



PROTOCOL ITINERARY

**FAREWELL CEREMONY
IN HONOUR OF
THEIR HONOURS, THE HONOURABLE STEVEN L. POINT
AND
MRS. GWENDOLYN POINT
THURSDAY, NOVEMBER 1, 2012**

Official Party

1. The Honourable Christy Clark, Premier
2. The Honourable Bill Barisoff, Speaker of the Legislative Assembly
3. Mr. John Dyble, Deputy Minister to the Premier and Cabinet Secretary
4. Ms. Kate Ryan-Lloyd, Deputy Clerk
5. Col. James Hammond, Private Secretary to the Governor
6. 4 Honorary Aide-De-Camps
 - Colonel Jon Burbee, CD, AdeC (Air Force)
 - Inspector Nathan Davies, AdeC (BC Sheriff Service)
 - Deputy Warden Patrick Doherty, AdeC (BC Corrections)
 - Colonel Philip A Sherwin, CD, AdeC (Army)

Pre-Event Procedures

- 12:30 p.m. Legislative Assembly Operations staff set up flags in Lower Rotunda in front of Coat of Arms – 2 sets of BC--Canada--Diamond Jubilee
- 1:00 p.m. AVW Telav access through East rear entrance and set up lectern, microphone, lighting, media feed in Lower Rotunda – lectern in front of Coat of Arms
Met by Helen Carr
- 3:00 p.m. Legislative Dining Room staff complete set up of light refreshment tables in Reception Hall
- 3:00 p.m. Victoria Good News Choir (45 members met by TBC) and the Unity Drummers (met by TBC) arrive at Buildings via East Entrance and assemble in Hemlock Room to prepare.
- 3:05 p.m. The Guard of Honour is in place and the Band is playing incidental music.
- 3:20 p.m. Two RCMP officers in Red Serge proceed to the gates at the ceremonial entrance escorted by (TBC)
 - *Staff Sergeant Major Marc Lavergne*
 - *Staff Sergeant Major John Buis*
- 3:17 p.m. Government House calls Helen Carr – 250-883-4496 to advise they are leaving GH –relay this information to the Sergeant-at-Arms who distributes it to security. (Motorcycle escort – 4- arranged by GH)
- 3:25 p.m. Victoria Good News Choir, under the direction of Ms. Louise Rose are escorted from Hemlock Room to assemble in the Upper Rotunda
- 3:25 p.m. Invited guests who wish to observe outdoor proceedings are directed to West landing, and gather on west side of ceremonial stairs. Invited guest who wish to remain indoors gather in Lower Rotunda

Official Arrival

- 3:27 p.m. Their Honours, Private Secretary and 2 HADCs arrive on Belleville Street and stop at the first gun station

(Vehicle # 1 – Official Car, Vehicle #2 – 4 HADCs , DND)

His Honour, accompanied by his Private Secretary and HADC (1) walk across the road and stop at the first gun station. The motorcycle escort, Their Honour's car and the DND car proceed up a few hundred yards in front of the other gun stations to wait for His Honour to get back into the car. The Gunnery Officer meets His Honour and escorts him to inspect the gun stations (2). Once the inspection of the gun stations is complete, the party returns to car.

3:30 p.m. **The Honourable Christy Clark**, Premier of British Columbia, escorted by **Mr. John Dyble**, Deputy Minister to the Premier and Cabinet Secretary, proceed through the Upper Rotunda at the Ceremonial Entrance to await the arrival of the Governor and Chatelaine. Marc-André Ouellette greets and briefs PCC on arrival.

Media will be positioned on the right (east) side of the steps

***Note: Premier should not proceed down to the landing until the completion of the inspection**

3:30 p.m.
(approx) The Honourable Steven Point, Lieutenant Governor of British Columbia, Her Honour, Mrs. Gwendolyn Point, Private Secretary, Mr. James Hammond, and 4 Honorary Aides-de-Camp arrive at front steps of Parliament Buildings. The Lieutenant Governor's standard is raised on the Buildings.

[Two RCMP Officers in Red Serge are positioned at the Ceremonial Gates].

His Honour steps onto the saluting base, second step and turns to face the Guard of Honour.

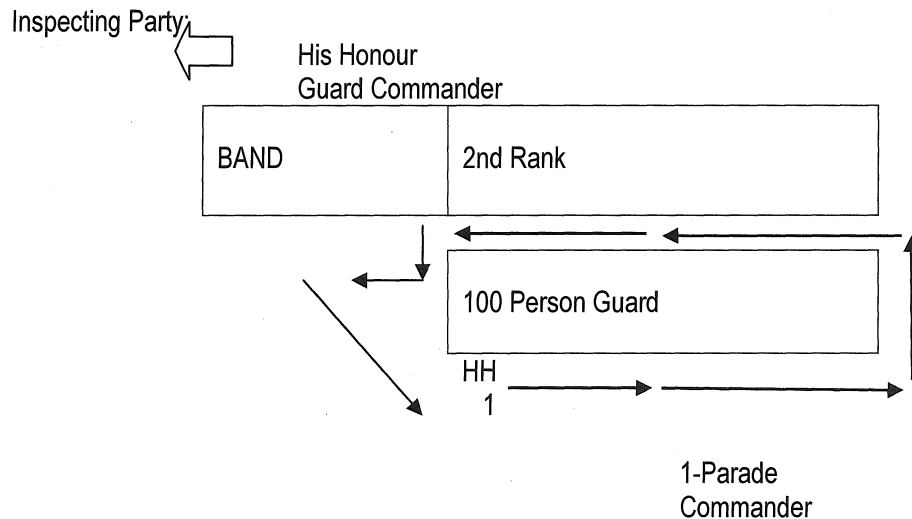
HADCs on 5th step

Her Honour and Private Secretary on landing (lamppost)

15-gun vice-regal salute fired by 55 Battery of 5th (British Columbia) Field Regiment, Royal Canadian Artillery

Royal Salute "The Vice Regal Salute" played by the Naden Band of Maritime Forces Pacific under the command of Director of Music Lieutenant (N) Matthew Clark

The Lieutenant Governor inspects the 100-person Guard of Honour provided by Joint Task Force Pacific (Guard Commander Lieutenant Commander Conor McKee)



Selected media (video and still) are escorted by GCPE Media Relations Manager to left flank of the guard to photograph the inspection.

On completion of the inspection, the Lieutenant Governor pays compliments to the Director of Music and returns to the saluting base.

