Swearing-in Ceremony Saturday, March 24, 2012 (15:30 - 16:30) Chinese Cultural Centre of Greater Vancouver 555 Columbia Street Vancouver, British Columbia

1300	Set-up at the Chinese Cultural Centre of Greater Vancouver Museum, 555 Columbia Street.						
	 Marc-André Ouellette, Chief of Protocol and Executive Director; and James Hammond, Private Secretary to the Lieutenant Governor Arrive at the Chinese Cultural Centre. Proshow (Darel Simpson and Sandro Licastro) arrive 						
14:30 (TBC)	Elizabeth McMillan, Deputy Cabinet Secretary arrives at the Chinese Cultural Centre of Greater Vancouver Museum and is met by Marc-André Ouellette.						
15:00	Videographer/Photographer (Stu McNish) arrives for set-up (TBC).						
15:15	Media representatives arrive to set-up in the Museum (Communications Staff).						
15:20	Family members/staff are escorted to reserved seating in the Museum.						
15:20	The Premier and MLAs, accompanied by Kim Haakstad, arrives at the Chinese Cultural Centre of Greater Vancouver Museum.						
	Kim Haakstad will escort the Premier and party to the Holding Room.						
15:22	His Honour the Honourable Steven Point, Lieutenant Governor of British Columbia, accompanied by James Hammond, Private Secretary and Major Don Bentley, HADC, arrives at the Chinese Cultural Centre of Greater Vancouver Museum and is met by Marc-André Ouellette.						
	MA. Ouellette will escort His Honour to the Holding Room. They are met by Premier, Minister Designate, Ministers and Elizabeth McMillan.						
	Briefing provided by Elizabeth McMillan and James Hammond on the order of the Ceremony and taking of the Oaths (swearing or affirmation).						

15:29

Ministers are escorted to their seats in the front row (MAO)

15:30

The Private Secretary welcomes everyone and announces the order of events:

"GOOD AFTERNOON LADIES AND GENTLEMEN, WELCOME TO THIS AFTERNOON'S CEREMONY.

MY NAME IS JAMES HAMMOND AND I AM PRIVATE SECRETARY TO THE LIEUTENANT GOVERNOR OF BRITISH COLUMBIA.

ON BEHALF OF HIS HONOUR, THE HONOURABLE STEVEN POINT, LIEUTENANT GOVERNOR OF BRITISH COLUMBIA, AND THE PREMIER, WELCOME TO THIS CEREMONY DURING WHICH ONE NEW MEMBER OF THE EXECUTIVE COUNCIL WILL BE FORMALLY INSTALLED IN OFFICE."

"LADIES AND GENTLEMEN, PLEASE RISE FOR THE ARRIVAL OF THE MINISTER DESIGNATE, FOLLOWED BY THE PREMIER AND THE LIEUTENANT GOVERNOR."

Procession:

Premier

← McMillan

MLA

HADC

Lieutenant Governor

All rise.

Minister designate takes seat in front row beside the other Ministers.

The Premier and the Lieutenant Governor, take their positions at the front of the room.

The Private Secretary invites the Premier to the podium.

"PLEASE BE SEATED. I NOW WOULD LIKE TO CALL ON THE PREMIER OF BRITISH COLUMBIA, THE HONOURABLE CHRISTY CLARK, MS. PREMIER"

15:32

Premier delivers opening remarks.

15:35

The Private Secretary returns to the podium.

"THANK YOU, MS. PREMIER. LADIES AND GENTLEMEN, AS YOU ARE AWARE, APPOINTMENTS TO THE EXECUTIVE COUNCIL ARE MADE BY HIS HONOUR UPON THE ADVICE OF THE PREMIER. THIS AFTERNOON, HIS HONOUR WILL ADMINISTER THE OATHS OF ALLEGIANCE, OF OFFICE AND OF CONFIDENTIALITY FOLLOWING WHICH THE MINISTER WILL COME FORWARD AND COMPLETE THE OATH BOOK."

