

**Swearing-in Ceremony  
Wednesday, September 5, 2012  
(10:30 a.m.)  
Government House  
1401 Rockland Avenue  
Victoria, British Columbia**

- 0700 Proshow arrives at Government House for Audio Visual set-up. Jerymy Brownridge, GH Director of Operations, will be available.
- 0900 Office of Protocol and Cabinet Operations staff arrive at Government House (GH) and meet with Office of Lieutenant Governor Staff to finalize scenario.
- 0900 Cabinet Secretary and Deputy Cabinet Secretary arrives at Government House and is directed to S15 .
- 0920 Photographer, Jeff Vinnick, arrives at Government House.
- 0940 Premier arrives at Government House S15 and will be met by Katherine Bergen. S15
- S15
- 0945 Ministers Designate arrive at the S15 S15 to depart by bus. Marc-André Ouellette will manage this portion.
- 1000 Ministers Designate depart S15 by bus for Government House.
- 1005 His Honour and Mr. Hammond arrive and proceed directly to His Honour's Office.
- 1010 Media will arrive at Government House for set-up. [Name] will provide direction to Media.
- 1015 Ministers Designate and other guests arrive at Government House and enter using the S15 and are met by Protocol staff or GH staff. **Guests are escorted to the Drawing Room. Ministers Designate are escorted to Her Honour's Office.**

**NOTE:** S15 is fully wheelchair accessible and near elevator.

1018 Premier will be escorted by James Hammond to His Honour's office on the First Floor to greet His Honour. Lieutenant Governor and the Premier will be fitted with wireless lapel mic by Proshow.

Cabinet Secretary (or Deputy Cabinet Secretary) and His Honour review Oath Book, Oath Forms, appointment form (in His Honour's Office). Documents are signed by His Honour.

1020 Lieutenant Governor and Premier proceed to Her Honour's Office where the Ministers Designate are gathered. The Premier introduces His Honour to the Ministers Designate.

Briefing Ministers designate, provided in Her Honour's Office, on the order of the Ceremony and taking of the Oaths (swear or affirm).

- Marc-André Ouellette
- James Hammond
- Elizabeth MacMillan

Paper work to be completed.

1027 Cabinet Secretary (or Deputy Cabinet Secretary) places the Oath Book on the signing table and return to Her Honour's Office.

1027 Procession formed outside of Her Honour's Office:

	Premier
← MacMillan	Minister Designate HADC
	Lieutenant Governor

1028 Mr. Hammond proceeds to the podium, welcomes the guests, provides a brief description of the Ceremony and its significance. (2 minutes)

**“GOOD MORNING LADIES AND GENTLEMEN. WELCOME TO GOVERNMENT HOUSE.**

**MY NAME IS JAMES HAMMOND AND I AM THE 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 5 NEW MEMBERS OF THE EXECUTIVE COUNCIL OF THE GOVERNMENT OF BRITISH COLUMBIA WILL BE FORMALLY INSTALLED IN OFFICE.**

**“LADIES AND GENTLEMEN, PLEASE RISE FOR THE ARRIVAL OF THE MINISTERS DESIGNATE, FOLLOWED BY THE PREMIER AND THE LIEUTENANT GOVERNOR.”**

1030 Entrance of Official Party

Procession:

			Premier
←	MacMillan	Minister Designate	HADC
			Lieutenant Governor

His Honour and the Premier take their positions

Ministers Designate takes seat in the front row in the Drawing Room.

1033 Mr. Hammond calls on His Honour to deliver his brief remarks.  
**“PLEASE BE SEATED. I NOW WOULD LIKE TO CALL ON HIS HONOUR, THE HONOURABLE STEVEN POINT, LIEUTENANT GOVERNOR OF BRITISH COLUMBIA, YOUR HONOUR”**

His Honour proceeds to the podium.

1034 **His Honour’s remarks.** (1 minute)

Mr. Hammond thanks His Honour while His Honour moves to stand beside the signature desk.