Entrance to Parliament Buildings

3:45 p.m. His Honour proceeds up the steps to meet the **Premier on landing**. Private Secretary escorts Her Honour over to also meet the Premier.

Their Honours and the Premier proceed up the stairs through the Ceremonial Entrance to Upper Rotunda accompanied by the 4 HADC's

Photo Opportunity

3:47 p.m. The Lieutenant-Governor and Mrs. Point are greeted by the **Honourable Bill Barisoff**, Speaker of the Legislative Assembly, **Mr. John Dyble**, Deputy Minister to Premier and Cabinet Secretary, and **Ms. Kate Ryan-Lloyd**, Deputy Clerk

RCMP closes gates after His Honour has entered the building and stand at attention inside the ceremonial entrance.

Guard of Honour marches off to arrival/departure point

Invited guests observing outside proceedings move into Lower Rotunda

***Note: Guard not to march off until after the ceremonial gates have been closed**

When Official Party moves out of Upper Rotunda towards rear garden:

Naden Band moves into Buildings via West entrance to Upper Rotunda

Unity Drummers are escorted from Hemlock Room to position in Upper Rotunda

Mr. Butch Dick is escorted to lower East hallway to take up procession position

- 3:48 p.m. Choir sings a song (Maple Leaf Forever) as Their Honours finish greeting – and escorted by **Premier, Speaker, Cabinet Secretary and Deputy Clerk** to pause and listen to song.
- 3:50 p.m. **Premier, Speaker, Cabinet Secretary and Deputy Clerk** escort Their Honours through upper Central East Corridor down to main floor out Library entrance.

Procession:

↑
Deputy Clerk
Cabinet Secretary & Private Secretary
HADC HADC
HADC HADC
Speaker and Her Honour
Premier & His Honour

- 3:55 p.m. Party proceeds outside to Dogwood Grove location where Speaker explains the refurbishment plans for the garden area and asks His Honour to plant a Pacific Dogwood Tree in memory of Their Honours service in the "Lieutenant Governors Grove". Legislative Security will ensure shovel is in readiness. Legislative Assembly Maintenance will set up a platform on grass and walkway from driveway.

Speaker presents His Honour with the shovel. His Honour places a ceremonial shovel of dirt onto pre-planted tree.

Media will be present – official photograph opportunity

- 4:00 p.m. **Cabinet Secretary** is escorted from outside area through Library entrance to Lower Rotunda to prepare for duties as Master of Ceremony.

- 4:05 p.m. **Premier, Speaker and Deputy Clerk** escort Their Honours through Library entrance to Main Rotunda via the east lower corridor. Staff will be present to take coats, hats etc. – to S15 for Official Party

Official Party assembles in hallway leading to Reception Area, and when all is in readiness, are lead into Lower Rotunda area by drummer, Mr. Butch Dick

↑
Drummer
Deputy Clerk
HADC HADC
HADC HADC
Speaker and Her Honour
Premier & His Honour

See appendix A for room set up

Mr. John Dyble announces the entrance of the Official Party

"LADIES AND GENTLEMEN, MY NAME IS JOHN DYBLE AND I AM THE DEPUTY MINISTER TO THE PREMIER AND CABINET SECRETARY.

AS YOUR DIRECTOR OF CEREMONIES THIS AFTERNOON, I ACKNOWLEDGE THE TRADITIONAL TERRITORY OF THE ESQUIMALT AND SONGHEES FIRST NATIONS.

I WOULD NOW ASK YOU TO TURN YOUR ATTENTION TO THE ENTRANCE OF THE OFFICIAL PARTY, MS. KATE RYAN-LLOYD, DEPUTY CLERK OF THE LEGISLATIVE ASSEMBLY, THE HONOURABLE BILL BARISOFF, SPEAKER OF THE LEGISLATIVE ASSEMBLY, THE HONOURABLE CHRISTY CLARK, PREMIER OF BRITISH COLUMBIA AND THEIR HONOURS, THE HONOURABLE STEVEN POINT, LIEUTENANT GOVERNOR AND MRS. GWENDOLYN POINT.

Entrance of Official Party –to stand to the left of Director of Ceremonies

Mr. John Dyble continues

I WOULD LIKE TO WELCOME YOU HERE TODAY TO BID FAREWELL TO THE 28TH LIEUTENANT GOVERNOR OF BRITISH COLUMBIA, THE HONOURABLE STEVEN POINT AND HER HONOUR, MRS. GWENDOLYN POINT.

THEIR HONOURS HAVE SERVED AS HER MAJESTY THE
QUEEN OF CANADA'S REPRESENTATIVE IN BRITISH
COLUMBIA SELFLESSLY AND WITH INCREDIBLE GRACE
AND DIGNITY SINCE OCTOBER 2007.

YOUR HONOURS - WE CAN'T BEGIN TO DESCRIBE HOW
MUCH WE VALUE THE CONTRIBUTION YOU HAVE GIVEN TO
THE PEOPLE OF BRITISH COLUMBIA. TODAY IS OUR
OPPORTUNITY TO DEMONSTRATE IN A VERY SMALL WAY,
OUR THANKS AND BEST WISHES FOR THE NEXT CHAPTER
IN YOUR LIVES.

I PERSONALLY HAVE VERY MUCH ENJOYED MY
OPPORTUNITIES TO WORK WITH HIS HONOUR. IT HAS
BEEN PARTICULARLY GREAT TO INTERACT WITH
SOMEONE IN THIS ROLE WHO ALSO GREW UP IN SARDIS
BC. I HAVE REALLY ENJOYED THE MANY INSPIRATIONAL
TALKS I HAVE HAD THE OPPORTUNITY TO HEAR HIS
HONOUR GIVE.

I WOULD NOW LIKE TO CALL UPON THE PREMIER OF
BRITISH COLUMBIA, THE HONOURABLE CHRISTY CLARK TO
GIVE HER REMARKS.....PREMIER

4:12 p.m.

Premier moves to lectern and gives remarks (5 minutes), and presents gift to His Honour (guitar) and Her Honour (vase) from the Province of British Columbia.

Photo Opportunity

4:20 p.m.

Director of Ceremony invites His Honour to give remarks.

THANK YOU PREMIER. NOW I WOULD LIKE TO CALL UPON
THE LIEUTENANT GOVERNOR TO GIVE HIS REMARKS -
YOUR HONOUR

His Honour gives remarks and presents a gift to the Province of British Columbia
(CD of a song he wrote)

His Honour introduces the performance of his song by the Victoria Good News Choir, under the direction of Ms. Louise Rose, the Unity Drummers, lead by Mr. Butch Dick, and the Naden Band, under the direction of Lieutenant (N) Matthew Clark.