Private Secretary calls on His Honour to administer the Oaths:

"HIS HONOUR THE LIEUTENANT GOVERNOR WILL ADMINISTER THE OATHS. YOUR HONOUR . . . "

15:36

The HADC presents His Honour with the text.

Minister Designate takes a step forward and faces toward His Honour.

His Honour proceeds in front of the table and administers the Oaths to the Minister Designate.

- Oath of Office
- Oath Allegiance
- Oath of Confidentiality

The Minister Designate repeats each sentence after His Honour.

His Honour then declares the Minister Designate, "... DULY SWORN/AFFIRMED AND A MEMBER OF THE EXECUTIVE COUNCIL OF BRITISH COLUMBIA."

Elizabeth McMillan directs Minister to the table (stage right).

His Honour moves to the seat on the left. (stage left).

(Premier moves behind table to witness signings)

The Minister signs the Oath Book. (Oath Form will have been signed earlier).

His Honour signs the documents.

15:40

His Honour rises and shakes hands with the Honourable John Yap, Minister of State for Multiculturalism.

The Honourable John Yap shakes hand with Premier.

The Secretary will call on His Honour for brief remarks: "Your Honour..."

His Honour's remarks.

15:43 The Secretary thanks His Honour: "THANK YOU, YOUR HONOUR."

The Secretary thanks everyone and announces the departure of the Lieutenant Governor.

"YOUR HONOUR, MS. PREMIER, LADIES AND GENTLEMEN, THIS CONCLUDES THE CEREMONY. FAMILY AND FRIENDS ARE INVITED FOR TEA WITH HIS HONOUR. AFTER THE DEPARTURE OF HIS HONOUR, THE PREMIER WILL BE PLEASED TO ADDRESS THE MEDIA. WOULD YOU PLEASE STAND FOR THE DEPARTURE OF THE LIEUTENANT GOVERNOR OF BRITISH COLUMBIA."

Procession:

	His Honour HADC →
15:45	Lieutenant Governor and HADC proceed to Holding Room. Family members and friends attend reception in Foyer.
15:55	Premier and Ministers to address Media representatives (SCRUM) on request in the Museum.
16:30	End of Reception

March 24, 2012 Swearing-in Ceremony Attendees - Final

- 1. The Honourable Steven Point, Lieutenant Governor of British Columbia
- 2. The Honourable Christy Clark, Premier of British Columbia
- 3. John Yap, MLA and 3 family members
- 4. James Hammond, Private Secretary to the Lieutenant Governor
- 5. Elizabeth McMillan, Deputy Cabinet Secretary
- 6. HADC, Major Don Bentley

Support Staff

- 1. Marc-André Ouellette, Chief of Protocol and Executive Director
- 2. Kim Haakstad, Deputy Chief of Staff Operations

BUSINESS EXPENSE APPROVAL



for Business Meetings/Protocol Events

ALL DOTT FOR ON LOUIS		<u>ئے</u>	BUSINESS EXPENSE APPROVAL NO
Attach original involces/receipts that have been coded and a by an expense authority. Please see page 2 for further instr			
SECTION 1 - ORIGINATOR INFORMATION			
NAMEOFORIGINATOROFEXPENSE	TELEPHONENO.		YYYY/MM/DD
Marc-André Ouellette	(250) 3874304	DATE SUBMITTED	2012/03/23
MINISTRY/DIVISION/BRANCH LOCATION (CITY) CO. Office of the Premier/Intergovernmental Vancouver	PFEVENT	START DATE	YYYY/MM/DD 2012/03/24
Relations Secretariat/Office of Protocol		END DATE OF EVENT	YYYY/MM/DD 2012/03/24
SECTION 2 - NAME / NATURE OF EVENT			安多克特特的激素
In general terms, describe the event, the number of people attending – 20 government employees, 2 service contractors.	and their affiliation. For	example: Ann	ual Regional Meeting
2012 Swearing-in Ceremony			

