



Saskatchewan
Property
Management

Saskatchewan Legislative Building

Facility Policy Manual



For additional information about facility policies and procedures related to the Saskatchewan Legislative Building please contact:

Steve Bata, Building Supervisor at 787-6630

web site address

www.legassembly.sk.ca

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Public Access and Use of Facilities and Services

The policies that govern public use of the Legislative facilities are designed to ensure the public reasonable right of access to the Saskatchewan Legislative Building and Grounds.

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Introduction

Saskatchewan Legislative Building

The Saskatchewan Legislative Building is one of the most historic properties in all of Saskatchewan. Originally constructed from 1908 - 1912, the Saskatchewan Legislative Building is one of the province's greatest achievements. It truly represents the spirit of the province.

Whether we are conscious of it or not, the Saskatchewan Legislative Building touches every man, woman and child who calls Saskatchewan home. It is the dream of a generation who lived at the turn of the last century, a gift from them, to us.

When construction of the Saskatchewan Legislative Building began in 1908, it was more than simply stone on stone; it marked the building of a dream. Today, the Saskatchewan Legislative Building continues to stand as a testament to the spirit of a new province and its people — and their hope for a bright future. That pioneer spirit has never wavered, and, for over ninety years, the Saskatchewan Legislative Building has played a vital role in the life of the community and the life of the province.

The building is the centrepiece of government where the laws of the province are introduced, debated and passed. But the building represents more than that. It is a vital link, through tourism and education, to the heritage of our great province.

The Early Years

The Legislative Building was built as a result of the growing number of staff within the Legislative Assembly in the old Northwest Territorial Government Building in Regina.

The Premier at the time, Walter Scott, and his government immediately saw the limitations of the Territorial Legislative Building. They decided that it was time that Saskatchewan had a new Legislative Building, one that would serve as a monument to what they hoped their new province would become. The increasing number of legislators rendered the old and historic house of the Legislative Assembly too small for their purposes.

Scott proposed the idea of building a new 'home' for the Assembly and all departments of the public service. Discussions began in 1905 regarding the creation of such a building.

City fathers favoured Town Park on the north side of the creek, where the Soundstage is now located. Victoria Park in the city's central core was also considered, but Scott had already turned his attention to the 66 hectares on the south side of Wascana Creek. The government proceeded to purchase the old Sinton property for just over \$96,000.

A competition was then held to choose an architectural firm for the project. Seven leading architectural firms were selected, including one each from the United States, Great Britain, Saskatchewan, and from elsewhere in Canada.

The winning firm, Montreal's E. & W.S. Maxwell, drew up the plans, which were then carried out by another Montreal firm, Peter Lyall & Sons. The Maxwell design mixes several architectural styles — English Renaissance represented by St. Paul's Cathedral in London and the French Beaux-Arts tradition found in the Palace of Versailles and Les Invalides in Paris.

They designed the building in the shape of a cross with its most important room at the centre. Above the central chamber, the Maxwell design includes a distinctive Legislative dome that to this day remains a familiar landmark.

Early in 1908, a spur line was built between the site of the building and the south bank of Wascana Lake. Through summer and early fall, carloads of cement and other construction materials arrived daily.

Construction began on August 31, 1908, with the initial driving of the concrete piling for the foundation. Construction of the steel reinforced concrete frame began in March of 1909, using an innovative system created only four years earlier.

Originally the proposed materials were red brick and pale bluff stone, but at the request of Premier Scott, the exterior walls were faced with the cream-coloured tyndall limestone from Manitoba.

The framework as far as the drum base of the Dome was completed by October 4, 1909. On that day, the Governor General of Canada, His Excellency Earl Grey laid the cornerstone at the main entrance.

In a speech written for the occasion, the province's first premier Walter Scott declared that the new building will forever represent the character and ambitions of the people of Saskatchewan, from its first pioneers to all the generations to follow. At the time, Scott stated; "Let us think, as we lay stone on stone, that a time is to come when these stones will be sacred because our hands have touched them..."

The government offices were able to move in by the end of 1910 when the bulk of the interior was completed.

The first session of the Legislative Assembly was held in the Legislative Library on January 17, 1911 to March 23, 1911. The session opened in the New Post Office Building on Scarth Street on December 15, 1910, then immediately adjourned to re-open in the new building. The Legislative Assembly met for the first time in their new chamber on January 25, 1912.

His Royal Highness, the Duke of Connaught, dedicated the building at an extravagant opening ceremony complete with fireworks, flag waving, and beautiful decorations along city streets.

The new building was immediately praised for its design. The imposing exterior and the grandly conceived ceremonial rooms were a source of pride to all Canadians. There are 34 different types of marble used throughout the building. The main stairway is made of white veined marble from Philipsburg, Quebec. The marble on the walls is from Italy, the floor from Vermont, and baseboards and the bases of the pillars from Ireland. The pillars and columns were quarried on the Island of Cyprus, then cut and shaped in Quebec.