Private Secretary gives cue to begin the performance.

The Unity Drummers begin their drumming on the Upper Rotunda, moving down the East staircase into the Lower Rotunda, pausing in front of the Official Party to complete the performance, then exiting through West staircase back to Upper Rotunda.

Photo Opportunity

4:30 p.m.

Director of Ceremony thanks Their Honours, Premier, guests and performers and signals end of official ceremony

THANK YOU YOUR HONOURS, PREMIER, VICTORIA GOOD
NEWS CHOIR, UNITY DRUMMERS AND MEMBERS OF THE
NADEN BAND.

LADIES AND GENTLEMEN – THANK YOU FOR SHARING THIS
VERY SPECIAL DAY WITH US. WE INVITE YOU TO ENJOY A
SHORT RECEPTION HOSTED BY THE HONOURABLE BILL
BARISOFF, SPEAKER OF THE LEGISLATIVE ASSEMBLY.

PLEASE JOIN ME IN A ROUND OF APPLAUSE FOR THEIR
HONOURS.

Opportunity to mingle with the guests

Copies of the CD " British Columbia" handed out by Protocol staff to guests

4:45 p.m. Their Honours, escorted by HADC, move upstairs through West stairway to Upper Rotunda. His Honour pays his respects to Unity Choir and they are dismissed. Naden Band holds position for final exit.

His Honour, escorted by HADC's and Private Secretary, moves to S15 to change out of ceremonial uniform into business suit.

4:47 p.m. **Premier, Speaker, Cabinet Secretary and Deputy Clerk** are escorted upstairs to bid farewell to Their Honours.

4:50 p.m. **Cabinet Secretary and Deputy Clerk** bid farewell to Their Honours, and they are escorted by the **Premier** and the **Speaker** out of the Buildings via the Ceremonial Entrance. The Premier and the Speaker stop at the landing and wave goodbye.

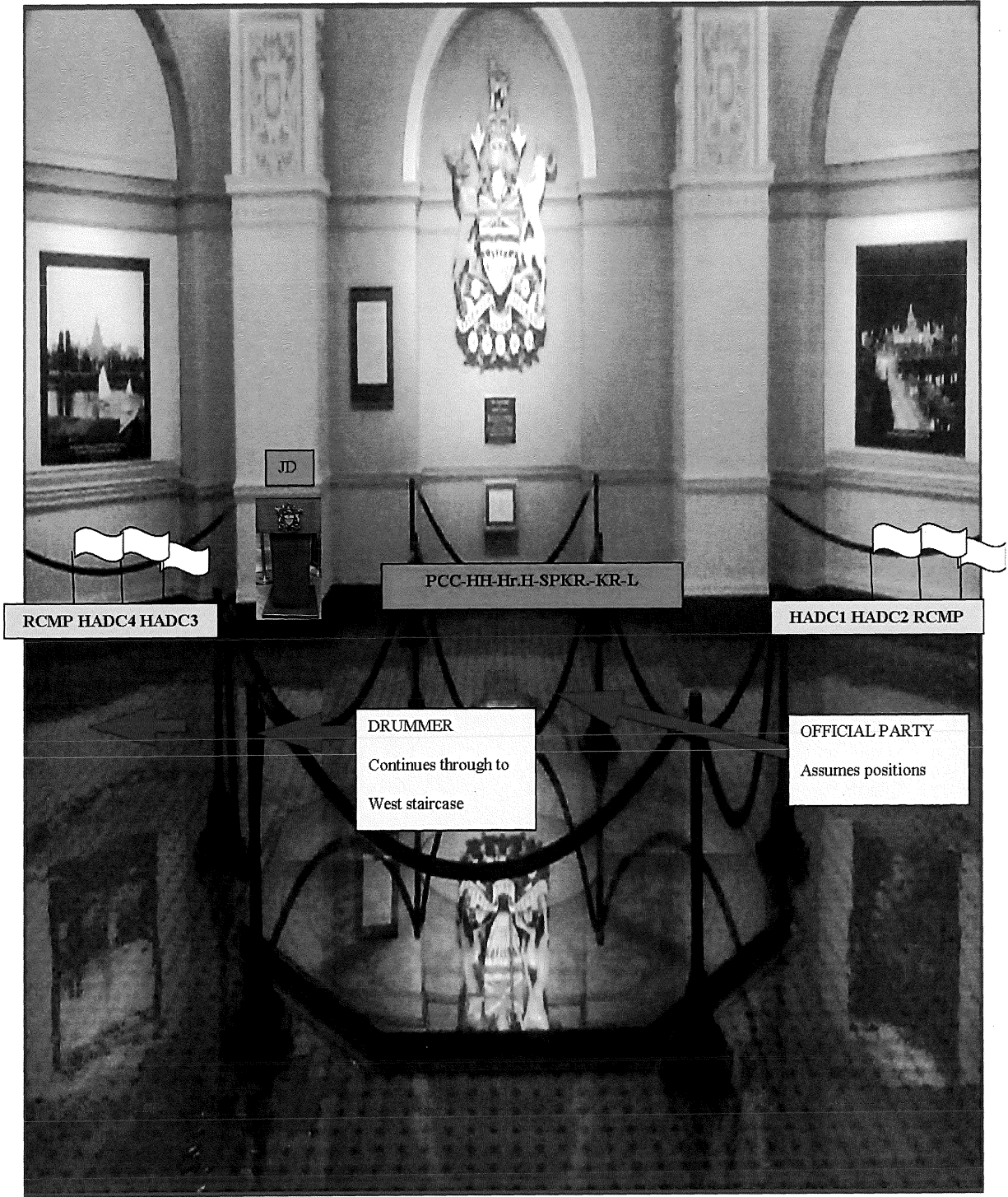
As they depart, the Naden Band plays "Auld Lang Syne"

His Honours standard is lowered once they have left the precinct

End of Event

6:30 p.m. Reception at Government House for select invited guests.

