



Summary of Obligations under Part V of the *Official Languages Act* for Airport Authorities

Airport Authorities have obligations under Part V (Language of Work) of the *Official Languages Act* (OLA).

Part V of the OLA creates language of work rights for employees in regions designated bilingual for language of work purposes.

The Head of the organization (for example, Chief Executive Officers), or their delegates, as well as Heads of Human Resources are responsible for ensuring that the language of work rights of their employees are respected and Part V obligations are met.

Part V obligations can be summarized across five core areas of responsibility derived from the OLA: workplace, supervision, learning and development, work instruments, and personal and central services.

Section 91 of the OLA, which has implications for staffing, is also a key consideration.

Actively working to respect and maintain compliance with language of work obligations results in dynamic bilingual work environments where all employees feel included and free to express themselves in the official language of their choice.

Summary Table of Obligations under Part V of the *Official Languages Act* for Airport Authorities in Bilingual Regions*

Area of responsibility	Rights and responsibilities	Common actions
Workplace	<ul style="list-style-type: none"> Employees have the right to work in the official language of their choice. Your institution is responsible for maintaining a work environment conducive to the effective use of both official languages. 	<ul style="list-style-type: none"> Ensure leadership teams play a positive role in creating as well as maintaining a work environment conducive to the effective use of both official languages. Examples include adopting positive practices, mechanisms, or taking steps to support leaders as well as employees in creating and participating in a workplace that fosters the use of both official languages.
Supervision	<ul style="list-style-type: none"> Supervision is available to employees occupying bilingual positions in the employee's official language of choice. 	<ul style="list-style-type: none"> Ensure supervisors are bilingual. Examples include ensuring meetings take place in both official languages, leadership teams communicate effectively in both official languages with their employees.
Learning and development	<ul style="list-style-type: none"> Learning and development opportunities are made available in both official languages. 	<ul style="list-style-type: none"> Ensure that learning and development opportunities are available in both official languages. Examples include offering learning and development opportunities in English, French, or both official languages simultaneously.
Work instruments	<ul style="list-style-type: none"> Regularly and widely used work instruments, such as computer software or systems, are available in both official languages. 	<ul style="list-style-type: none"> Determine which work instruments are widely and regularly used and provide them to employees in both official languages.
Personal and Central Services	<ul style="list-style-type: none"> Personal and central services such as human resources, are available in the employee's official language of choice. 	<ul style="list-style-type: none"> Ensure personal as well as central services (such as pay, benefits, finance, administration, security, computer services, and health care) are available in English and French.
Staffing - Section 91 of the <i>Official Languages Act</i>	<ul style="list-style-type: none"> Your institution must use objective criteria when determining the linguistic designation of a position based on the duties and functions of the position. 	<ul style="list-style-type: none"> Before staffing or restaffing a position, review the duties of the position to determine whether they require the use of a second official language.

*Bilingual regions are: The National Capital Region, parts of northern and eastern Ontario, the region of Montreal, parts of the Eastern Townships of Quebec, the Gaspé region and western Quebec, and New Brunswick.