The final cost of construction of the Saskatchewan Legislative Building in 1912 was \$1.8 million.

In 1997, a rehabilitation of the Legislative Building was begun to preserve this building that has played an essential role in Saskatchewan's history. The emergency rehabilitation project, completed in 2001, addressed major structural deficiencies to stabilize the building's foundation. The rehabilitation work ensures the safety of those visiting and working in this prestigious building and ensures this provincial treasure can be enjoyed by future generations.

The rehabilitation project also included upgrades to the building's life safety components and accessibility standards. Accessibility upgrades included the construction of the new Prince of Wales entrance that enables an access at the building's north wing for people with mobility impairments.

The purposes of this manual are:

- To provide the public and building occupants with clear and accessible information, policy and direction about their use of the Saskatchewan Legislative Building and grounds; and
- To provide Legislative Building staff with a complete set of guidelines regarding the management and operations of the property.
- No part of these policies shall in any way be construed to limit the prerogative of the Speaker to make decisions or take action respecting the implementation of these policies.

Definition

Building Occupants: All people who are employed in the Legislative Building, all elected MLAs, and those people with offices in the Legislative Building.

Service Providers

Building Staff

Maintenance/furniture etc. requests

Steve Bata, Legislative Building Supervisor 787-6630

Boardrooms

Bookings/Contacts See Page 9

Cafeteria

Trent Brears, Manager 787-9655

Dome Cafeteria 787-9697

Meeting Equipment

Legislative Building Supervisor 787-6630

Legislative Library

..... 787-2276

Office Keys

Legislative Building Supervisor 787-6630

Outside Grounds Events

Wascana Centre Authority 522-3661

Legislative Building Supervisor 787-6630

Photography

Wedding Photography

Director, Visitor Services 787-5358

Photos and Video Footage in Chamber

Office of the Speaker 787-2305

Security

Patrick Shaw, Sergeant-at-Arms 787-8798

Tours

Visitor Services 787-5358

Saskatchewan Legislative Building Management Committee

The Saskatchewan Legislative Building Management Committee's main responsibility is to provide overall long-range facility planning for the Saskatchewan Legislative Building and its tenants.

The committee is responsible for overseeing all aspects of space co-ordination and tenant improvement issues within the facility. This includes granting approval to all improvement projects within the Saskatchewan Legislative Building to ensure all and any improvement projects comply with the building's long-range master plan.

The committee will actively participate in the proper co-ordination and communication of facility and tenant improvement projects between tenants and the building manager.

The committee is also responsible for co-ordinating special events and ceremonies within the Saskatchewan Legislative Building between a sponsoring department, agency or partner and the building's tenants.

As well, the Legislative Building Committee will provide direction on operational policy and procedures within the facility.

The Legislative Building Management Committee is comprised of:

- *The Clerk of the Legislative Assembly* – The Legislative Assembly includes all members and their administrative office.
- *A representative from Executive Council* – Executive Council includes the Premier's office, all ministerial offices and all administrative offices of executive council.
- *Legislative Building Manager* – Saskatchewan Property Management (SPM), the building's landlords, has a building manager on site.
- *A Committee Chair* – This position is held by Saskatchewan Property Management (SPM) as landlords of the facility.

For more information on the Legislative Building Committee and its roles, please contact the Building Operator at 787-6630.

Public Access and Use of Facilities and Services

Access to Building

Visitors may have access to the building to attend meetings, functions, sittings of the Assembly and to tour the building. Visitors to the Saskatchewan Legislative Building enter through the main front entrance or the Prince of Wales entrance. Visitors are required to register at the security kiosks and will be issued with a Visitor's Pass to be worn on their person at all times when in the building and to be dropped off on departure. During hours when the Prince of Wales entrance is not staffed, visitors may use the buzzer to gain admittance and assistance.

Employees are issued with and required to wear photo identification cards on their person when entering and while working in the building. Access at perimeter doors, other than the public entrances noted above, is by a monitored card access system. Senior government officials with frequent business within the building will be issued access cards. After normal business hours, all employees and anyone accompanying them are required, for safety reasons, to sign in and out at the main entrance security kiosk. During night sittings of the Assembly, sign in/out procedures commence one half hour after adjournment.

Deliveries to the Saskatchewan Legislative Building must be made through the south entrance of the building. Those making deliveries must check in at the security kiosk at that location.

Hours: The Saskatchewan Legislative Building is open to the public during the following hours:
 Labour Day Weekend to Victoria Day Weekend – 8:00 a.m. until 5:00 p.m.
 Victoria Day Weekend to Labour Day Weekend – 8:00 a.m. until 9:00 p.m.

Access to Legislative Committee Meetings

Legislative Committee meetings are generally open to the public. Notices of committee meetings are posted on the Legislative Assembly website at www.legassembly.sk.ca/committees

Access to Chamber Galleries

All sittings of the Assembly are open to the public.

