



CANADA SNOWBOARD OFFICIAL LANGUAGES POLICY

Policy Category:	Governance
Approval Authority:	Board of Directors
Approval Date:	September 20, 2022
Next Review Date:	Every two years

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. Canada Snowboard 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 Canada Snowboard in its use of both Official Languages in its activities and services.

Scope and Authority

3. This policy applies to Canada Snowboard and its activities.
4. Canada Snowboard is obligated by the Government of Canada to recognize that the English and French languages have equal status in Canada. Sport Canada requires Canada Snowboard to comply with the spirit of the *Official Languages Act* when both official language communities are being served.

Provisions

5. Canada Snowboard recognizes English and French as its Official Languages.
6. Canada Snowboard will maintain the capability to communicate with its Members, stakeholders, and with the broader public in both Official Languages.
7. Canada Snowboard shall endeavour to provide all services and programs in both Official Languages.
8. Canada Snowboard will take the necessary measures to ensure that routine correspondence and communication can be conducted in the official language of choice. Replies to formal written correspondence shall be in the language of the originator. Staff of Canada Snowboard are expected to be practical when applying this provision to email correspondence.
9. All publications of a technical nature 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.
10. All official documents relating to the governance of Canada Snowboard, such as By-laws, Policies, and Strategic Plans



will be provided and posted online in both Official Languages.

11. In the case of a dispute regarding any written document, the source language shall precede over the translated document.
12. Media releases regarding issues of national importance shall be issued simultaneously in both Official Languages. Canada Snowboard will make every effort to translate routine media releases.
13. Canada Snowboard will work to expand the bilingual services available at national level competitions and events sanctioned by Canada Snowboard. Public Service Announcements, including recognition of partners, will be made in both Official Languages.
14. Canada Snowboard will ensure forms created for the general public are written in both English and in French.
15. Any advertising initiated by Canada Snowboard (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.

Communication

16. Once the policy is approved, it will immediately be communicated to those who will be responsible for its implementation and Individuals who will be affected.
17. The policy will be communicated broadly and Canada Snowboard will provide suitable education about the policy.