

OFFICIAL LANGUAGES POLICY

Definitions

1. The following terms have these meanings in this policy:
 - a) “*Official Languages*” – The Official Languages of Canada are English and French.

Purpose

2. SIRC is committed to the promotion and use of Canada’s two official languages in the delivery of its services. The purpose of this policy is to guide SIRC in its use of both official languages in its activities and services.

Scope and Authority

3. This policy applies to SIRC and its activities.
4. SIRC is obligated by the Government of Canada to recognize that the English and French languages have equal status in Canada. Sport Canada requires SIRC to comply with the spirit of the *Official Languages Act* when both official language communities are being served.

Provisions

5. SIRC will maintain the capability to communicate with its members and with the broader public in both official languages and endeavour to provide all services and programs in both official languages.
6. SIRC will take the necessary measures to ensure that routine correspondence and communication can be conducted in the official language of choice. Replies to formal written correspondence shall be in the language of the originator. Staff are expected to be practical when applying this provision to email correspondence.
7. All publications of a technical nature which are expected to be in circulation for a long period of time and which have broad applicability shall be provided in both official languages.
8. All official documents relating to the governance of SIRC, such as Bylaws, Policies, and Strategic Plans will be provided in both official languages.
9. Media releases regarding issues of national importance shall be issued simultaneously in both official languages. SIRC will make every effort to translate routine media releases.
10. Public Service Announcements, including recognition of partners, will be made in both Official Languages.
11. SIRC will ensure forms created for the general public are written in both English and in French.



12. Any advertising initiated by SIRC (print, radio, video, television) will be produced in the language appropriate for the type of media and, where possible, available for distribution in English and in French upon request.

13. Postings made by other organizations or individuals on the Sport Event Calendar or the Career Page on the SIRC website will be made only in the language of the posting organization or individual.