Speaker's Gallery: Passes to the Speaker's Gallery are available on a first come/first serve basis and may be obtained from the Office of the Speaker, Room 129, Legislative Building. Advance reserved booking is available by calling 787-2282.

East and West Galleries: Observers must obtain a Visitor's Pass from the security kiosk. Seating is on a first come/first serve basis.

For further information, please contact:

Office of the Speaker 787-2282

Office of the Sergeant-at-Arms 787-2292

Advertising and Soliciting

Saskatchewan Property Management (SPM) prohibits soliciting of sales in government-owned, operated, or leased buildings. Uninvited soliciting by outside parties is not allowed under any circumstance.

The Saskatchewan Legislative Building does not permit commercial advertising posted within the facility.

Permitted Access

The general public has a right of access to government occupied buildings to conduct legitimate business related to the business of the occupant.

For further information, please contact:

Building Supervisor 787-6630

Animal Restrictions

No animals, with the exception of Seeing Eye dogs, are permitted in any areas throughout the Legislative Building.

For further information, please contact:

Building Supervisor 787-6630

Bicycles

No bicycles are permitted to be brought within the Saskatchewan Legislative Building. There are bicycle racks located at the south entrance door for the security of the bicycles.

For further information please contact:

Building Supervisor 787-6630

Boardrooms

Boardrooms may be booked by contacting the office responsible for each room, as listed on page 9. Caucuses and legislative committees have priority use of the dedicated boardrooms.

The office in charge of each boardroom decides whether or not to grant use of their boardroom and determines the priority for its use. Boardroom usage is restricted to government, legislative or Crown corporation related meetings and events, in which at least one Saskatchewan Legislative Building staff person, government/legislative employee or Member of the Legislative Assembly will be in attendance.

When booking a boardroom, a contact name and phone number must be provided. The room must be booked by a person who has an office within the Legislative Building or is an employee of the Government of Saskatchewan.

There is no charge for the use of the boardrooms.

For further information, please contact:

Overhead projectors, screens, etc.

Building Supervisor 787-6630

Coffee services and catered meals for meetings

Manager, Dome Cafeteria 787-9655

To book a boardroom:

Boardroom	Contact	Capacity
Room 8	Clerk's Office - 787-2377	20 comfortably
Room 25	Building Supervisor - 787-6630	14 comfortably
Room 125	Speaker's Office - 787-2282	10-12 comfortably
Room 131	Executive Council - 787-7019	14 comfortably
Room 218	Government Caucus - 787-7388	50 plus
Room 255	Opposition Caucus - 787-4300	50 comfortably
Room 318	Office of the Minister of Finance - 787-6060	14 comfortably
Members' Dining Room (MDR)	Dome Cafeteria - 787-9655	Varies according to set-up of room

Prince Edward Boardroom

The Prince Edward boardroom was officially opened by His Royal Highness, the Earl of Wessex on June 19, 2003. The boardroom is located in the southeast basement corridor of the Saskatchewan Legislative Building, Room 25.

Room finishes are representative of the original building architecture including a clay tile fireplace, ceiling moldings, refurbished antique furniture and light fixtures that were original to the building. Also featured is a collection of North West Mounted Police paintings by Saskatchewan artist Richard Lindemere.

The boardroom features a large meeting table that seats 14, a lounge area and an adjoining ready room that seats 16. The boardroom is available for use to all MLAs, Ministers, Speaker, Deputy Ministers and executives of Crown Corporations. Bookings can be accommodated through the Building Supervisor. The ready room can be booked separately by all government officials with at least one Saskatchewan Legislative Building staff member in attendance.

Cafeteria

The Dome Cafeteria is one of four cafeterias operated by the Cafeteria Board within Wascana Park. It is located on the lower level of the Saskatchewan Legislative Building.

The cafeteria is open to the staff and the public Monday through Friday from 7:30 a.m. to 4:00 p.m. Catering services are provided within the building.

Schools and other groups who wish to eat in the cafeteria are encouraged to make arrangements and place their order in advance of their visit.

For further information, please contact:

Cafeteria Manager 787-9655
Dome Cafeteria 787-9697

Ceremonial Smudging / Sweetgrass

All Provincially owned facilities are subject to the 1994 *Saskatchewan Government Smoke-Free Workplace Policy*. The policy states: *Special occasions involving the traditional pipe ceremony and use of sweetgrass and sage are exempt from this policy.*

If the use of sweetgrass or sage is implemented, the local Occupational Health & Safety (OH&S) Committees and Building Supervisor will be notified in advance to inform other tenants within the facility.

Individual departments are responsible for the management of the burning of sweetgrass and sage for ceremonial smoking.

For further information, please contact:

Building Supervisor 787-6630

Exhibits and Artwork – Access

The galleries of the Saskatchewan Legislative Building hold a large collection of artwork and photographs. The permanent collections feature both historical and current work. Temporary displays and visiting exhibits are also featured from time to time.