Appendix "A"





The Honourable Steven L. Point

Lieutenant Governor of British Columbia

requests the pleasure of the company of

Mr. John Dyble

at his Farewell Reception

on Thursday, November 1, 2012 at 6:30 p.m.

at Government House, 1401 Rockland Avenue, Victoria

RSVP by October 29, 2012

Tel: 250-387-2086 Email: ghrsvp@gov.bc.ca

Dress: Business Attire



The Honourable Christy Clark

Premier of British Columbia

and

The Members of the Executive Council

request the pleasure of the company of

«Prefix» «FirstName» «LastName»

at the farewell of the 28th Lieutenant Governor of British Columbia

Their Honours, The Honourable Steven L. Point
and Mrs. Gwendolyn Point

on Thursday, November 1, 2012, at 3:30 p.m.

in the Lower Rotunda at the Parliament Buildings

Victoria, British Columbia

RSVP to the Office of Protocol at Helen.carr@gov.bc.ca by October 31, 2012

	Dress: Business Attire
--	------------------------

Farewell of the Lieutenant Governor Ceremony

Thursday, November 1, 2012

Guest List

Attending

Keith Archer Ph.D.

Chief Electoral Officer of BC

The Honourable Patrick Bell

Minister of Jobs, Tourism and Skills Training and
Minister Responsible for Labour

Mr. Ron Cantelon, M.L.A.

Parksville-Qualicum

Mr. Murray Coell, M.L.A.

Saanich North and the Islands

The Honourable Michael de Jong Q.C.

Minister of Finance and House Leader

John Doyle

Auditor General of BC

Paul Fraser Q.C.

Conflict of Interest Commissioner of BC

Mr. Jamie Hammond and Mrs. Fern Hammond

Private Secretary to the Lieutenant Governor
Government House

Mr. Dave Hayer, M.L.A.

Surrey-Tynehead

Ms. Vicki Huntington, M.L.A.

Delta South

Ms. Maurine Karagianis, M.L.A.

Esquimalt-Royal Roads

Mr. Kevin Krueger, M.L.A.

Kamloops-South Thompson

Mr. Harry Lali, M.L.A.

Fraser - Nicola

Gary Lenz

Sergeant-at-Arms
Legislative Assembly of BC

The Honourable Norm Letnick

Minister of Agriculture

Ms. Donna Barnett, M.L.A.

Cariboo - Chilcotin
Parliamentary Secretary for Rural Communities to
the Minister Community, Sport and Cultural
Development

The Honourable Stephanie Cadieux

Minister of Children and Family Development

Mr. Raj Chouhan, M.L.A.

Burnaby - Edmonds

The Honourable Rich Coleman

Minister of Energy, Mines and Natural Gas and
Minister Responsible for Housing and Deputy
Premier

Mr. Adrian Dix, M.L.A.

Vancouver-Kingsway
Leader of the Official Opposition

**Mr. Eric Foster, M.L.A. and Mrs. Janice Foster, Derek
and Marjorie Allan**

Vernon-Monashee

Mr. Guy Gentner, M.L.A.

Delta North

Mr. Colin Hansen, M.L.A.

Vancouver-Quilchena

Mr. Douglas Horne, M.L.A.

Coquitlam-Burke Mountain
Parliamentary Secretary to the Premier

Ms. Carole James, M.L.A.

Victoria-Beacon Hill

Mr. Leonard Krog, M.L.A.

Nanaimo

The Honourable Dr. Terry Lake

Minister of Environment

Mr. Richard T. Lee, M.L.A.

Burnaby North
Parliamentary Secretary for Asia Pacific to the
Minister of Jobs, Tourism and Skills Training

Mr. Herb LeRoy

Former Exec. Director and Personal Secretary to
His Honour

Stan Lowe

Police Complaint Commissioner of BC

**Farewell of the Lieutenant Governor Ceremony
Thursday, November 1, 2012**

Guest List

The Honourable Dr. Margaret MacDiarmid
Minister of Health

Mr. Pat Pimm, M.L.A.
Peace River North

Ms. Lana Popham, M.L.A.
Saanich South

Mr. Doug Routley, M.L.A.
Nanaimo-North Cowichan

Mr. Nicholas Simons, M.L.A.
Powell River-Sunshine Coast

Mr. John Slater, M.L.A.
Boundary - Similkameen

The Honourable Ben Stewart
Minister of Citizens' Services and Open
Government

The Honourable Steve Thomson
Minister of Forests, Lands and Natural Resource
Operations

Ms. Jane Ann Thornthwaite, M.L.A.
North Vancouver-Seymour

The Honourable Naomi Yamamoto
Minister of State for Small Business
Ministry of Jobs, Tourism and Skills Training and
Ministry responsible for Labour

Regrets

Mr. Robin Austin, M.L.A.
Skeena

The Honourable Bill Bennett
Minister of Community, Sport and Cultural
Development

Mr. Harry Bloy, M.L.A.
Burnaby - Lougheed

Mr. Jagrup Brar, M.L.A.
Surrey-Fleetwood

Mr. Spencer Chandra Herbert, M.L.A.
Vancouver-West End

Ms. Katrine Conroy, M.L.A.
Kootenay West

Ms. Kathy Corrigan, M.L.A.
Burnaby - Deer Lake

Elizabeth Denham
Information and Privacy Commissioner of BC

The Honourable Don McRae
Minister of Education

The Honourable Mary Polak
Minister of Transportation and Infrastructure

Ms. Linda Reid, M.L.A.
Richmond East

Kate Ryan-Lloyd
Deputy Clerk and Clerk of Committees
Legislative Assembly of BC

Mr. Shane Simpson, M.L.A.
Vancouver-Hastings

Fiona Spencer
Merit Commissioner of BC

The Honourable Dr. Moira Stilwell
Minister of Social Development

Ms. Diane Thorne, M.L.A.
Coquitlam-Maillardville

Mr. John van Dongen, M.L.A.
Abbotsford South

The Honourable John Yap
Minister of Advanced Education, Innovation and
Technology and Minister Responsible for
Multiculturalism

Mr. Harry Bains, M.L.A.
Surrey-Newton

Ms. Dawn Black, M.L.A.
New Westminster

The Honourable Shirley Bond
Minister of Justice and Attorney General

Kim Carter
Ombudsperson of BC

The Honourable Ida Chong
Minister of Aboriginal Relations and Reconciliation

Mr. Gary E. Coons, M.L.A.
North Coast

Mr. Marc Dalton, M.L.A.
Maple Ridge-Mission

Mr. Doug Donaldson, M.L.A.
St. Kine

**Farewell of the Lieutenant Governor Ceremony
Thursday, November 1, 2012**

Guest List

Ms. Mable Elmore, M.L.A.

Vancouver-Kensington

Mr. Mike Farnworth, M.L.A.