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

List attached

SECTION 4 - BUSINESS EXPENSE REQUEST				SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL				
CATEGORY	STOB	1	AMOUNT	RESP. CENTRE	SERVICELINE	PROJECT NO. (IFAP) ADDITIONAL CODING	PLICABLE) OR 3	
Meeting Room Rental	6531			36356	18868	3601212		
2. Equipment/Furniture Rental	6531			EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies.				
Photocopying, Faxing, Telephone, etc.	6531			maxe- Indie Chielles				
4. Food/Beverages for Meetings	6531			PRINT NAME OF EXPE		DATESIGN		
BREAKFAST LUNCH DINNER SNACKS COFFEE/TEA/JUICE, ETC.	0001			MARC-ANDRÉ OUELLETTE			103/27	
5. Business Meals in Restaurant BREAKFAST LUNCH DINNER	6531			Complete this sec have paid persona	tion only if reimbure	sing an employee	INFORMATION for expenses they ling address, and	
6. Event Planners, Speakers, etc.				reimbursement tot	aı.			
7. Travel Costs for Non-BC Government Participants								
8. Other: SEE ATTACHED BUDGET			3,600.00					
				pursuant to CPPM	ER SIGNATURE – Ce 4.3.2.	rtified goods/servi	ces received	
- Martin				X				
ESTIMATED TOTAL \$			3,600.00		REIMBURSEM	ENT TOTAL		

	40.4	
	~ 1 Designate	
57-Staff Travel		
5718 Staff Travel Expenses	\$200	
•		
		\$200
65-Professional Services		
6531 Audiovisual	\$2,300	
6531 Videographer/Photographer	\$650	
TTT THE STAFFILL HOUSE AFTER		\$2,950
65-Office and Business Expenses		42,000
6509 Queens Printer - personalize bible	\$50	
0000 Queens Frinter - personanze bible	\$50	\$50
65 11		\$50
65-Hospitality Expenses and Travel Expenses	44.00	
6531 Venue	\$150	
6531 Coffee break	\$50 <u> </u>	
	<u> </u>	\$200
Contingency (5%)	\$160	
	T	6460
		\$160
TOTAL BUDGET		_
•		\$3,560

EVERYTHING CAFE

Tbl:0 Krista	Ref:67213 Chk:67724 3/24/2012 2:55 pm		
4 BOTTLE WATER 3 Pellegrino Sm 4 Odwalla	7.96 5.67 14.60	Guest: 1 BOTTLE WATER	Ref:67213 3/24/2012
SubTotal HST	28.23 3.39	BOTTLE WATER BOTTLE WATER	
.Tota!	31.62	BOTTLE WATER Pellegrino Sm	
Cash	35.00	Pellegrino Sm	
Amount Paid Change	35.00 3.38	Pellegrino Sm Odwalla Odwalla	
EVERYTHING	CAFE	Odwalla	
75 EAST PENDER VANCOUVER, BC (604) 681-(HST \$93709 (11)	V8Y 1C3	Odwalla Tbl:0 Krista	2:55 pm

Reimburse: Marc-André Ovellette. # 31.62 Resp. 36356 SL: 18868

570B: 6531 ?

Proj: 3601212



WESTERN PRO SHOW RENTALS LIMITED

3095 HEBB AVENUE VANCOUVER, BC, V5M 4V3 TEL: 604-293-1771 FAX: 604-293-1403

TOLL FREE: 1-888-PRO-SHOW

INVOICE

BILL TO:

BC PROTOCOL & EVENTS BRANCH

ATTN: ACCOUNTS PAYABLE PO BOX 9422 STN PROV GOV VICTORIA B.C. V8W 9V1

SHIP TO:

SWEARING IN CEREMONY

CHINESE CULTURAL CENTRE ATTN: KATHERINE BERGEN MARCH 24, 2012

s.17

DIVISION: VANCOUVER PO#:

CUSTOMER:

TEL: 250-387-4304

SITE:

INVOICE #: 20182

CONTRACT #: 16233

RETURN SLIP:

INVOICE DATE: 03/26/2012

TERMS: NET 30

PAGE: 1 ARF

(* = GST EXEMPT)

GST #: R136675758

PRODUCT #	DESCRIPTION	DATE OUT	BILLED THRU	STATUS OTY UNIT PRICE	AMOUNT
MINIKIT	*WIRELESS/BATTERY AUDIO KIT	SAT MAR 24/2012	SAT MAR 24/2012	RTD: s.17	- Lance on a resemblishment
MINIPACK	*MINI GIG BAG	SAT MAR 24/2012	SAT MAR 24/2012	RTD:	525.00
MA705	*MIPRO MA705 UHF POWERED SPKR		SAT MAR 24/2012	RTD:	250.00
ARRISTND	*ARRI LIGHT STAND	SAT MAR 24/2012	SAT MAR 24/2012	RTD:	100.00
***	*********		SAT MAR 24/2012	RTD:	0.00
RIFA500	*RIFA 500W CAMERA LIGHT	SAT MAR 24/2012	SAT MAR 24/2012	RTD:	0.00
ARRISTND	*ARRI LIGHT STAND	SAT MAR 24/2012	SAT MAR 24/2012	RTD:	150.00
AC50	*AC U-GROUND SINGLE - 50		SAT MAR 24/2012	RTD:	0.00
***	*********	SAT MAR 24/2012	SAT MAR 24/2012	RTD:	0.00
TRAVPOD	*ANCHOR TRAVELER PORT. LECTURN		SAT MAR 24/2012	RTD:	0.00
BCBPOESN	*BC PODIUM SIGN (TRAVPOD)		SAT MAR 24/2012	RTD:	75.00
BCCRESTS	*BC CREST - FOR ANCHOR PODIUM		SAT MAR 24/2012	RTD:	0.00
FLAGBC	*FLAG - BRITISH COLUMBIA		SAT MAR 24/2012	RTD:	0.00
FLAGCAN	*FLAG - CANADA	SAT MAR 24/2012	SAT MAR 24/2012	RTD:	50.00
FLAGST-GD	*FLAG STAND - GOLD/WIRE BASE		SAT MAR 24/2012	RTD:	0.00
***	*******		SAT MAR 24/2012	RTD:	50.00
TABLE 4	*TABLE - 4FT FOLDING TABLE		SAT MAR 24/2012	RTD:	0.00
TABLE 6	*TABLE - 6FT FOLDING TABLE	SAT MAR 24/2012	SAT MAR 24/2012	RTD:	0.00
TCBL6	*TABLECLOTH - BLUE 6FT		SAT MAR 24/2012	RTD:	10.00
SKT29BLB	*SKIRT- 29" TABLE (BLUE BANJO)		SAT MAR 24/2012	RTD:	10.00
SKTCLPL	*SKIRT - VELCRO CLIP 1.5"-2.25"		SAT MAR 24/2012	RTD:	10.00
SKT29BLB	*SKIRT- 29" TABLE (BLUE BANJO)	SAT MAR 24/2012	SAT MAR 24/2012	RTD:	12.00
TCBL6	*TABLECLOTH - BLUE 6FT	SAT MAR 24/2012	SAT MAR 24/2012	RTD:	0.00
SKT29BLB	*SKIRT- 29" TABLE (BLUE BANJO)		SAT MAR 24/2012	RTD:	0.00
**	*BALL POINT PENS - MATCHING		SAT MAR 24/2012	RTD:	0.00
WATER6	*BOTTLED WATER - 6 PACK		SAT MAR 24/2012	RTD:	0.00
Water6	*BOTTLED WATER - 6 PACK		SAT MAR 24/2012	RTD:	0.00
					0.00

Oh Boy Productions Inc.