Access to the galleries is provided primarily through guided tours available seven days a week. Not all galleries can be included in the regular length tours. When a guide is available, visitors may make arrangements to see displays not on the tour.

Exhibits in the Cumberland Gallery may be accessed at the conclusion of a tour or through the Prince of Wales Entrance during the hours the Building is open.

For further information, please contact:

Tour Co-ordinator 787-5358
Director of Visitor Services 787-5357
Building Supervisor 787-6630

Exhibits and Artwork – Travelling Exhibits

The Saskatchewan Legislative Building has been host to many travelling exhibits and continues to encourage the exhibition of material that is relevant to the proud traditions that the building and province stand for. All groups wanting to display items must submit a written proposal that will include an outline of the proposed items being exhibited, time lines, display area needed, goals of the exhibit and services required. The plan will be submitted to the Building Supervisor. All interested organizations will be asked to sign an SPM waiver agreement prior to the delivery of the materials.

All costs associated with exhibits will be the responsibility of the organization requesting permission to display items with the building or a government department that the event is being sponsored by. Exhibitors will not be allowed to charge admission, place commercial advertising or have related items for sale during the display period.

Exhibits will not normally be on display for more than four weeks and may be subject to moving to a secondary location within the building.

Display areas available include the Saskatchewan Gallery, Cumberland Gallery, and the Second Floor Rotunda.

The Cumberland Gallery was opened on April 26, 2001 and is located in the Saskatchewan Legislative Building adjacent to the Prince of Wales barrier free entrance. The gallery was created to provide a venue to support established and emerging Saskatchewan artists, traveling exhibitions and educational programming. The gallery maintains a relationship with the Native Heritage Foundation. Artwork and exhibitions must pertain to themes relating to the Province and the Saskatchewan Legislative Building.

Submissions for exhibitions and artwork showings are welcome and must be made in writing to the Building Supervisor. Requests should include samples of artwork (photos/slides). Submissions will be reviewed by a working group of the Saskatchewan Legislative Building Committee.

Admission fees, the sale of artwork or posting of suggested price lists are prohibited in all shows and exhibitions. Showings are generally one month in duration. Canadian Artists Representation (CARFAC) rates apply when funding is provided. A reception may be provided for art exhibit openings. Framing is not supplied.

The Cumberland Gallery is open seven days a week with winter hours of 8:00 a.m. to 5:00 p.m. and summer hours of 8:00 a.m. to 9:00 p.m.

For further information, please contact:

Building Supervisor 787-6630

The *Saskatchewan Legislative Building Art Collection* was officially designated in 1990 and consists of approximately 200 pieces. The Provincial Secretary of Saskatchewan has responsibility for the collection and as such includes the commissioning of new artwork, developing and maintaining documentation and historical records, and the restoration and conservation of the collection.

The *Saskatchewan Legislative Building Art Collection* includes portraits painted by nationally and internationally renowned artists. Special galleries were designed for the portraits of Lieutenant Governors (Qu'Appelle Gallery) and Premiers (Saskatchewan Gallery) of the Province of Saskatchewan.

Other artworks include portraits of early Speakers of the Legislative Assembly and historic composites of former Cabinets and Legislatures. There are pastel portraits of early Indian leaders by artist Edmund Morris, and colourful paintings depicting the history of the Northwest Mounted Police from the 1870s to the turn of the century.

Marking the millennium are bronze busts of Saskatchewan's first Premier Walter Scott; distinguished Premier T.C. Douglas; and the refurbished bust of a former Prime Minister of Canada, John Diefenbaker. Other artworks include sculptures, paintings and photographs of important leaders.

The artworks in the *Saskatchewan Legislative Building Art Collection* are copyrighted. To inquire about the copyright, or for more information about the collection, please call (306) 787-9316 or visit our web site at www.iaa.gov.sk.ca/protocol.

Meeting Equipment

SPM in the Saskatchewan Legislative Building has a variety of equipment that is available in assisting tenants with their meetings within the facility.

Equipment available:

- VCR, TV, Overhead Projector, Screens, Podiums, Flip Charts

Meeting equipment can be reserved by contacting the SPM Legislative Building Supervisor at 787-6630.

There is no charge for the use of the equipment.

Legislative Library

The Saskatchewan Legislative Library provides library services to the Members of the Legislative Assembly and their staffs as well as the officials of the Legislative Assembly, the public of Saskatchewan and the Saskatchewan Public Service.

Hours of Operation

Regular Hours:

Monday – Friday: 9:00 a.m. to 5:00 p.m.

During Session:

Monday – Friday: 8:30 a.m. to 5:00 p.m.

Closed weekends and evenings.

Clients may contact the Library any time by telephone, fax or email.

