

## **Preparation for Speeches**

There are generally 4 types of debates in the house that require preparation by the Department. The speeches are normally, though not always, delivered by the Parliamentary Secretary on behalf of the Minister.

### **Late show debate (Adjournment Debate)**

- Any Member, who is dissatisfied with the response given to his or her question during Question Period, may give notice to speak on the subject matter of the question during a portion of time reserved at the conclusion of most sitting days. This period of House business, known as the Adjournment Proceedings, is also commonly referred to as the "Late Show" and takes the form of a 20 minute debate, which requires delivery of a 4 minute speech and 1 minute follow up by the government side. If the subject matter of a question has not been debated during the adjournment Proceedings 45 sitting days following the notice given by a Member, the notice is deemed withdrawn. The Parliamentary Affairs Analyst is notified on the same day before noon if the debate will take place.

### **Emergency debate**

- Any Member, be it a private Member or a Minister who wishes to move the adjournment of the House to discuss a specific and important matter requiring urgent consideration must give the Speaker written notice of the matter he or she wishes to propose for discussion at least one hour prior to rising in the House to make the formal request. The Speaker determines whether a matter is related to a genuine emergency which could not be brought before the House within a reasonable time. At the conclusion of the ordinary daily routing of business, the Speaker makes a ruling. If the Speaker agrees to the debate, it takes the form of a 3 hour debate, which requires delivery of one 20 minute and one 10 minute speech by the Government side.

### **Take note debate**

- A take note debates allows Members to participate in the development of government policy, making their views known before the government makes a decision. A take note debate is initiated by a Minister giving the usual 48 hours notice required before a substantive motion may be moved in the House. After the motion has been transferred to the Order Paper under Government Business, it is taken up for debate at a time of the government's choosing during Government Orders, and takes the form of a 4 hours debate, which requires delivery of five 10 minutes speeches followed up by the government side.

### **Opposition Motion Debate**

- A motion is a proposal moved by one Member in accordance with well-established rules that the House do something, or order something done or express an opinion with regard to some matter. A motion initiates a discussion and gives rise to the question to be decided by the House.

## **Speeches Development and Process Management**

### **Late show**

- The Minister's office notifies Parliamentary Affairs that they have received notice.
- The Analyst assigns the speeches to a Lead sector and sends a request for speeches via e-mail attached with the transcript and all documents needed.
- Timing of the debate is unknown, but could take place the day of the notice; so the sector has only a few hours to produce a 4 minute and a 1 minute speech on the subject.
- Lead sector creates a Mects number
- Speeches are approved by the lead ADM.

### **When speeches are return to CPA**

- Once approved by ADM they are brought to CPA.
- The Analyst reviews the speeches, if needed makes minor changes (format usually) prior to Director and DG's approval.
- If major change is needed the docket is returned to sector with an urgent turned around.
- The analyst creates a red docket.
- Once approved by Executive Secretariat the docket is forwarded the to DMO for Deputy Minister's signature
- The speeches must be in Minister's office by 3:00 pm for staff to review.

### **Emergency debate**

- The Minister's office notifies Parliamentary Affairs that they have received notice.
- The Analyst sends a request for speeches via e-mail (with all documents needed attached) to the appropriate sector.
- Since the debate will take place that evening, sector has only a few hours to produce (1) 20 minute and (1) 10 minutes speeches.
- Lead sector creates a Mects number
- Speeches are approved by the lead ADM.

### **When speeches are returned to CPA**

- Once approved by ADM they are brought to CPA.
- The Analyst reviews the speeches, if needed makes minor changes (format usually) prior to Director and DG's approval.
- If major change is needed the docket is returned to sector with an urgent turn around.
- The analyst creates a red docket.

- Once approved by Executive Secretariat the docket is forwarded to DMO for Deputy Minister's signature
- The speeches must be in Minister's office by 5:30 pm for staff to review.

#### ***Take note debate***

- The Minister's office notifies Parliamentary Affairs that they have received notice.
- The Analyst sends a request for speeches via e-mail (with all documents needed attached) to the appropriate sector.
- Since the debate will take place within 48 hours, the sector has only 1 day to produce (5) 10 minute speeches.
- Lead sector creates a Mects number
- All Speeches are approved by the lead ADM.

#### **When speeches are return to CPA**

- Once approved by ADM they are brought to CPA.
- The Analyst review the speeches, if needed makes minor changes (format usually) prior to Director and DG's approval.
- If major change is needed the docket is returned to sector with an urgent turned around.
- The analyst creates a red docket.
- Once approved by Executive Secretariat the docket is forwarded to DMO for Deputy Minister's signature
- The speeches must be in Minister's office by 2:00 pm the day of the debate for staff to review.

#### ***Opposition Motion Debate***

- The Minister's office notifies Parliamentary Affairs that they have received notice.
- The Analyst sends a request for speeches via e-mail (with all documents needed attached) to the appropriate sector.
- Timing of the debate is unknown, but could take place at any time the day of the notice; so the sector has only a few hours to produce speech(es) on the subject. Minister's office will advise how many speech they need.
- Lead sector creates a Mects number
- Speeches are approved by the lead ADM.

#### **When speeches are return to CPA**

- Once approved by ADM they are brought to CPA.
- The Analyst reviews the speeches, if needed makes minor changes (format usually) prior to Director and DG's approval.
- If major change is needed the docket is returned to sector with an urgent turned around.
- The analyst creates a red docket.

- Once approved by Executive Secretariat the docket is forwarded the to DMO for Deputy Minister's signature
- The speeches must be in Minister's office 2 hours prior to the debate for staff to review.