

## Model Parliament Unit

### Background Lesson 2: Organization of the Parliamentary Day

#### *Student Activity Sheet*

#### **E-mail – Senate**

You are a parliamentary assistant working in Senator Blaire Royale's parliamentary office. He has been in his home district for the weekend and is due back tomorrow. He has just sent you the following e-mail.

With the help of the "List of Events in a Parliamentary Day" handout, the "Description of Events in a Parliamentary Day" handout (both include reference to the Senate), and the Daily Planner Sheet, help Senator Royale plan his Tuesday.

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

To: Renée Aide  
From: Senator Blaire Royale  
Subject: Tuesday's Agenda  
c.c.:

Renée,

I hope everything is fine in the office. I wanted to let you know that I am confirmed on the flight arriving in Ottawa at 7 a.m. on Tuesday morning and will need a ride in from the airport. Please make the necessary arrangements.

There's been a last minute Caucus meeting called at 9 a.m. Then I'll need to be in the Chamber in time to present my three-minute statement on societal violence.

Before the meeting, though, I'll stop by the office to catch up on the mail and read through the latest journals, especially anything relating to the urban housing crisis. Please make sure that these are prioritized and ready on my desk. I know you have quite a few letters to be signed so have those prepared as well. Some of this may have to wait until later in the day if I don't get it all done.



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I am anticipating many questions in Question Period on the final report of the Standing Committee on Agriculture and Forestry related to the farm crisis and feel it important to be there to hear the discussion.

In the afternoon, there's an important meeting scheduled at 3 p.m. for the Standing Committee on Human Rights. We expect two key witnesses to be there to advise us on the adherence to international human rights instruments, so I don't want miss it.

A News Release will be issued at 4 p.m. with a brief news conference related to the housing crisis. A reporter from one of the national papers has asked to speak with me after the news conference. I asked her to call you to book a time. Please confirm that appointment and make sure I have her full name.

(Speaking of the media, please note in my diary that I have an interview on CBC the following morning at 7:30. I'll need a full copy of the report on the farm crisis and any background documents from my files in hand.)

I believe that the Governor General may be coming to the Senate Chamber later in the afternoon, to give Royal Assent to the bills that have now passed third reading. I'll want to be in attendance. Can you please check to see if her usual 4:30 arrival is confirmed? This doesn't take long - often only 10 minutes, but I'd want to be in my seat.

The Lee family, visitors from my home province, will be in Ottawa and have asked if they could have a photograph taken with me in front of the Parliament Buildings. Have they called? When you book a time, please assure them that they are welcome at Question Period in the Senate.

The University Faculty of Law and the Women's Studies program has invited me to a joint seminar at 5:30 to discuss domestic violence. It's just meant to be an hour, so that should still allow time for me to get to the Governor General's reception for new Canadians at 7.

Just another day in the life, Renée! I hope you can fit most things in for me.

Blaire