Port Coquitlam

Mr. Scott Fraser, M.L.A.

Alberni-Pacific Rim

Mr. Randy Hawes, M.L.A.

Abbotsford - Mission

Mr. Gordon Hogg, M.L.A.

Surrey-White Rock

Mr. Rob Howard, M.L.A.

Richmond Centre

Ms. Jenny Kwan, M.L.A.

Vancouver-Mount Pleasant

Mr. John Les, M.L.A.

Chilliwack

Ms. Joan McIntyre, M.L.A.

West Vancouver-Sea to Sky

Ms. Michelle Mungall, M.L.A.

Nelson-Creston

Grand Chief Kat Pennier

Mr. Bruce Ralston, M.L.A.

Surrey-Whalley

Mr. John Rustad, M.L.A.

Nechako Lakes
Parliamentary Secretary for Forestry to the
Minister of Forests, Land and Natural Resource
Operations

Mr. Bob Simpson, M.L.A.

Cariboo North

Mr. Joe Trasolini, M.L.A.

Port Moody-Coquitlam

Mary Ellen Turpel-Lafond

Representative for Children and Youth of BC

Kevin Falcon, M.L.A.

Surrey-Cloverdale

Mr. Rob Fleming, M.L.A.

Victoria-Swan Lake

Ms. Sue Hammell, M.L.A.

Surrey-Green Timbers

Mr. Kash Heed, M.L.A.

Vancouver-Fraserview

Mr. John Horgan, M.L.A.

Juan de Fuca

Craig James

Clerk of the House
Legislative Assembly of BC

Blair Lekstrom, M.L.A.

Peace River South

Mr. Norm Macdonald, M.L.A.

Columbia River-Revelstoke

Mary McNeil, M.L.A.

Vancouver-False Creek

Ms. Gwen O'Mahony, M.L.A.

Chilliwack-Hope

Ms. Theresa Point

Mr. Bill Routley, M.L.A.

Cowichan Valley

Mr. Michael Sather, M.L.A.

Maple Ridge-Pitt Meadows

The Honourable Ralph Sultan

Minister of State for Seniors
Ministry of Health

Ms. Claire Trevena, M.L.A.

North Island



ROLL-OUT

**FAREWELL CEREMONY
IN HONOUR OF
THEIR HONOURS, THE HONOURABLE STEVEN L. POINT
AND
MRS. GWENDOLYN POINT
THURSDAY, NOVEMBER 1, 2012**

Official Party

1. The Honourable Christy Clark, Premier
2. The Honourable Bill Barisoff, Speaker of the Legislative Assembly
3. Mr. John Dyble, Deputy Minister to the Premier and Cabinet Secretary
4. Ms. Kate Ryan-Lloyd, Deputy Clerk
5. Col. James Hammond, Private Secretary to the Lieutenant Governor
6. 4 Honorary Aide-De-Camps
 - Lieutenant-Colonel Jon Burbee, CD, AdeC (Air Force)
 - Inspector Nathan Davies, AdeC (BC Sheriff Service)
 - Deputy Warden Patrick Doherty, AdeC (BC Corrections)
 - Lieutenant-Colonel Philip A Sherwin, CD, AdeC (Army)

Official Arrival

- 3:27 p.m. Their Honours, Private Secretary and 2 HADCs arrive on Belleville Street and stop at the first gun station (Vehicle # 1 – Official Car, Vehicle #2 – 4 HADCs , DND)

His Honour, accompanied by his Private Secretary and HADC (1) walk across the road and stop at the first gun station. The motorcycle escort, Their Honour's car and the DND car proceed up a few hundred yards in front of the other gun stations to wait for His Honour to get back into the car. The Gunnery Officer meets His Honour and escorts him to inspect the gun stations (2). Once the inspection of the gun stations is complete, the party returns to car.

- 3:30 p.m. **The Honourable Christy Clark**, Premier of British Columbia, escorted by **Mr. John Dyble**, Deputy Minister to the Premier and Cabinet Secretary, proceed through the Upper Rotunda at the Ceremonial Entrance to await the arrival of the Lieutenant Governor and Chatelaine. Marc-André Ouellette greets and briefs PCC on arrival.

Media will be positioned on the right (east) side of the steps

- 3:30 p.m. (approx) The Honourable Steven Point, Lieutenant Governor of British Columbia, Her Honour, Mrs. Gwendolyn Point, Private Secretary, Mr. James Hammond, and 4 Honorary Aides-de-Camp arrive at front steps of Parliament Buildings. The Lieutenant Governor's standard is raised on the Buildings.

[Two RCMP Officers in Red Serge are positioned at the Ceremonial Gates].

His Honour steps onto the saluting base, second step and turns to face the Guard of Honour.
HADCs on 5th step
Her Honour and Private Secretary on landing (lamppost)

15-gun vice-regal salute fired by 55 Battery of 5th (British Columbia) Field Regiment, Royal Canadian Artillery

Contact

Mr. Marc-André Ouellette, L.V.O., Executive Director
Ms. Helen Carr, Protocol Manager
Mr. Scott Sutherland, Communications Director

Business

387.4304
356.2891

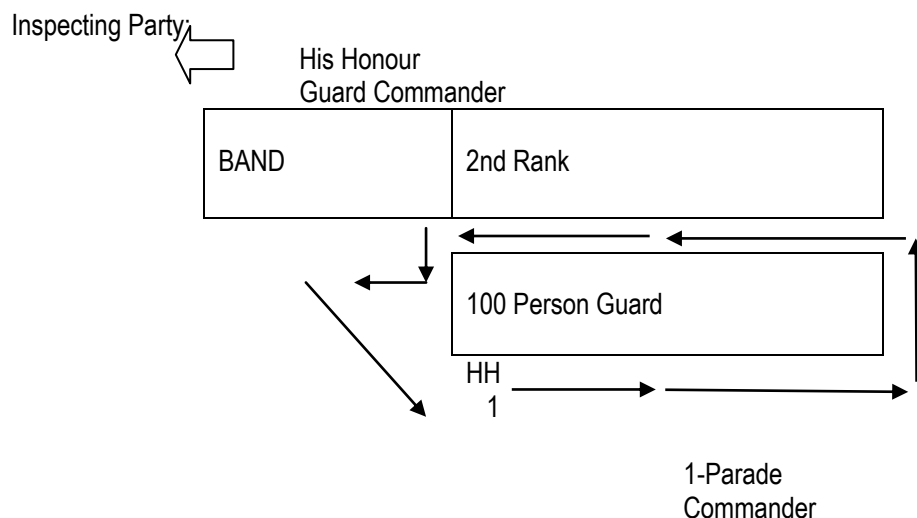
Mobile

S17

Salute Troop

Royal Salute "The Vice Regal Salute" played by the Naden Band of the Royal Canadian Navy under the command of Director of Music Lieutenant (N) Matthew Clark

The Lieutenant Governor inspects the 100-person Guard of Honour provided by Maritime Forces Pacific and Canadian Forces Base Esquimalt Royal Canadian Navy (Guard Commander Lieutenant Commander Anthony Lefresne)



On completion of the inspection, the Lieutenant Governor pays compliments to the Director of Music and returns to the saluting base.