**“THANK YOU, YOUR HONOUR. LADIES AND GENTLEMEN, AS YOU ARE AWARE, APPOINTMENTS TO THE EXECUTIVE COUNCIL ARE MADE BY HIS HONOUR UPON THE ADVICE OF THE PREMIER. THIS MORNING, HIS HONOUR WILL ADMINISTER THE OATHS OF ALLEGIANCE, OF OFFICE AND OF CONFIDENTIALITY. THEN THE PREMIER WILL ANNOUNCE THE MINISTERS AND THEIR RESPECTIVE PORTFOLIOS, FOLLOWING WHICH THE MINISTERS WILL COME FORWARD AND COMPLETE THE OATH BOOK.**

1035 Mr. Hammond calls on the Ministers Designate to come forward and calls on His Honour to administer the Oaths:

**“MINISTERS DESIGNATE (we need names), PLEASE COME FORWARD AND HIS HONOUR THE LIEUTENANT GOVERNOR WILL ADMINISTER THE OATHS.**

(Wait until the Ministers Designate are in position. Then call His Honour.)

**YOUR HONOUR...”**

The HADC presents His Honour with the text.

Ministers Designate faces toward His Honour.

1036 His Honour administers the Oaths to the Ministers Designate.

- Oath of Office
- Oath Allegiance
- Oath of Confidentiality

The Ministers Designate repeats each sentence after His Honour.

At the end, His Honour then declares the Minister Designate, “. . . **DULY SWORN/AFFIRMED AND A MEMBER OF THE EXECUTIVE COUNCIL OF BRITISH COLUMBIA.**”

1038 Following the Oaths to Ministers, Mr. Hammond indicates that:

**IT IS HIS HONOUR'S PLEASURE THAT PREMIER CLARK ANNOUNCES THE PORTFOLIO OF EACH MINISTER AS THEY COME FORWARD TO SIGN THE OATH BOOK.**

1039 The Premier goes to the Podium to announce the portfolio for each new Cabinet Minister.

Each member is directed by the Cabinet Secretary (or Deputy Cabinet Secretary) to the desk to sign the Oath Book.

*Members are called forward to the signing table, they sign the book, shake hands with His Honour, move to Premier and shake hands and return to their position.*

Mr. Hammond asks the Premier to say a few words.

1044 The Premier gives her remarks. (1 minute)

1045 Mr. Hammond thanks Premier Clark.

**“THANK YOU, PREMIER.”**

Mr. Hammond thanks everyone and announces the departure of the Official Party.

**“YOUR HONOUR, PREMIER, LADIES AND GENTLEMEN, THIS CONCLUDES THE CEREMONY. WOULD YOU PLEASE STAND FOR THE DEPARTURE OF THE LIEUTENANT GOVERNOR OF BRITISH COLUMBIA AND OFFICIAL PARTY.”**

Procession:

MacMillan New Ministers Premier His Honour HADC →

**“FOR MEMBERS OF THE MEDIA, THE PREMIER AND SOME MINISTERS WILL BE AVAILABLE FOR COMMENTS DOWNSTAIRS IN THE MCCLURE ROOM AFTER THE OFFICIAL PHOTOGRAPH HAS BEEN TAKEN. THANK YOU VERY MUCH FOR YOUR ATTENDANCE”**

The HADC leads to the exit: His Honour joins cabinet for photos in the Foyer.

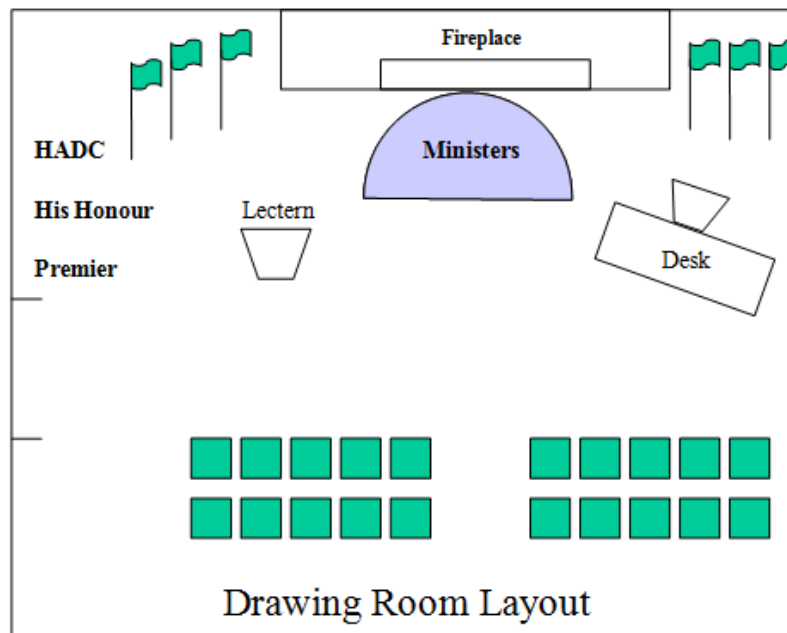
1050 His Honour, the Premier and Cabinet proceed to the Foyer for Official Photographs.

