



## CORPS MONTHLY ROUTINE ORDERS

Issued By  
Captain Shannon Pecore  
Commanding Officer

105 Royal Canadian Army Cadet Corps (7<sup>th</sup> Regt, Tor)

RO # 09 – 24

01 September 2024

### **PART 1 – ADMINISTRATION**

#### 1. DUTY ROSTER

<u>Date</u>	<u>Duty Officer</u>	<u>Altn Duty Officer</u>	<u>Sr Duty NCO/M</u>
03-Sep-24	CI Pecore	CI Maitland	WO Bocarro
10-Sep-24	Lt. Petruzzi	CI Pecore, C	WO Chitta
17-Sep-24	Capt Fung	OCdt Weir-Cotnoir	WO Danthurthy
24-Sep-24	CI Brar	CI Brotohusodo	WO Maitland
01-Oct-24	Lt. Hovenden	CI Pecore, O	WO Philip

#### **DUTY NCM TASKS / SCHEDULE**

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.

#### **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: 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**

1815~	Building Opens; Set up duty table and canteen, classroom doors unlocked
<b>1830-1900</b>	Cadets Arrive
<b>1900-1935</b>	1 <sup>st</sup> Period
<b>1935-2005</b>	2 <sup>nd</sup> Period
2005-2020	Break
<b>2020-2050</b>	3 <sup>rd</sup> Period
<b>2055</b>	Final Parade
2105-2115	Building Clean-up / Dismissal
2115-2130	Duty Rounds
2130	Building Closed

## EVENTS OF THE MONTH

<u>Date</u>	<u>Time</u>	<u>Activity</u>	<u>Dress</u>
7 Sept	0900-1600	MP Rechie Valdez Community BBQ; Meadowvale Community Centre	FTU's/105 Gear/Black & white
8 Sept	1130-1530	Meadowvale Theatre Open House	FTU's/105 Gear/Black & white
10 Sept	1845-2100	First Regular Training Night	FTU's/Black & white
20 Sept	1600-2000	Legion Fish Fry	Appropriate Civilian Clothing
21-22 Sept	TBD	Bradley Museum 1812 Reenactment	FTU's/Black & white
28/29 Sept	TBD	Senior Cadet Leadership Weekend	TBC

Full Details available on Corps Website

## DRESS OF THE DAY

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

10-Sept-24	Cadets – C5 (FTU's) – Officers - Cadpat
17-Sept-24	Cadets – C5 (FTU's) – Officers - Cadpat
24-Sept-24	Cadets – C5 (FTU's) – Officers - Cadpat
01-Oct-24	Cadets – C1A (Full Dress Uniform*) with Medals – Officers C (DEU's with Medals)

**\*Note 1: If Cadet Dress 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

OCdt M. Weir-Cotnoir is the Corps' Co Green Star Coordinator, Safety Officer and Fire Warden

CI C. Pecore is the Corps' CO Green Star Coordinator, Drill Instructor and Drill Team Coach

CI T. Maitland is the Corps' Red Star Coordinator

CI S. Brar is the Corps' Silver Star Coordinator

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

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

Corps' RSM – MWO Chaudhry

Corps' DSM – WO Soares

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

CV A. Poon is the Corps' Support Committee Treasurer

CV O. Matiichuk is a Corps Support Committee Director

CV L. Assad is a Corps Support Committee Director

**4. PERSONNEL CHANGES**

**TOS:**

<u>Last Name</u>	<u>First Name</u>	<u>TOS Date</u>
None		

**SOS:**

<u>Last Name</u>	<u>First Initial</u>	<u>SOS Date</u>
None		

**TRANSFERS:**

<u>Last Name</u>	<u>Gaining Unit</u>	<u>Trans Date</u>
None		

**PROMOTIONS:**

<u>New Rank</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>
None			

**LOA:**

<u>Last Name</u>	<u>First Name</u>	<u>Rank</u>	<u>Effective Date</u>
None			

**APPOINTMENTS:**

<u>Appointment</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>
None			

**AWARDS:**

<u>Award</u>	<u>Last Name</u>	<u>First Initial</u>	<u>Date</u>
None			

**PERIODICAL:**

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 Issued By  
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