

Model Parliament Unit**Background Lesson 2: Organization of the Parliamentary Day*****Student Activity Sheet*****E-mail – House of Commons**

You are a parliamentary assistant working in MP Jane Doe's parliamentary office. She has been in her riding for two days and is due back tomorrow. She has just sent you the following e-mail.

With the help of the handouts "List of Events in a Parliamentary Day" and "Descriptions of Typical Events in a Parliamentary Day" and the Daily Planner Sheet, help MP Doe plan out her Tuesday.

First, take a look at the "List of Events in a Parliamentary Day" and in the middle column of the Daily Planner Sheet write out the activities that will be taking place in the Commons. Next, use the information in the e-mail to schedule in your MP's other business in the right-hand column. You will have to prioritize and leave some activities for another day. Good luck!

To: André Helper
From: MP Jane Doe
Subject: Tuesday's Agenda
c.c.: André:

I hope everything is fine in the office. I just wanted to let you know that I'll be arriving in Ottawa at 7 a.m. on Tuesday morning and would like someone to pick me up at the airport. Please make the necessary arrangements.

There's been a last minute meeting called from 9 to 10 a.m. for the Standing Committee on Finance. Then I need to be in the Commons on time to present the petition from my constituents on protecting the B.C. rainforest.

Before the meeting, though, I'll stop by the office to catch up on my mail and read through the latest journals. Please make sure that these are prioritized and ready on my desk for Tuesday morning. I know you mentioned that there are quite a few letters to be signed, so please have those prepared as well. I also have to take a look at the Notice Paper for those amendments on the Youth Justice bill we're voting on that afternoon. Some of this



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may have to wait until later in the day if I don't get it all done.

There's an important meeting scheduled for the Committee on the Environment and Sustainable Development from 11 a.m. to 1 p.m. We expect two key witnesses to be there to advise us on the environment clean-up bill we're examining, so I want to make sure not to miss it.

I was given the go ahead by the House Leader to speak Tuesday afternoon regarding the foreign aid bill.

Heather Chow and her family, constituents from my riding, will be visiting Ottawa and they would like a photograph of me with them in front of the Parliament Buildings, and a pass for Question Period.

Another of my constituents has asked me to attend the Order of Canada ceremony between 5 and 6 p.m. because she will be one of the recipients.

I have been invited to a dinner at the National Arts Centre for a national youth conference from 6 to 10 p.m. where one of my constituents will be attending.

I also have to table a report in the Chamber concerning the interparliamentary delegation that visited Japan.

I know it's going to be a hectic day, André, but please do your best to try and help me fit most things in.

Jane