Room 234, Legislative Building

Telephone number 787-2276

Fax number 787-5856

Email address reference@legassembly.sk.ca

The Library catalogue and other information is also accessible on the Saskatchewan Legislative Library's web site at: <http://www.legassembly.sk.ca/LegLibrary/>

No Smoking Policy

The Saskatchewan Legislative Building is a non-smoking building. Ashtrays and waste receptacles are provided for smokers outside the back and side entrances to the building.

For further information, please contact:

Building Supervisor 787-6630

Outside Grounds

The Saskatchewan Legislative Building is located within Wascana Centre, which is administered by Wascana Centre Authority.

A written request submitted to Wascana Centre Authority (WCA) outlining the purpose of the event, services required and number of participants shall be submitted to WCA two weeks prior to the event. A copy of this request is to be submitted to the Building Supervisor of the Saskatchewan Legislative Building and the Sergeant-at-Arms.

- Approval will be supplied by Wascana Centre Authority prior to the event.
- All permits required will be the responsibility of the user group.
- All costs incurred by the Provincial Government in providing any services will be the responsibility of the user group.
- Any damages to the grounds or facility will be the responsibility of the user group.

For further information, please contact:

Wascana Centre Authority 522-3661

2900 Lakeshore Drive, Regina, Saskatchewan S4S 3V7

Building Supervisor 787-6630

Parking

Parking at the Legislative Building is administered through SPM and policed by the Wascana Centre Authority Police. Parking consists of a MLA lot, assigned Minister and staff parking lots, visiting deputy minister lot, two-hour visitor parking, Press Gallery parking, electrified scrambled parking and non-restricted stalls on Legislative Drive and the adjoining side streets.

Valid parking permits are issued to stall holders and must be prominently displayed in the front or rear window visible to the parking enforcement officer. Assigned lots excluding the MLA lot are policed on a complaint basis only.

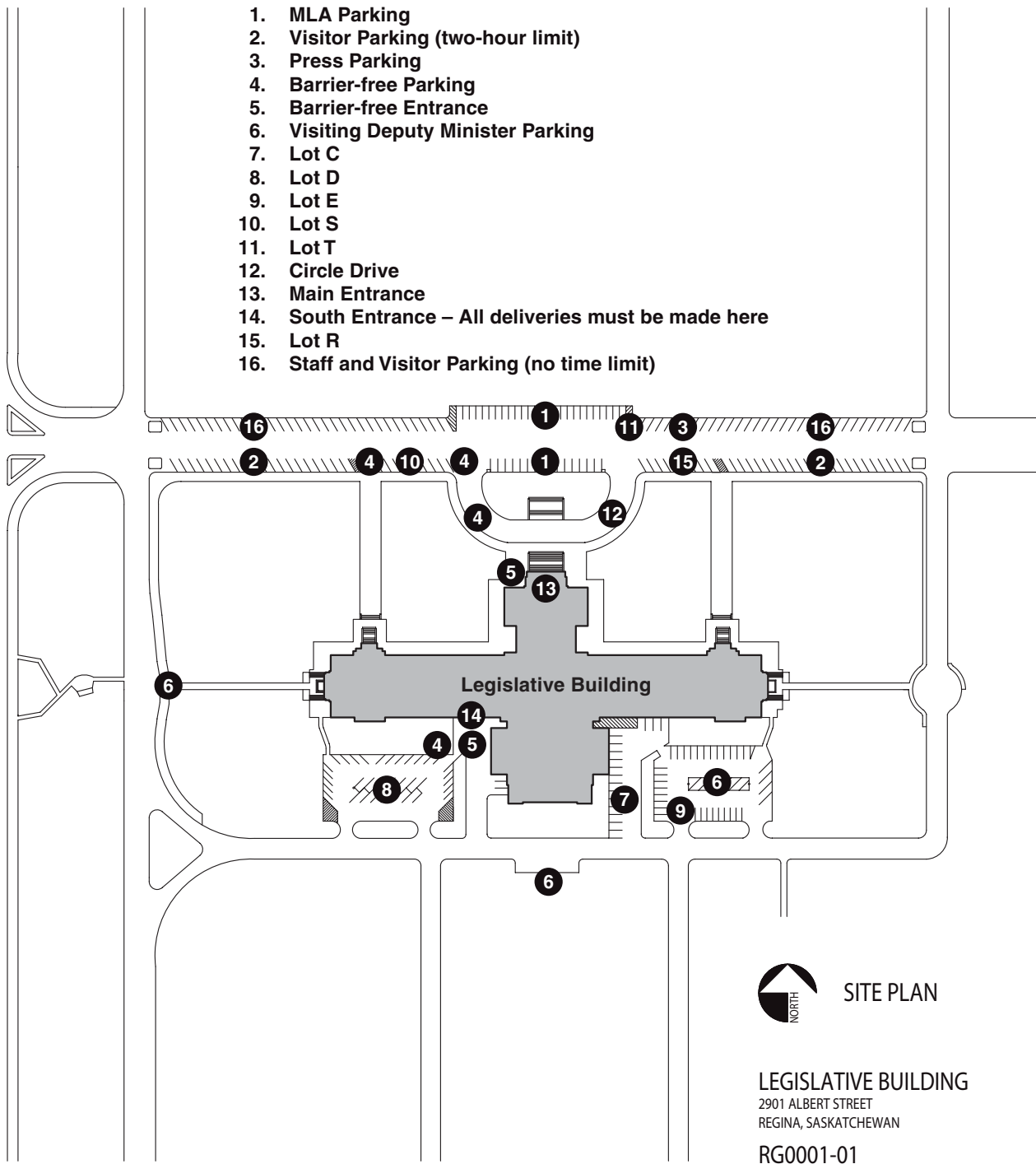
Each building tenant is allocated a number of parking stalls. Allocation of assigned stalls is at the discretion of the individual office.

