



# Official Languages Policy

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## 1. OBJECTIVE

- 1.1. This Cycling Canada (CC) Policy aims to demonstrate CC's commitment to the promotion and use of the two (2) Official Languages of Canada and compliance with the spirit and intent of the Official Languages Act.

## 2. FIELD OF APPLICATION

- 2.1. This CC Policy applies to: (1) services and activities offered and conducted by CC, (2) Canadian Cycling Championship events and (3) international events hosted in Canada and governed by CC.

## 3. DEFINITIONS

- 3.1. Member: The Members of CC are the provincial and territorial associations recognized by the Board which have met the prescribed financial and administrative obligations, as indicated in the CC By-laws.
- 3.2. Official Languages: English and French.
- 3.3. Participant: A Participant is any individual, in good standing with a Member, who participates in any one of the cycling sports, or who acts as a coach, official, volunteer, support personnel, or committee member with the CC or with a Member.

## 4. POLICY STATEMENT

- 4.1 CC recognizes English and French as the two (2) Official Languages of Canada and is committed to the promotion and use of both Official Languages of Canada in the delivery of its services.
- 4.2 CC will ensure that the Official Language requirements stated in its Sport Canada Contribution Agreements are respected, including:

- Provide communications, announcements and information to the public, including Participants, concerning activities, projects and programs in both Official Languages;
- Actively offer services to its Members, Participants and the general public in both Official Languages;
- Make available in both Official Languages to its Members, Participants and the general public any official 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.

## 5. PROVISIONS

- 5.1. Some of the ways that CC will ensure that service to the public is available in both Official Languages include:

Written and verbal communications: CC will reply to all forms of written and verbal communication in the originating Official Language. Anyone will be able to communicate (in writing or verbally) with the CC office in the Official Language of their choice. Written or verbal communications to groups of Members or Participants will be provided in the Official Language of the group's choice (if known) or in a bilingual manner. While the majority of the internal functioning of CC will, for the purposes of practicality and economy, be in English, any Member, Participant or other member of the public requesting materials, information or explanations in French will receive such in either written or oral format.

Promotional materials: CC will issue any final versions of promotional materials (e.g., posters, brochures or other publications), newsletters, press releases, intended for Members or Participants, including athletes, coaches, officials and organizers, or the general public simultaneously in both Official Languages. Other advertising initiated by CC (print, radio, video) will be produced in the Official Language appropriate for the type of media, and where possible both Official Languages.

Websites and digital platforms: All information and services on CC's websites and digital platforms is available in both Official Languages, such that equivalent content is available in both Official Languages. CC's website and digital platforms are updated simultaneously in both Official Languages. However, users should be aware that some information from external sources may only be available in the language in which it was provided.

Documents related to governance: All final versions documents related to CC governance for the public and Members are available simultaneously in both Official Languages, including policies, annual reports, bylaws and strategic plans.

Program and service documents: All final versions of documents related to programs and services for Members and Participants, including athletes, coaches, officials and volunteers are available simultaneously in both Official Languages. This includes selection documents prepared by CC and other National Team documents.

National Team operations: The design of national team clothing, equipment and related products represents both Official Languages. CC National Team programming operates in a manner that creates an environment in which both English and French athletes feel comfortable.

Contracts: Contracts will be prepared in the language the contracted person, or party, prefers, subject to applicable law.

Events: All Canadian Cycling Championships and international hosted events governed by CC will comply with the language requirements of CC's Sport Canada Contribution Agreements, including that documents providing event administration and technical information, signage, any event and announcing will be presented in both Official Languages.

## **6. REVIEW AND APPROVAL**

- 6.1. Original Policy Development Lead: Greg Mathieu
- 6.2. Current Policy Leads: Denise Ramsden, Lara Check, Louizandre Dauphin, Mathieu Boucher