1052 Official Cabinet Photo

- with Lieutenant Governor and Premier
- with Premier only.

Photographer: Jeff Vinnick

- 1053 His Honour bids farewell to the Premier and Cabinet Members.
- 1054 Still photographers granted access to take a photo of the Cabinet.
- 1056 Premier proceeds to the Drawing Room and accompanied by the Ministers involved with the media opportunity.
- 1057 Cabinet Members who are not part of the media opportunity will be directed to the Bus to return to the S15
- 1100 Premier and some Cabinet Ministers proceed to the McClure Room.
- 1103 Media opportunity in the McClure Room. Mike Morton to manage.
- 1118 Premier departs Government House.
- 1120 Select Cabinet Ministers will do media interviews as required.
- 1130 Cabinet Minister's depart - Taxi's will be available



Prefix	First Name	Last Name	Vehicle Type	Vehicle Colour	Licence Plate #	Role
	Katherine	Bergen				PO Staff
	Ken	Boessenkool				PO Staff
	Stephanie	Cadieux				Guest
	Helen	Carr				Protocol
	Jennifer	Chalmers				PO Staff
	John	Dyble				PO Staff
	Genevieve	Elliott				Protocol
	Karen	Felker				Protocol
	Brooke	Finnigan				Media Coordinator
	Gabe	Garfinkel				PO Staff
	Karen	Geiger				Protocol
	Kim	Haakstad				PO Staff
	Trevor	Halford				PO Staff
	Gillian	Kish				Protocol
	Sara	MacIntyre				PO Staff
	Elizabeth	MacMillan		S22		PO Staff
	Thomas	Marshall				PO Staff
	Shane	Mills				PO Staff
	Mike	Morton				PO Staff
	Karen	Murry				Media Coordinator
	David	Nichols				Protocol
Ms.	Terry	Oaken				Guest
	Marc-André	Ouellette				Protocol
		Proshow				Supplier
		Regent Limousine				Supplier
Mrs.				S22		Guest
Mr.	Jeff	Vinnick				Photographer
Mrs.					S22	Guest

## BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

**Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.**

2012SwearingIn

### SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE	TELEPHONE NO.	DATE SUBMITTED
Genevieve Elliott	( 250 ) 356-5004	2012/09/05
MINISTRY/DIVISION/BRANCH	LOCATION (CITY) OF EVENT	START DATE OF EVENT
		2012/09/05
		END DATE OF EVENT
		2012/09/05

### SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting -- 20 government employees, 2 service contractors.

Swearing In Ceremony for new cabinet held at Government House on Sept. 5th. Attended by approximately 30 elected officials.

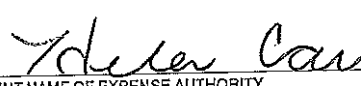
### SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

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.

### SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	250.00
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings	6531	120.00
<input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input checked="" type="checkbox"/> COFFEE/TEA/JUICE, ETC.		
5. Business Meals in Restaurant	6531	
<input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER		
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: Official photographer, bus transportation to Gov. House	6531	1,550.00
<b>ESTIMATED TOTAL</b>		<b>\$ 1,920.00</b>

### SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
36356	18850	3601212
EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies.		
 PRINT NAME OF EXPENSE AUTHORITY		DATE SIGNED
Helen Carr		2012/09/05

### SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

QUALIFIED RECEIVER SIGNATURE -- Certified goods/services received pursuant to CPPM 4.3.2.