Entrance to Parliament Buildings

3:45 p.m. His Honour proceeds up the steps to meet the **Premier on landing**. Private Secretary escorts Her Honour over to also meet the Premier.

Their Honours and the Premier proceed up the stairs through the Ceremonial Entrance to Upper Rotunda accompanied by the 4 HADC's

Photo Opportunity

3:47 p.m. The Lieutenant-Governor and Mrs. Point are greeted by the **Honourable Bill Barisoff**, Speaker of the Legislative Assembly, **Mr. John Dyble**, Deputy Minister to Premier and Cabinet Secretary, and **Ms. Kate Ryan-Lloyd**, Deputy Clerk

RCMP closes gates after His Honour has entered the building and stand at attention inside the ceremonial entrance.

Guard of Honour marches off to arrival/departure point

Invited guests observing outside proceedings move into Lower Rotunda

When Official Party moves out of Upper Rotunda towards rear garden:

Naden Band moves into Buildings via West entrance to Upper Rotunda

Mr. Butch Dick is escorted by Genevieve Elliott to lower East hallway to wait for entrance of official party

Unity Drummers are escorted by Genevieve Elliott from Hemlock Room to position in Upper Rotunda

3:48 p.m. Choir sings a song (Maple Leaf Forever) as Their Honours finish greeting – and escorted by **Premier, Speaker, Cabinet Secretary and Deputy Clerk** to pause and listen to song.

3:50 p.m. **Premier, Speaker, Cabinet Secretary and Deputy Clerk** escort Their Honours through upper Central East Corridor down to main floor out Library entrance.

Procession:

↑
Deputy Clerk
Cabinet Secretary & Private Secretary
HADC HADC
HADC HADC
Speaker and Her Honour
Premier & His Honour

3:55 p.m. Party proceeds outside to Dogwood Grove location where Speaker explains the refurbishment plans for the garden area and asks His Honour to plant a Pacific Dogwood Tree in memory of Their Honours service in the “Lieutenant Governors Grove”.

Surjit Dhanota will ensure shovel is in readiness.
Platform on grass and walkway from driveway.

Speaker presents His Honour with the shovel. His Honour places a ceremonial shovel of dirt onto pre-planted tree.

4:05 p.m. **Premier, Speaker, Cabinet Secretary and Deputy Clerk** escort Their Honours through Library entrance.

Cabinet Secretary is escorted to Lower Rotunda to prepare for duties as Master of Ceremonies

Remainder of **Official Party** move into lower east corridor to form entry procession

Official Party assembles in hallway, and when all is in readiness, are lead into Lower Rotunda area by drummer, Mr. Butch Dick

↑
Drummer
Deputy Clerk
HADC HADC
HADC HADC
Speaker and Her Honour
Premier & His Honour

See appendix A for room set up

Mr. John Dyble announces the entrance of the Official Party

Entrance of Official Party –to stand to the left of Director of Ceremonies (see Appendix “A”)

Mr. John Dyble continues, and invites Premier to give remarks

4:12 p.m. **Premier** moves to lectern and gives remarks (5 minutes), and presents gift to His Honour (guitar) and Her Honour (vase) from the Province of British Columbia.

Photo Opportunity

4:20 p.m. **Director of Ceremony** invites His Honour to give remarks.
His Honour gives remarks and presents a gift to the Province of British Columbia (CD of a song he wrote)

His Honour introduces the performance of his song by the Victoria Good News Choir, under the direction of Ms. Louise Rose, the Unity Drummers, lead by Mr. Butch Dick, and the Naden Band, under the direction of Lieutenant (N) Matthew Clark.

Private Secretary gives cue to begin the performance.

The Unity Drummers begin their drumming on the Upper Rotunda, moving down the East staircase into the Lower Rotunda, pausing in front of the Official Party to complete the performance, then exiting through West staircase back to Upper Rotunda.

Photo Opportunity

4:30 p.m. **Director of Ceremony** thanks Their Honours, Premier, guests and performers and signals end of official ceremony
Opportunity to mingle with the guests

Copies of the CD “British Columbia” handed out by Protocol staff to guests

4:45 p.m. Their Honours, escorted by HADC, move upstairs through West stairway to Upper Rotunda. His Honour pays his respects to Unity Choir and they are dismissed. Naden Band holds position for final exit.

His Honour, escorted by HADC’s and Private Secretary, moves to S15 to change out of ceremonial uniform into business suit.

4:47 p.m. **Premier, Speaker, Cabinet Secretary and Deputy Clerk** are escorted upstairs to bid farewell to Their Honours.

4:50 p.m. **Cabinet Secretary and Deputy Clerk** bid farewell to Their Honours, and they are escorted by the **Premier** and the **Speaker** out of the Buildings via the Ceremonial Entrance. The Premier and the Speaker stop at the landing and wave goodbye.

