

Official Languages Policy

Policy ID	GOV-POL001	Revision No	1
Responsible Committee	Governance Committee	Approver	Board
Effective Date	2025-10-08	Approval Date	2025-10-09
Scope	This Policy applies to all MEOPAR's directors, officers, members of board committees and other advisory bodies, contractors and staff, and any individual with MEOPAR that creates, makes or disseminates communication to the public.		
Policy notes	Related documents: • <i>SSF Contribution Agreement</i> • <i>SSF Program Guide</i> • Official Language Act, RSC 1985, c 31 (the "Act")		
Review Cycle	Annual	Next Review Date	October 2026

1 Purpose

To ensure that all communications comply with the requirements of the Official Language Act, RSC 1985, c 31 (the "Act"). Generally, all public announcements and communications should be in both English and French.

The Act's purpose, which should be considered in all communications with the public (including prospective ultimate recipients), is:

- i. ensure respect for English and French as the official languages of Canada and ensure equality of status and equal rights and privileges as to their use in all federal institutions, in particular with respect to their use in parliamentary proceedings, in legislative and other instruments, in the administration of justice, in communicating with or providing services to the public and in carrying out the work of federal institutions;

- ii. support the development of English and French linguistic minority communities in order to protect them while considering the fact that they have different needs;
 - a. advance the equality of status and use of the English and French languages within Canadian society, taking into account the fact that French is in a minority situation in Canada and North America due to the predominant use of English and that there is a diversity of provincial and territorial language regimes that contribute to the advancement, including Quebec's Charter of the French language, which provides that French is the official language of Quebec;
 - b. advance the existence of a majority-French society in a Quebec where the future of French is assured; and
 - c. set out the powers, duties and functions of federal institutions with respect to the official languages of Canada.

All communications should respect and adhere to the principles of the Act. The purpose of the Act should be taken into account when preparing and making any public announcements and communications.

Requirements

MEOPAR must ensure that any communications and services to the public are in both English and French. Specifically, MEOPAR must:

1. Make project-related documentation and announcements (including both to the public and to prospective ultimate recipients) in both English and French, which includes all social media posts;
2. Offer project-related services in both English and French;
3. Make the corporate annual report in both English and French;
4. Offer its services to ultimate recipients in the official language of their choice;
5. Encourage members of both English and French communities to participate in the project; and

6. Where appropriate, provide its services in such a manner as to address the needs of both English and French communities.

The Act imposes a duty to ensure that any member of the public can communicate with and obtain available services in either English or French. This duty would extend to MEOPAR as a requirement under the Act that must be followed.

MODIFICATION/REVISION HISTORY

Rev No	Approval Date	Effective Date	Key Updates
1	8 October 2025	9 October 2025	New
2			
3			