X

**REIMBURSEMENT TOTAL**



Canada Post / Postes Canada  
DUNBAR  
4325 Dunbar St  
VANCOUVER V6S2G0  
GST/TPS#: 101511970

2012/09/11  
CC/CC67199

02:21:04  
W/G2

anna  
TR264110

Customer/Client: S17  
BCH 12% 1@ \$8.07 \$8.07  
XPost Business/XPost Commercial  
VentureOne Discount has been applied./Une  
réduction en vertu du programme  
Entrepreneur a été appliquée.

Actual Weight / Poids réel 0.361kg  
To / À destination du code V8V1S2

Tracking # / N° de suivi  
S15

Additional Coverage declined  
Couverture additionnelle refusée

BCH 12% 1@ \$0.00 \$0.00  
Delivery Conf.(\$100.00)  
Conf. de liv.(\$100.00)

BCH 12% 1@ \$1.03 \$1.03  
Fuel Surcharge/Supp. pour carburant

BCH 12% 1@ \$7.30 \$7.30  
XPost Business/XPost Commercial  
VentureOne Discount has been applied./Une  
réduction en vertu du programme  
Entrepreneur a été appliquée.

Actual Weight / Poids réel 0.158kg  
To / À destination du code V6C3E1

**victoria courier \$ 8.07**

**hst \$ 0.97**

**total \$ 9.04**

Tracking # / N° de suivi

S15

Additional Coverage declined  
Couverture additionnelle refusée

BCH 12% 1@ \$0.00 \$0.00  
Delivery Conf.(\$100.00)  
Conf. de liv.(\$100.00)

BCH 12% 1@ \$0.93 \$0.93  
Fuel Surcharge/Supp. pour carburant

For complete terms and conditions  
consult the Canada Postal Guide at  
www.canadapost.ca or any Post Office.  
Pour connaître les modalités complètes  
consultez le Guide des postes du Canada à  
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Sender warrants that the shipped item(s)  
do(es) not contain dangerous goods.  
L'expéditeur garantit que le ou les  
articles expédiés ne contiennent pas de  
matières dangereuses.

SUBTL/SOUS-TOTAL \$17.33  
GST/TPS \$0.00  
PST/TVP \$0.00  
HST/TVH \$2.08  
TOTAL/TOTAL \$19.41

Visa / Visa \$19.41  
Card Number / Numéro de carte

CHG. DUE / MONNAIE \$0.00

Receipt required for all returns. To  
view the return policy go to the website.  
Reçu requis pour tous les retours. Pour  
consulter la politique de retour, visitez  
le site Web.



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Some exceptions apply  
Repérage sur le Web ou par téléphone :  
Certaines conditions s'appliquent  
Page 9  
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WWW.POSTESCANADA.CA  
800-267-1177

S15

Office of Protocol  
Canada

Room : S15, S22  
Arrival Date : 09/05/12  
Invoice No. : S15  
Folio No. : s22  
Conf. No. :  
Cashier No. : 59  
Billing Date : 09/06/12  
A/R Number :

Office of Protocol

Date	Description			Debit	Credit
09/05/12	Meeting Room	S15	1 at 200.00	200.00	
09/05/12	HST			24.00	
09/05/12	Banquet Food	Freshley Brewed Coffee and Tea Selection 20 at 4.00 per person		80.00	
09/05/12	Banquet Gratuity			12.00	
09/05/12	Banquet HST			11.04	
09/06/12	Mastercard	S17	XX/XX		327.04
Room HST Total - 0.00				<b>327.04</b>	<b>327.04</b>
Other HST Total - 35.04					
HST #	S15			<b>0.00</b>	

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. I have accepted delivery of the Globe and Mail. If refused, a \$1.00 (Mon to Fri) and a \$2.00 (Sat) credit will be applied to my account.

S15

S15

\_\_\_\_\_ FOR PHOTOGRAPHY SERVICES  
RENDERED RE: PREMIER CHRISTY CLARK ANNOUNCING NEW CABINET  
SEPTEMBER 5, 2012 IN VICTORIA.

COSTS INCLUDE:

PHOTOGRAPHY 4 HOURS	\$	600.00
DIGITAL PROCESSING AND TRANSMISSIONS	\$	200.00
DISK BURNS – 6 @ \$5	\$	30.00
DISK COURIER	\$	8.07
	12% HST	<u>\$ 100.57</u>
TOTAL	\$	938.64

THANK YOU FOR YOUR BUSINESS.

