black dress shoes, parka & gloves
16-17 Dec	Shifts 09:00 – 13:00 13:00 – 17:00	Grocery Bagging RCSS, 3045 Mavis Road, L5T 1C7	C5 FTU or Black dress pants, white dress shirt, black dress shoes
19 Dec	19:00	Mess Dinner, Vic Johnston Community Centre, 335 Church Street, L5M 2C2	C1A Dress Uniform / C2 Mess Dress Uniform

DRESS OF THE DAY

As specified below. All Personnel must check the Corps Facebook website weekly for changes as posted by the RSM.

5 Dec	Cadets – C1A (Full Dress Uniform*) with Medals – Officers A1 (DEU's with Medals)
12 Dec	Cadets – C5 (Field Training Uniform*) – Officers - CADPAT
19 Dec	Cadets – C1A / C2 (Full Dress Uniform/Mess Dress*) – Officers – A1 (DEU's with Medals) / 2/2B (Mess Dress)

*Note 1: If Cadet uniform is unavailable = White dress shirt / Black dress pants / Black Shoes

PART II – PERSONNEL

3. HEADQUARTERS

Capt S. Pecore is the Corps' CO and Area UPAR

Capt B. Fung is the Corps' DCO, Training Officer, RSO, Summer Training Coordinator & Marksmanship Coach

Lt M. Petruzzi is the Corps' Supply Officer, and RSO

Lt B. Hovenden is the Corps' Administration Officer and Band Officer

CV M. Weir-Cotnoir is the Corps' Asst Admin Officer, Asst Supply Officer, Safety Officer and Fire Warden

CI C. Pecore is the Corps' Drill Instructor and Drill Team Coach

CV T. Alfonso is the Corps' Green Star Coordinator

CI T. Maitland is the Corps' Red Star Coordinator

CI S. Brar is the Corps' Silver Star Coordinator and Mess Committee Chair

CV A. Brotohusodo is the Corps' Gold Star Level Coordinator

CV O. Pecore is the Corps' Master Cadet Coordinator and Sports and Fitness Officer

Corps' RSM – MWO Boccaro

Corps' DSM – Sgt Soares

Corps' Drum Major – WO Derks

Training Sergeant Major – MWO Hovenden

Corps' Administration Sergeant Major – WO Guo

Corps' Quartermaster Sergeant Majors – WO Ohia, WO Jagora

Corps' Sports and Fitness Sergeant Major – Sgt Ghani

Corps' Communication Sergeant Major – pending appointment

Corps' Duty Sergeant Major – MWO Cummings

Corps' Sr Battery Sergeant Major – MWO Chaudry

Corps' Bravo Battery Sergeant Major – WO Patterson

Corps' Flag Party Commander - WO Hsu

Corps' Honour Guard Commander – WO Maitland

Corps Cadet Correspondent – WO Ohia

CV D. Boucher is the Corps' Support Committee President and Corps' Webmaster

CV A. Poon is the Corps' Support Committee Treasurer

CV L. Roach is the Corps' Support Committee Secretary

CV K. Ahmed is a Corps Support Committee Director
 CV E. Maitland is a Corps Support Committee Director

4. PERSONNEL CHANGES

Taken On Strength (Joined the Unit)

<u>Last Name</u>	<u>First Name</u>	<u>TOS Date</u>
Hayek	Randall	21 November 2023
Brown	Camryn	21 November 2023
Davis	Alaysia	21 November 2023
Dar	Noor-ul-Ayn	21 November 2023
Singh	Arjit	14 November 2023
Arvind	Akhil	14 November 2023
Rathore	Muhammad	14 November 2023
Tuli	Swarit	14 November 2023
Wong	Athanasius	14 November 2023
Chan	Luke	14 November 2023
Phan	Megan	14 November 2023
Collacutt	Michael	14 November 2023
Aravindan	Saisree	14 November 2023
Rodriguez	Luis	14 November 2023
Anum	Alexsis	7 November 2023
Puthiyaparampil Sunil	Catherine	7 November 2023
Santhanakrishnan	Akshay	7 November 2023
Adeel Muhammed	Wahaj	7 November 2023
Nikam	Prithviraj	7 November 2023
Wasifuddin	Ibrahim	7 November 2023

Struck Off Strength (Left the Unit)

<u>Last Name</u>	<u>First Initial</u>	<u>SOS Date</u>
Bayere	F	21 November 2023
Copegog-Curry	H	21 November 2023
MacDonald	A	21 November 2023
Patil	P	21 November 2023
Rookwood	R	21 November 2023
Sujeesan	R	21 November 2023

Tariq	M	21 November 2023
Tariq	T	21 November 2023

TRANSFERS:

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

PROMOTIONS:

<u>Last Name</u>	<u>First Name</u>	<u>New Rank</u>	<u>Date</u>
Basa	Andrew	MBdr	21 November 2023
Sodhi	Manveer	MBdr	21 November 2023

LOA (Leave of Absence):

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

APPOINTMENTS:

<u>Appointment</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>
N/A			

AWARDS:

<u>Award</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>

6. PERIODIC ITEMS

Nothing to report

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Commanding Officer**

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