Barrier free parking is currently available on the west side of Legislative Drive (*see map on page 14*).

For further information, please contact:

Building Supervisor 787-6630

Legislative Building



Photography and Filming

1. Photography: Legislative Chamber

Requests to take photos or film in the Legislative Chamber, other than those taken by people on building tours, require the permission of the Office of the Speaker. No photos or video may be taken in the Chamber while the House is sitting, with the exception of the media who may take still, non-flash photos from the press gallery.

For further information, please contact:

Office of the Speaker 787-2282 or 787-2305

2. Photography: Movies and Documentaries

The Saskatchewan Legislative Building may be utilized for the purpose of filming of movies or documentaries. A written request must be submitted to the Building Supervisor (787-6630) outlining the purpose of the filming along with dates, personnel involved and services required.

- Written approval from the Building Supervisor must be obtained prior to the filming.
- All permits will be the responsibility of the user group.
- A liability waiver must be signed by the individual, group, or company requesting the use of the building.
- All costs incurred by the Provincial Government will be the responsibility of the user group.
- Any damages to the facility during the filming will be the responsibility of the user group.

For further information, please contact:

Building Supervisor 787-6630

3. Photography: Weddings and Special Events

The following general information and guidelines are provided for groups that receive permission to take photographs within the Saskatchewan Legislative Building:

- Individuals/groups wanting to take personal photos (e.g. wedding, etc.) in the Saskatchewan Legislative Building must contact Visitor Services to make the necessary arrangements.
- Photographs can only be taken during the building's public hours of operation.
- Each booking is a maximum of two hours in duration.
- There are two groups booked on the hour to a maximum total number of 35 people.
- Photographs are restricted to the following areas: on the Grand Stairway, in the Cumberland Gallery, in the Rotunda, and in the alcoves and hallways on either side of the Grand Stairway.
- Once your booking has been arranged with Visitor Services, you will receive a written confirmation stating the date, time, and size of your photo party.
- On their scheduled day, all groups must check in at the front kiosk upon arrival at the Saskatchewan Legislative Building.
- During photography sessions, only those in the photographic grouping are permitted in the Rotunda. Those in the photographic party are required to remain together while in the building. No one is permitted to wander the building.
- Food and beverages are not allowed in the Legislative Building.

For further information, please contact:

Visitor Services 787-5358

Press Gallery Association

Access to the Press Gallery in the Legislative Chamber is restricted to members of the Press Gallery Association. Members of media who wish to receive accreditation with the Press Gallery Association should contact the association president.

For further information, please contact:

Karen Briere, President, Press Gallery Association 359-0841

The following points are presented as a guideline to determine routine procedures for the Press Gallery Association at the Legislative Assembly. Should special circumstances arise that are not covered by these guidelines, please contact the Office of the Speaker (787-2282) to discuss possible options.

The Press Gallery Association is responsible for determining its membership and associated privileges, which includes access to the press gallery and the coordination of office space within the area of the building assigned to the media.

Media tenants have the same rights and responsibilities as all other tenants of the Legislative Building. (i.e. wear identification, have building access as desired, and have keys/access cards to the building and office, as desired.) Media tenants of the Legislative Building and members of the Press Gallery Association shall have access to the building through their access cards; visiting media must sign in.

Press Gallery

Cell phones must be operated in a vibrate-only mode or be turned off while in the press gallery. Pagers must operate in silent mode.

Laptops are permissible but must be operated in silent mode.

Still photos with no flash are permitted from the press gallery at any time. Digital cameras are to be used for still photos only.

Video footage may be taken on the floor of the Chamber only at special events, not regular sittings of the House. (eg. Photos at Saskatchewan Volunteer Medal presentation). Permission from the Office of the Speaker is required. Video footage of regular House proceedings can be viewed in the Legislative Library.

Permission must be obtained from the Office of the Speaker to take photos on the floor of the Chamber. (eg. budget day)

Special permission from the Office of the Speaker for filming in Chamber

Forms are available from the Office of the Speaker to request permission. Unique requests should be outlined in a letter to the Speaker. Those working with such special permission should retain a copy of the permission in case they are challenged by security.

