



Official Languages Policy

Current as of: 12/29/2024

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. Cheer Canada 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 Cheer Canada in its use of both official languages in that delivery.

Scope and Authority

3. This policy applies to Cheer Canada and its activities.

4. Cheer Canada recognizes that the English and French languages have equal status in Canada. Cheer Canada endeavours to comply with the spirit of the Official Languages Act in serving both official language communities.

Provisions

5. Cheer Canada recognizes English and French as its official languages.

6. Efforts will be made to provide bilingual representatives at events, meetings, and key engagements.

7. Replies to formal written correspondence shall be in the language of the originator when possible.

8. All publications, 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. Cheer Canada will work with Francophone subject-matter experts, as relevant, to support the effective translation and adaptation of concepts and materials developed in English to suit the French context.

10. All official documents relating to the governance of Cheer Canada, such as Bylaws, Policies, and Strategic Plans will be provided in both official languages.

11. Media releases, website updates and newsletters shall be issued in both official languages.

12. Original social media posts (i.e., posts originated by Cheer Canada, not including reposts of third-party post) will be issued in both official languages.

13. Cheer Canada will ensure forms created for the general public are written in both English and in French.

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

15. While the majority of the internal functioning of Cheer Canada will, for purposes of practicality and economy, be in English, any member requesting materials, information or explanations in French, will receive such either in written or oral format.

16. When recruiting and selecting staff and volunteers, bilingualism is preferred, where such candidates are not available, Cheer Canada will strategically ensure bilingual representation/contacts such that it can respond effectively to the needs of its members.

Cheer Canada will regularly review this policy every two years to ensure compliance with federal guidelines and the evolving needs of its community.