



Policy: 1.9.3 Official Languages Policy
Sub-section: Board of Directors
Date of Last Renewal: May 27, 2021
Date of Last Approval: June 2025

POLICY:

The purpose of this policy is to demonstrate CPC's commitment to the intent of the Official Languages Act when offering or providing services to both its external and internal constitutions.

The CPC recognizes English and French as its official languages and is committed to ensuring that any person who wishes to communicate with the CPC can do so in either official language.

The CPC will ensure that the official language requirements stated in the Sport Canada Contribution Agreement are respected, including:

- Provide communications, announcements and information to the public concerning activities, projects and programs in both official languages;
- Actively offer services to members of the sport community and the general public in both official languages;
- Make available in both official languages to members of the sport community and the general public any communications and documents relating to activities, projections and programs;
- Encourage members of both official language communities to actively participate in the planning and staging of activities, projects and programs; and
- Organize activities projects and programs, when appropriate, in such a manner as to meet the needs of the two linguistic communities.

CPC will from time to time use the services of professional translators, the product of which will be deemed as appropriate text and terminology for public use.

The rights and privileges of CPC employees will not be impaired or adversely affected as a result of employees being unilingual English-speaking or unilingual French-speaking.

Some of the ways CPC will ensure that service to the public is available in both official languages include:

1. Press Releases

All CPC press releases will be issued in both official languages.



2. Advertising

Any advertising initiated by the CPC (print, radio, video, television, electronic/internet) is to be produced in the language appropriate for the type of media and, where possible, available for distribution in English and French upon request.

3. Contracts and Documents

Contracts are to be prepared in the preferred official language of the contracted individual. Examples include Employment Contracts, Athlete Agreements, Sponsor Agreements, Team Selection Agreements, and similar instruments.

Documents intended for distribution to the general public must be issued in both English and French.

Where a document is intended, or reasonably expected, to be released to the general public, the CPC will ensure that both the English and French versions are available for internal review and approval prior to public dissemination. Drafts intended for eventual public release must therefore be prepared, translated, and reviewed in both official languages before they are finalized.

4. Internal Activities, Projects & Programs

While most of the internal operations of the CPC will, for reasons of practicality and efficiency, be conducted in English, any member who requests materials, information, or explanations in French will receive them in either written or oral form.

In recognition of evolving technology and the CPC's commitment to inclusive participation, the CPC will make live translation tools or technology available, when required and when feasible, to support internal activities such as meetings, presentations, and discussions. This includes ensuring that members who prefer to participate in French can do so meaningfully and without disadvantage.

5. Events/Functions

All events and/or functions sponsored by the CPC are to be presented in English and in French. Exceptional circumstances that would warrant presentation in English only or French only would relate to events and/or functions directed at a unilingual audience.

6. Games

In respect to Paralympic and Para PanAmerican Games, athletes, coaches, officials and other Canadian team members are to receive service in the language of their choice. As a result, CPC will ensure that the team mission composition will have English and French representation and that the Chef de Mission or Assistant Chef de Mission is able to communicate in both English and



French. All materials, events, functions and other communications at Games will be bound by the guidelines contained herein.

7. Bid Cities and Games Organizing Committees

All Bid Cities and Games Organizing Committees must produce any official document to be endorsed by the CPC's Board of Directors in English and French.

8. Hearings and Appeals

Any hearings conducted under any CPC policy or agreement between the CPC and a Canadian team member will be conducted in the language of choice of the applicant and the Respondent. If the first languages of the applicant and the respondent are different, a bilingual hearing will be held with translation services provided to both parties.

To the extent that Section 8 of this Official Languages Policy is inconsistent with the provisions regarding the language to be used in hearings in any other CPC policy, Section 8 of this Policy prevails.

PROCEDURES:

The translation process will generally follow the steps outlined below:

1. A staff member will prepare the final version of print material in their preferred language.
2. The print material is then sent to one of CPC's approved translators for translation.
3. To ensure the quality of the translation, the material is reviewed by a staff member who is fully bilingual before being published.

In order to meet official language requirements, CPC will ensure that:

1. When recruiting and selecting staff and volunteers, bilingualism will be a serious consideration; and
2. Language skills will be considered when scheduling staff for events and other public services. i.e. one English-speaking and one French-speaking staff on duty at a Congress registration; bilingual staff at a parasport event, etc.
3. Competent translation services will be retained.
4. Translation cost will be factored into the delivery of programs and services to ensure an adequate budget is protected for this purpose.



RENEWAL AND REVISION

This policy will be reviewed and updated every XX years. It may be updated sooner if significant changes in the law, government policy or regulatory requirements, or organizational needs arise.