

COMMONWEALTH GAMES CANADA OFFICIAL LANGUAGES POLICY

PREAMBLE

Commonwealth Games Association of Canada (CGC) is committed to the Official Languages Act and believes in free and open communication and respect for the views, roles and contributions of all individuals, including but not limited to Canadian Team Members, Sport Leaders/Interns and Volunteers, throughout the Association.

POLICY

The official languages of CGC are English and French. CGC is committed to ensuring any person(s) communicating with CGC, can do so in either official language.

PROCEDURES

Internal Communication

While the majority of the internal working functions will be in English, any individual requesting information in French, will receive such information in either written or verbal format.

CGC will be sensitive to and seek out opportunities for balance in language when recruiting individuals for any position(s) at any level within the Association, however, the rights and privileges of CGC individuals will not be impaired or adversely affected as a result of being unilingual English or French;

External Communications

CGC will ensure that both official languages are portrayed in an equitable way in all public materials produced, including:

- a. Publications, website*¹, press releases, and all written material directly related to the activities of CGC;
- b. Social Media (ex.: Facebook, Twitter, LinkedIn) will be written in the preferred language of the writer. Official invitations, excerpts from press releases and items specifically from CGC will be in both official languages.
- c. Minutes of the Annual General Meeting and any other committees where a request for a translation has been made;
- d. Correspondence dealing with policy issues, programs or personal correspondence originating to or responding from a francophone Member;
- e. Telephone reception at CGC National Office and the Games Headquarters.

*¹ CGC is committed to ensuring that information on the website is available in both English and French. However, links to external sites not under the control of CGC are provided as a courtesy only. Any information on websites found through these external links is available only in the language(s) used by those sites.

Events/Functions/Meetings

CGC will ensure that both official languages are used in an equitable way at all Events, Functions and/or Meetings of the Association, where and when feasible (i.e., Meetings, Receptions with speeches, Announcements/Press Conferences, etc.)

Bid Cities and Games Organizing Committees

All Canadian Bid Cities and Canadian Games Organizing Committees must be committed to both official languages produce all official documentation by in both official languages

DOCUMENT HISTORY

Created: January/February 2005

Reviewed & Revised: September 2013

Approved: November 2, 2013