Interviews and/or live reports and/or media commentaries are generally not permissible in the Chamber. Permission for items such as historical documentaries must be obtained from the Office of the Speaker.

Food is not allowed in the Chamber or any of the galleries. Members of the Press Gallery may have beverages in the Gallery, as allowed in the Chamber. Plain, non-advertisement type containers must be used.

Attire: Press Gallery members in the gallery are requested to adhere to the same dress code as MLAs in the Chamber.

Saskatchewan Legislative Building

Media is asked to respect that *offices are not public space*. Filming and interviews in offices are by permission of the tenants/office occupants only.

Rotunda

Requests to set up equipment for interviews in the rotunda and hallways, other than regular scrums, should be directed to SPM, who will advise security of any such use during hours in which the building is not normally open to the public, unless the media person and person being interviewed are building tenants. Concerns should be addressed to Steve Bata, Legislative Building Supervisor, or the Office of the Speaker.

For further information, please contact:

Office of the Speaker 787-2282

Building Supervisor 787-6630

Protest Groups and Demonstrations

Building Grounds:

The use of the exterior of the Saskatchewan Legislative Building and the Legislative grounds will be co-ordinated by Saskatchewan Property Management and the Wascana Centre Authority (522-3661).

Groups may set up their own sound system, with prior approval. Organizers are responsible for any damage and for cleaning up the area after a demonstration. At the discretion of the Sergeant-at-Arms protestors may use buildings facilities, including washrooms and the cafeteria, within the public hours that the building is open, provided they conduct themselves in an orderly manner.

Inside the Saskatchewan Legislative Building:

The Sergeant-at-Arms and security staff manage all demonstrations or protest groups at the Legislative Building. Demonstrations are not permitted within the Legislative Building. As well, no placards, megaphones or anything that might be used as part of a demonstration may be brought into the building. There will be no unauthorized occupancy of the building.

The Sergeant-at-Arms/security staff will meet with the leader(s) of demonstrating groups to explain demonstration policy, negotiate, establish their purpose and ask to whom they may wish to speak. Elected members, their staff or other officials will be contacted and arrangements may be made for them to meet with a small representative group of the protestors either within or outside the building if they wish to do so. Security staff will provide telephone numbers of MLAs or other officials the group wishes to contact. All government telephone numbers are available through the government web site at www.gtids.gov.sk.ca

If the House is in session, demonstrators, while they may not demonstrate in the galleries, may be permitted, at the discretion of the Sergeant-at-Arms, to observe the proceedings from either the public galleries or from the Speaker's Gallery (787-2282).

For further information, please contact:

Sergeant-at-Arms 787-8798
Building Supervisor 787-6630
Wascana Centre Authority 522-3661

Security

The Sergeant-at-Arms is responsible for personal and building security throughout the Saskatchewan Legislative Building in accordance with policies approved by the Speaker and the Board of Internal Economy. Security staff are on duty 24 hours a day and are responsible for the security systems operating within the building.

Fire safety, emergency and evacuation policies are in place. Further information may be obtained by contacting either the Sergeant-at-Arms or the Building Supervisor.

Mail and Parcel Delivery

All deliveries must be made to the south entrance of the Legislative Building (*see map on page 14*).

All mail and parcels delivered to the Legislative Building are x-rayed prior to delivery in the building.

See also:

- Access to Building
- Access to Committee Meetings
- Access to Galleries
- Protest Groups and Demonstrations

For further information, please contact:

Sergeant-at-Arms 787-8798
Office of the Speaker 787-2282

Tours of the Legislative Building

Tours of the Legislative Building are available seven days a week and are conducted on the hour and on the half hour. The tours are available in English or French. There is no charge.

Parliamentary Educational Brochures are available at the kiosk in the building entrance and Parliamentary Educational Videos may be viewed upon request.

Winter Tours – Labour Day weekend until Victoria Day weekend 8:00 a.m. until 5:00 p.m.

Summer Tours – Victoria Day weekend to Labour Day weekend 8:00 a.m. until 9:00 p.m.

The Saskatchewan Legislative Building is closed on Good Friday, Christmas Day and New Year's Day.

Sessional Hours

During the Legislative session, the House sits:
 Monday to Thursday – 1:30 p.m. to 5:00 p.m.
 Friday 10:00 a.m. to 1:00 p.m.

Question Period

Monday to Thursday approximately 1:40 p.m. to 2:05 p.m.
 Friday approximately 10:10 a.m. to 10:35 a.m.

Evening Sitings

The House generally sits Monday and Tuesday evenings from 7:00 p.m. to 10:30 p.m. Visitors are advised to call ahead as the schedule can change from week to week.

School Tours

Hundreds of school groups visit the Legislative Building every year. Students generally tour the building, observe the Legislative session and meet their MLA. For additional information on school tours or for booking, please contact the Visitor Services Branch or visit our web site.

Note: It is important to book ahead as not all requests can be accommodated.