JEFF VINNICK

REGENT LIMOUSINE SERVICE, LTD  
 4226 Rossiter Drive  
 Victoria, BC V8N 4S7 Canada  
 (250) 380-1911 Fax (250) 721-4202 (877) 778-4777  
 email: info@regentlimousine.bc.ca Website: www.regentlimousine.bc.ca

INVOICE						
Bill To: GOVERNMENT OF BRITISH COLUMBIA PROTOCOL AND EVENTS BRANCH			Customer: GOVERNMENT OF BRITISH COLUMBIA PROTOCOL AND EVENTS BRANCH			
Attention: GENEVIEW ELLIOTT			Attention: GENEVIEW ELLIOTT			
Account 05413	Order No	Order By	Sales SUNIL SANGHERA	Vehicle Type Mini Coach 28 P	Service Date 09/05/2012	Invoice 023845

CHARGES		RATE	AMOUNT
	Hrly	150.00	450.00
Gratuity	Pct	0.00	67.50
Fuel Surcharges	Pct	0.00	0.00
HST #124554742	Pct	12.00	54.00
TOTAL CHARGES			\$571.50

DESCRIPTION	AMOUNT
SUBTOTAL	571.50
	0.00
TOTAL PAYMENT	\$0.00
AMOUNT DUE	\$571.50

NET 0 DAYS .. DUE DATE 09/05/2012
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COMMENTS

ROUTING
SPOT @ 9:30AM AT THE S15 AND DRIVER TO MEET MARC-ANDRE OUELLETTE AND THEN DEPART THE S15 AT 10:00AM FOR THE GOVERNMENT HOUSE WAIT AND RETURN BACK TO THE AND D/OFF THE CLIENTS AT THE PARLIAMENT BUILDING.

Thank you for choosing  
 Regent Limousine Service  
 for all your transportation needs.

# Cabinet Swearing In Ceremony

Address: Government House  
1401 Rockland Avenue  
Victoria, BC

**Podium: Yes**

**Dress: Business**

**Date: Wednesday, September 5, 2012**

**Time: 10:30am**

Time	Event Itinerary
9:40am	Premier arrives at Government House and proceeds to S15
9:42am	Premier has time for media preparation with her staff in the S15
10:18am	Premier transfers to His Honour's Office to on the First Floor to greet His Honour and be fitted with lapel mic
10:20am	His Honour and Premier proceed to Her Honour's Office where the Ministers Designate are gathered. The Premier introduces His Honour to the Ministers Designate and they all receive a pre-brief
10:28am	Master of Ceremonies, Mr. James Hammond proceeds to the podium, welcomes the guests, provides a brief description of the Ceremony and its significance. Mr. Hammond asks guests to rise for the Entrance of the Official Party
10:30am	Deputy Cabinet Secretary Leads the Ministers Designate followed by the HADC, His Honour and the Premier to the Drawing Room
10:33am	MC James Hammond calls on His Honour to deliver his brief remarks
10:34am	His Honour gives remarks
10:35am	MC Hammond calls on His Honour to administer the Oaths
10:36am	His Honour administers Oaths to Ministers
10:38am	MC Hammond calls forward Premier Christy Clark to announce the portfolio of each Minister
10:39am	Premier goes to the Podium to announce the portfolio for each new Cabinet Minister. <i>Each member is directed by the Cabinet Secretary (or Deputy Cabinet Secretary) to the desk to sign the Oath Book, shake hands with His Honour, move to Premier and shake hands and return to their position.</i>
10:44am	Premier gives remarks
10:45am	MC Hammond thanks the Premier and asks everyone to stand for the departure of His Honour and the official party. An announcement is made that there will be an official photo of the full Cabinet in the lobby
10:50am	Premier transfers to the lobby for Official Photo of the full Cabinet
10:52pm	Official Cabinet Photo is taken
10:54pm	Still photographers granted access to take group photo
10:56am	Premier transfers to lobby while the media are repositioned to the McClure Room
11:00am	Premier proceeds downstairs to the McClure for Media Availability
11:03am	Premier does media
11:18am	Premier departs
11:20am	Select Cabinet Ministers do media as required
11:30am	Cabinet Minister's Depart

## Contacts:

Adrienne Dunton..... (250) 356-9499

Marc-Andre..... S17