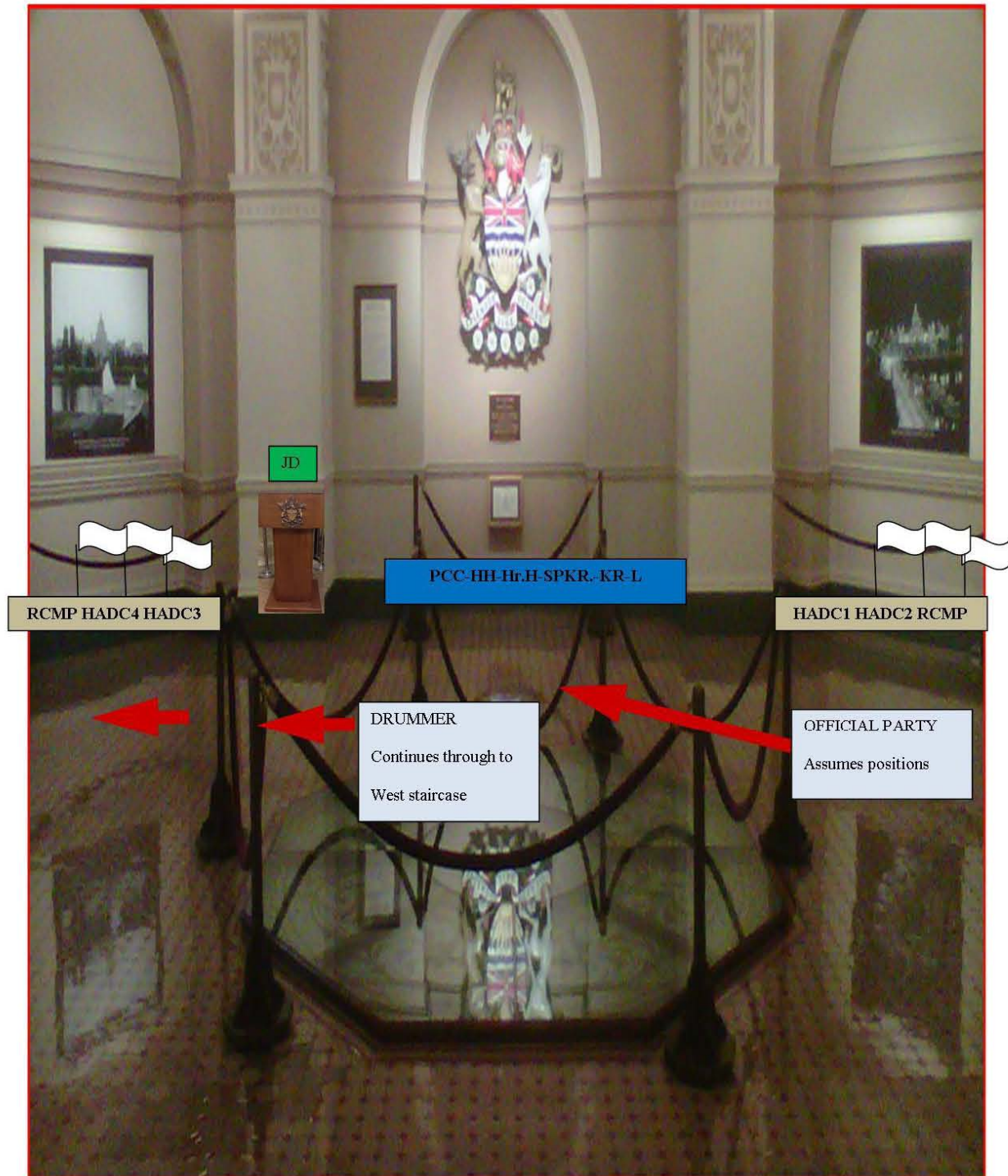
As they depart, the Naden Band plays “Auld Lang Syne”

His Honours standard is lowered once they have left the precinct

End of Event

6:30 p.m. Reception at Government House for select invited guests.

Appendix "A"



BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

LG 2012

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

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE	TELEPHONE NO.	DATE SUBMITTED	YYYY / MM / DD
Helen Carr	(250) 356-2891	2012/10/29	
MINISTRY/DIVISION/BRANCH	LOCATION (CITY) OF EVENT	START DATE OF EVENT	YYYY / MM / DD
		2012/11/01	
		END DATE OF EVENT	YYYY / MM / DD
		2012/11/02	

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.

Farewell Ceremony for the 28th Lieutenant Governor on November 1st and Installation Ceremony for the 29th Lieutenant Governor on November 2nd


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	
2. Equipment/Furniture Rental	6531	2,100.00
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input checked="" type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	6,250.00
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: <u>see attached budget</u>		7,400.00

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
36356	18850	3601130
EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies.		
 PRINT NAME OF EXPENSE AUTHORITY		DATE SIGNED
Marc-André Ouellette		YYYY / MM / DD

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

ESTIMATED TOTAL \$ 15,750.00

REIMBURSEMENT TOTAL

November 19/2012

Note to file:

Re BEA # LG 2012

This BEA and attached budget was to cover estimated expenses for both the farewell ceremony for The Honourable Steven L. Point on Thursday, November 1, 2012 and the installation ceremony for The Honourable Judith Guichon on November 2, 2012.

Cost breakdown as follows:

Farewell – November 1, 2012 = BEA Estimate: \$7,915

Installation – November 2, 2012 = BEA Estimate: \$7,835

Budget for the Farewell Ceremony of The Honourable Steven L. Point
Estimated Expenditures

Note: BEA #LC 2012 includes estimated expenses for both the Farewell on November 1 and Installation on November 2

STOB

			Costs covered by other departments	Estimated Cost	Actual Cost
67 Information Advertising and Publications				\$0	\$ -
65 Office and Business Expenses				\$0	\$ -
6505	Postal and Courier Costs			\$0	
6501	General Office Supplies			\$0	\$ 5.00
6509	Invitations, envelopes, rsvp cards, return envelopes			\$0	
6509	Commemorative Program			\$0	
				\$0	\$ 5.00
6531 Hospitality Expenses-BEA					
	Reception-Farewell	\$25*100		\$2,500	\$ 179.30
	Flower Arrangements			\$0	\$ -
	Sites Preparation	(risers, etc)		\$0	\$ -
	AVW Telav Farewell set up			\$1,600	\$ 1,053.20
	Entertainment-Farewell			\$600	\$ 600.00
	Photographer -		GCPE	\$0	\$ -
	Calligraphy for signing book			\$0	
	Gift for Farewell			\$2,500	\$ 1,022.92
	Contingency 10%				\$ -
				\$715	
				\$7,915	\$ 2,855.42
6508 Gifts and Presentation Items					
	Souvenir pins for choirs	Diamond Jubilee in stock		\$0	
				\$0	\$ -
Estimated Total Costs				\$7,915	\$ - \$ 2,860.42

November 19/2012

Note to file:

Re Invoice # 90607661-AVW Telav Audio Solutions

This invoice was to cover estimated expenses for both the farewell ceremony for The Honourable Steven L. Point on Thursday, November 1, 2012 and the installation ceremony for The Honourable Judith Guichon on November 2, 2012.