For further information please contact the Visitor Services Branch:

Director of Visitor Services	787-5357
Assistant Director/Tour Manager	787-5358
Evenings	787-5416

Visit our web site at www.legassembly.sk.ca

Use of Chamber

The following general information and guidelines are provided for groups that receive permission to hold parliamentary events and special ceremonies in the Chamber of the Legislative Assembly:

- Permission must be obtained by writing to the Office of the Speaker, describing the proposed event. The Office of the Speaker will advise the Building Supervisor and Security of events that are approved.
- Groups must provide an agenda, including times and rooms being used, to the Office of the Speaker at least three days prior to the event.
- Permission for media coverage of an event is authorized by the Speaker's Office; however, the Speaker's Office is not responsible for arranging media contacts and/or publicity.
- No food or beverages are allowed in the Chamber.
- Although the Legislative Building is for the people of Saskatchewan, it is also a tourist attraction, an office building, and a popular site for wedding photos. Group participants are to stay within the areas for which they have permission. Access to certain areas is restricted. Those who wish to tour the building should check with a guide from Visitor Services to make arrangements.
- The guide on duty from Visitor Services must be informed if there are changes to agendas and/or the rooms that are to be used.

- Tours are offered to the public throughout the weekend. These tour groups may occasionally spend some time seated in the galleries and watch the proceedings in the Chamber.
- Appropriate care and due respect must be shown for the Chamber and other facilities. The microphones and lights of Members' desks in the Chamber must not be touched, as they are extremely sensitive and very costly to repair. Garbage containers and recycling bins are available in all rooms. Please keep the facilities as tidy as possible throughout the weekend.

For further information, please contact:

Office of the Speaker 787-2282

Use of Facility

The Saskatchewan Legislative Building will not entertain hosting the following public forums:

Weddings, Funerals, Wakes, Non Government Sponsored Events.

Management and Operations Policies and Procedures

Flag Procedures

While the following rules of flag etiquette are not mandatory for all organizations or individuals, they are intended as directives for the flying of flags by the Government of Saskatchewan and as guidelines for other users. General guidelines are as follows:

1. Flags should be treated with dignity and respect, and be flown or displayed properly.
2. Responsibility for providing and flying flags on provincial government buildings and grounds in Saskatchewan rests with the Saskatchewan Property Management.
3. Responsibility for interpreting policy and guidelines for the flying of flags rests with the Office of Protocol and Honours, Saskatchewan Provincial Secretary.

Flying of Flags

1. Saskatchewan Legislative Building, Regina

Three flags are normally flown on this building; the order of display, as seen by the spectator, is as follows:

1. Canadian flag occupies the centre staff.
2. Provincial flag occupies the left staff.
3. Union Jack (representing the Crown, the Commonwealth and the First Nations) occupies the right staff.

These flags are flown day and night (illuminated at night).

Note: the same pattern may be followed elsewhere when three staffs are available.

2. Courtesy Flagpoles, Legislative Building

- (a) The flagpole extending from the Cabinet Room balcony on the Legislative Building may be used for the following purposes:
 - i. The Lieutenant Governor's Standard during official vice-regal occasions such as the Opening of the Legislature. Similar arrangements for visits of the Governor General to the Building.
 - ii. Territorial flags of countries, provinces and other jurisdictions, and international organizations during the official visit in the Building of their Head of State or Government or other official representatives.
 - iii. Officially approved international, national or provincial flags on appropriate occasions as approved by the Office of Protocol and Honours.
- (b) The removable flagpole placed near Circle Drive at the Legislative Building may be used for other flags to draw attention to worthy causes, events, campaigns and non-governmental organizations. Permission must be granted by the Legislative Building Supervisor, Saskatchewan Property Management.

2. Provincial Flag Policies

- (a) For further information on any Provincial flag policies please contact the Provincial Protocol Office.

Ms. LeeAnne Mercer
Senior Administrative Assistant
Protocol Office
Office of the Provincial Secretary
Suite 1530, 1855 Victoria Avenue
Regina, Saskatchewan S4P 3T2
Telephone - 787-9917
Fax - 787-1269

- (b) The Saskatchewan Intergovernmental and Aboriginal Affairs publication, *Images of a Province*, can also be referenced for information regarding provincial symbols and flag policies.

SPM Contractor Policy

SPM retains the services of several private contractors in a variety of fields that include customer improvements and maintenance work. All contractors are required to follow a number of provisions that include the SPM Safety Action Plan, Occupational Health and Safety Act & Regulations, SPM tendering policies, timeliness, cost effectiveness as well as providing an established minimum of insurance. Contractors will only work in offices when a mutually agreed upon schedule has been established. SPM will work with the Sergeant-at-Arms to maintain the integrity of the building when contractors are required to work after normal working hours.

Projects that are being carried out throughout the building will be reported to the Legislative Building Management Committee, tenant representatives and by regular building updates sent to all offices.

For further information, please contact:

Building Supervisor787-6630