L320 - 560 Beatty Street Vancouver, BC V6B 2L3

Tel (604) 662-8821 Fax (604) 662-8847 www.ohboy.ca

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Date	lnvo	ice	No.
3/26/2012	3	944	•

Invoice To:
Office of the Premiere Attn: Katherine Bergen
, ton (tanonio 23.30)

		P.O. No.	Terms
			Net 30
Qty	Description	Rate	Amount
1	Videotaping of the Premier (March 24, Chinese Cultural Centre) HST (BC) on sales	550.00 12.00%	550.00T 66.00
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Thank you for your busines.	s.	Total	\$616.00

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大溫哥華中華文化中心 CHINESE CULTURAL CENTRE OF GREATER VANCOUVER

50 E. Pen	der Street			
	or B.C. V6A 3V6			
Phone : (6	604) 658-8850, Fax:(604)-687-6260			
		Invoice No.	HR-2012-	14
Bill To:		компинентикентикан обим житоо обим на принципалности.		
Name	Government of British Columbia		Date	2012-03-23
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	Description		Unit Price	Total
Rental of	room on 24 March 2012, from 1:00pm to 5:00pm		\$150.00	\$150.00
				}
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***************************************	•		Sub-total	\$150.00
	Cash			
	Check		TOTAL	\$150.00
	Credit Card	•		
Name				
CC#				
	Expires			

Confirmation

Expense report number ER1490136 for 22.00 has been submitted to MARANDA, PIERRETTE for approval.

Expense Report ER1490136

∀ TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

The following are instructions on what to do with expense report envelopes and receipts:

* the expense report envelope must include your receipts and other supporting documents. On the outside of the envelope print your name, employee number, date, and expense report number. The expense report envelope and its contents must be filed at the location designated by your senior financial officer.

* your Expense Authority will be notified requesting approval for this expense report. After your Expense Authority approves this expense report, you will be notified. This expense report will be paid within 3 working days after it is

approved by your Expense Authority.

* the expense report envelope and its contents are subject to post payment audit. These must be forwarded upon request to the Corporate Compliance and Controls Monitoring Branch for verification. Your Expense Authority may be contacted for clarification or verification purposes regarding your expense report envelope.

* at your option, print this page from your browser and insert into the expense report envelope.

General Information

energy unormanon			
Name	OUELLETTE, MARC-	Report Submit Date	28-MAF 2012
	ANDRE	Attachments	None
S	322	Is a SMARTTEC confirmation report (PDF) required for this claim?	No-
Expense Dates	24-MAR- 2012 - 24- MAR-2012		Emissi reporte elsewh
Responsibility Centre	36356		(e.g. fle
Reason for Travel	Swearing-In Ceremony		vehicle passen
Approver	MARANDA, PIERRETTE		in ride share)
Receipts Status	Not Required		No-Emiss reported elsewhere
		Report Total	22,00 C

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Business Expenses

Cach	Expenses

Date	Receipt Expense Amount Type	Justification	Receipt Required	Receipt Missing	Reimbursable Amount (CAD) Details
24-Mar-2012	Meal/Per 22.00 CAD Diem	Per Diem - Lunch	To access the second		22.00
· =				Total	22.00

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

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Toug Seaplane photessionals

Reservations System

Booking Review

Cancel

Please review the selected booking below.

To Return to your bookings press Back below To Cancel this booking press Cancel below To Change this booking press Change below

s.17 Booking ^{s.22}	Sked 200 : Carbon C	Offset	\$1.00
The Office Of Protocol	Sked 200 : Fuel Surd	charge	\$10.00
Flight #223 Saturday, March 24, 2012	Sked 200 : Saver We	/eb Fare	\$210.00
Departs Vancouver Harbour, 16:40 PM Arrives Victoria Harbour, 17:15 PM	+ Harmonized Sal	les Tax	\$26.52
Passenger(s)			
35 minutes	Billing		\$221.00
K - Confirmed	Taxes		\$26.52
Passenger List:	Grand Total		\$247.52
Iot Responsive Marc-André Ouellette Add to your Outlook Calendar	Not Responsive		
Marc-André Ouellette	Not Responsive		
Marc-André Ouellette Add to your Outlook Calendar	Not Responsive Corporate Account:	Payment	\$123.76
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Page 14 OOP-2012-000206 2012-04-27

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