Cost breakdown as follows: (amounts less HST)

Farewell – November 1, 2012 = invoice less HST = \$1,053.20

Installation – November 2, 2012 = invoice less HST = \$1,053.20

AVW-TELAV

Audio Visual Solutions

AVW-TELAV
1950 Government Street
Suite 12
Victoria, British Columbia
Tel: (778) 410-2522
info@avwtelav.com

V8T 4N8
Fax: (250) 381-0680
www.avwtelav.com

OFFICES, COAST TO COAST

Invoice

Billing Address

Ms. Helen Carr
OFFICE OF PROTOCOL
INTERGOVERNMENTAL
P.O. Box 9422
Station Province Government
Victoria BC V8W 9V1

Shipping Address

Parliament Buildings
Main Rotunda

Victoria, British Columbia

Information

Document Number 90807581
Document Date 11/06/2012
Work Order Number BC09001458
Customer Number 89917
BC09-C70168

Account Executive KMU
Contact Ms. Helen Carr
Start Date 11/01/2012
End Date 11/02/2012
Payment Terms Payable on receipt
Billing Date 11/06/2012
Currency CAD
Tax Exemption N/A

Invoice Details

Page 1 of 2

Quantity	Description	Term	Price	Amount
1	6 CHANNEL MACKIE 1402-VLZ MIXER			110.00
2	EV SX-300P FULL RANGE SPEAKER			200.00
2	SPEAKER STAND			0.00
1	200 WATT STEREO POWER AMPLIFIER			160.00
1	1/3 OCTAVE EQUALIZER			110.00
1	MEDIA FEED BOX - SINGLE CHANNEL			160.00
1	SMALL POWERED TEST SPEAKER			0.00
3	42" AUDIO VISUAL CART			0.00
1	UNIDIRECTIONAL MICROPHONE			60.00
1	MICROPHONE ROUND BASE FLOOR STAND			0.00
1	MICROPHONE BOOM ARM			0.00
2	ETC SOURCE 4 FRESNEL			120.00
2	MANFROTTO MEDIUM DUTY STAND	S21		120.00
1	LEPRECON 6 X 800 W TREE DIMMER PACK			160.00
1	LEPRECON 612-MPX-D/A DIMMER CONTROL			200.00
1	DELIVERY CHARGE			12.50
1	PICKUP CHARGE			12.50
2	LABOUR - LOAD IN			60.00
2	TECH SERVICE REP SETUP			180.00
1	TECH SERVICE REP OPERATE			240.00
	Nov 1: 12:30 to 13:30			
	Nov 2: 11:00 to 12:00			
2	TECH SERVICE REP DISMANTLE			120.00
2	LABOUR - LOAD OUT			60.00

PLEASE REMIT PAYMENT TO: 1930 Onesime-Gagnon, Lachine, Quebec H8T 3M6
INVOICES ARE PAYABLE UPON RECEIPT AND INTEREST ON ALL UNPAID SUMS THEREAFTER SHALL ACCRUE AT 2% PER MONTH.

AVW-TELAV

Audio Visual Solutions

AVW-TELAV
1950 Government Street
Suite 12
Victoria, British Columbia
Tel: (778) 410-2522
Info@avwtelav.com

V8T 4N8
Fax: (250) 381-0680
www.avwtelav.com

OFFICES COAST TO COAST

Invoice

OFFICE OF PROTOCOL
INTERGOVERNMENTAL

Document Number
Document Date

90807567
11/06/2012

Invoice Details

Page 2 of 2

Quantity	Description	Term	Price	Amount
1	CABLES AND CONSUMABLES		S21	41.40
	Subtotal Equipment			1,380.00
	Subtotal Labour			860.00
	Subtotal Expenses			41.40
	Subtotal Sales			0.00
	Subtotal Pickup/Delivery			25.00
	HST			252.77
	Total			\$ 2,359.17
	HST : R105164933			

RECEIVED

NOV 19 2012

OFFICE OF PROTOCOL

PLEASE REMIT PAYMENT TO: 1930 Onesme-Gagnon, Lachine, Quebec H8T 3M6
INVOICES ARE PAYABLE UPON RECEIPT AND INTEREST ON ALL UNPAID SUMS THEREAFTER SHALL ACCRUE AT 2% PER MONTH.

LEGISLATIVE DINING ROOM

PARLIAMENT BUILDINGS, VICTORIA, BRITISH COLUMBIA

Hemlock

001
026804

Thursday 2:30

155422

DATE

November 1st

35 coffee / tea

73.50

30 Juices

63.00

35 Assorted cookies

64.75

Payment by:

MC ☒CHEQUE ☒Entered into Database ☒

FMR Date

179.30

CHECK
NO.

SERVER

TOTAL

201.25

CASH ☒ OR TO BE CHARGED TO THE ACCOUNT OF:

NAME

Dn Sloco

MEMBER NO.

184

SIGNATURE

Helen 62891

LEGISLATIVE DINING ROOM
PARLIAMENT BUILDINGS, VICTORIA, BRITISH COLUMBIA

155422

DATE _____ AMOUNT _____

Firo Floral Design-

ribbon For
LG Farewell
Gift =
\$5.00

FOR WORK ONLY
FIRE FLORAL DESIGN
1100 11th St NW
N.W. Washington DC 20004
Tel: 202-462-1111
Fax: 202-462-1111
www.firefloraldesign.com
VISA MC AMEX DISC



COPY

November 1, 2012

Louise Rose
Victoria Good News Choir
Victoria, BC

Dear Louise Rose:

Thank you to the Victoria Good News Choir for your involvement at the Farewell Ceremony in honour of Their Honours, The Honourable Steven L. Point and Mrs. Gwendolyn Point, at the Parliament Buildings today.

We are pleased to offer your group an honorarium of \$300.00, in this regard.

Once again, thank you for your participation in the success of this event. You can contact me by phone at 250-387-1616 or by email at protocol@gov.bc.ca.

Sincerely,

Marc-André Ouellette, L.V.O.
Chief of Protocol and Executive Director



COPY

November 1, 2012

Butch Dick
Unity Drummers
Victoria, BC

Dear Butch Dick:

Thank you to the Unity Drummers for your involvement at the Farewell Ceremony in honour of Their Honours, The Honourable Steven L. Point and Mrs. Gwendolyn Point, at the Parliament Buildings today.

We are pleased to offer your group an honorarium of \$300.00, in this regard.

Once again, thank you for your participation in the success of this event. You can contact me by phone at 250-387-1616 or by email at protocol@gov.bc.ca.

Sincerely,

Marc-André Ouellette, L.V.O.
Chief of Protocol and Executive Director