



Official Languages Overview

What you need to know!

Onboarding Guide

What you can expect to learn!

- Overview of Official Languages;
- Know your rights!
- Official Languages responsibilities for Managers;
- Official Languages responsibilities for all employees: Communicating between regions;
- Communicating with & providing services to the public;
- Useful resources & contact information.

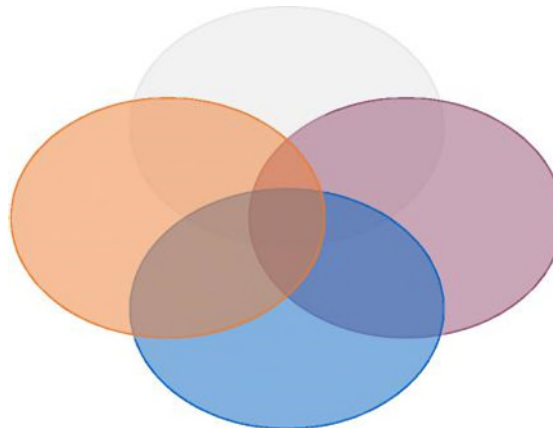
Overview of Official Languages

To ensure respect for English and French as the official languages of Canada and to ensure equality of status and equal rights and privileges as to their use in all federal institutions.

- **ECCC's Official Languages Strategy Plan & Action Plan**
- **Official Language Act (OLA) Key Elements:**

Communication with and services to the public through the **Active (Hello/Bonjour)**

Responsibilities of central agencies: Treasury Board Secretariat (TBS) and Office of the Commissioner of Official Languages (OCOL)



Work environment that respects and meets language of work requirements (for both employees and managers)

Participation of English-speaking and French-speaking Canadians (equal opportunities and equitable participation)

Know your Rights!

As employees in **bilingual regions**, we have overlapping rights and responsibilities including but not limited to:

- Having work tools in your desired official language;
- Being supervised in the Official Language of your choice;
- Having the right to express yourself in English or French (preparing documents & emails, during meetings, etc.);
- Having access to training in your desired official language;
- Understanding the responsibility to use the designated official language in a unilingual region;
- Additional information could be found on the **Official Languages** Intranet Page.

Official Languages Responsibilities for Managers

Fulfilling Official Languages obligations within Departmental Action Plan

Establishing language requirements of positions

Assessing a candidate in his/her Official Languages language of choice (selection process: exams, interviews, informal conversations, etc.)

Holding Bilingual Meetings

Establishing communicating performance management objectives (and conversations!) in the employee's language of choice

Creating and maintaining an open, diverse and respectful environment in which employees are able to express themselves in either English or French

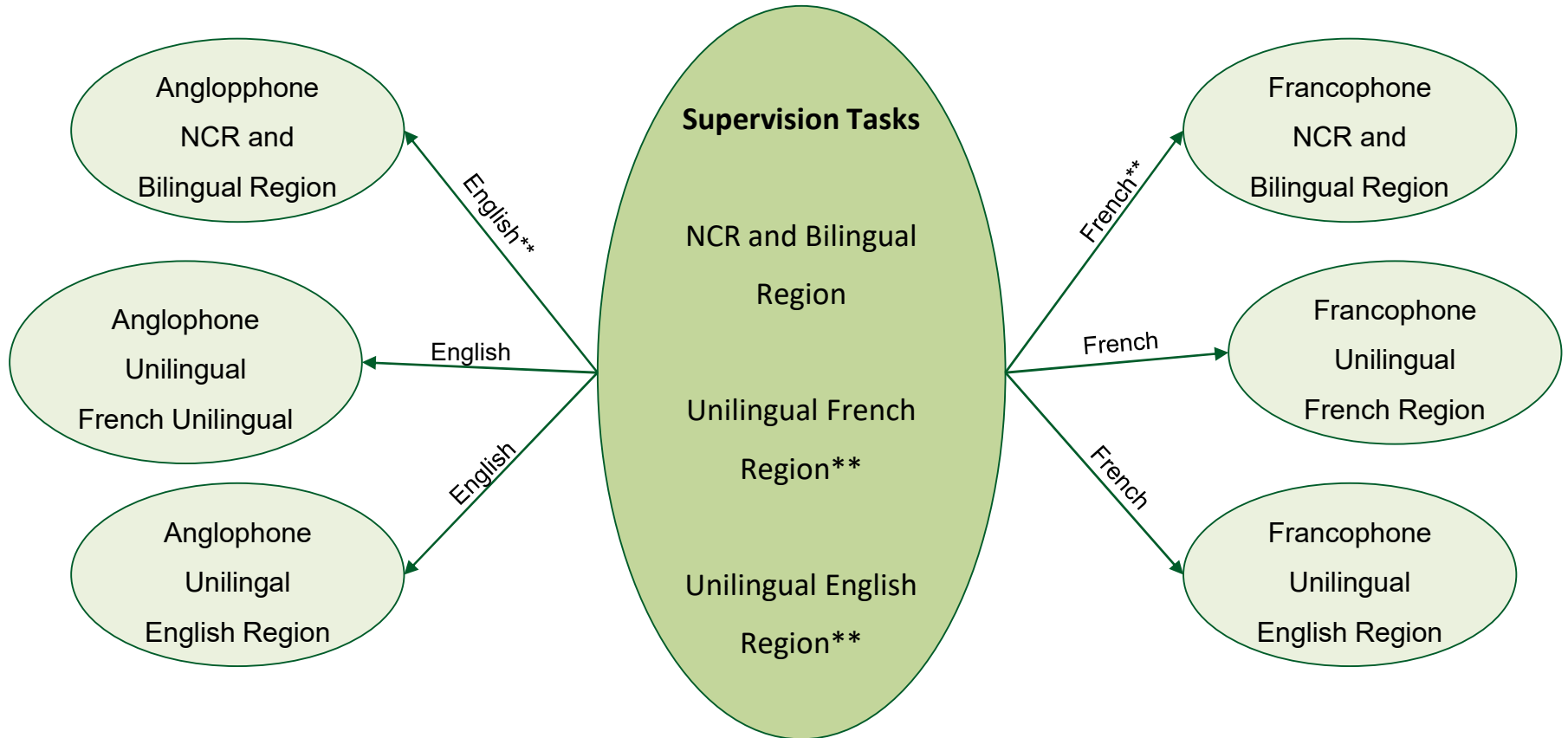
Official Languages Champions:

work as advocates to promote positive change within our work environment for the Official Languages Network and departmental mandate

Ensuring informal and formal conversations with employees are completed in their OL language of choice throughout the year

Official Languages Responsibilities for Managers Con't:

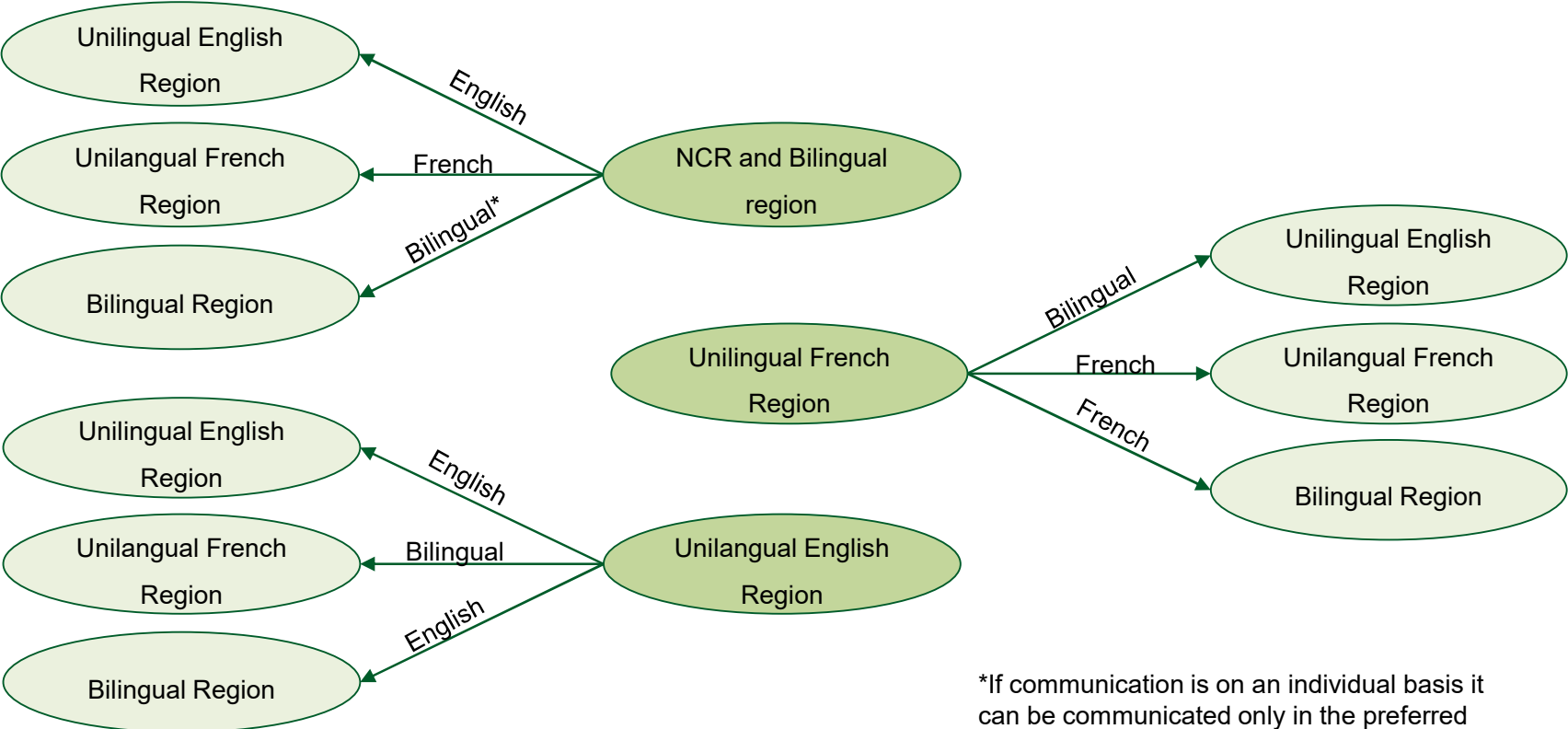
Communicating between Regions



**Manager / Supervisor located in unilingual regions need to communicate bilingually for messages to a team located in a bilingual region.

Official Languages Responsibilities for everyone:

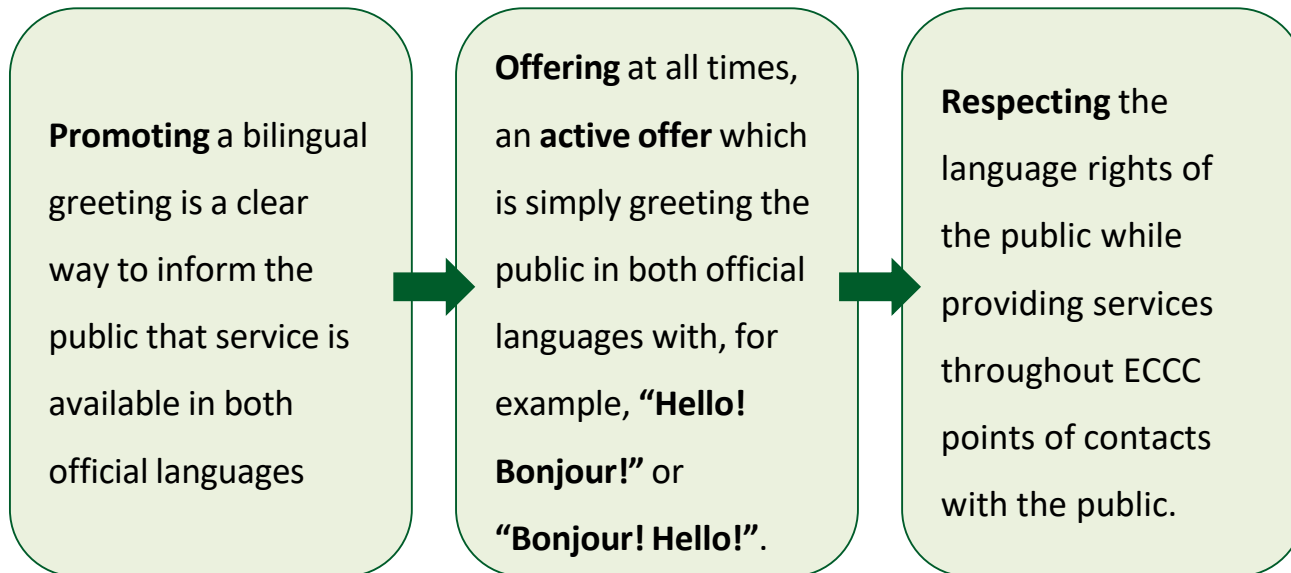
Communicating between Regions



*If communication is on an individual basis it can be communicated only in the preferred language of the originator

Communicating with and Providing Services to the Public

- Every Canadian has the right to communicate with a federal institution in the official language of their choice and to be provided with services under the same conditions.
- Environment and Climate change Canada (ECCC) is responsible to serve the public in the language of their choice in the designated services offices by:



Useful Information

For all employees

- [ECCC Intranet Page](#) for full listing of Environment and Climate change Canada (ECCC) tools, resources, and Official Languages Action Plan
- [Quick facts and frequently asked questions](#) about the *Official Languages Act* (OLA)
- [Services and information](#) for official languages in the Public Service
- [Resources & tools](#) for second language training

Helpful tools

- [Office of the Commissioner of Official Languages \(OCOL\)'s Effective practices for chairing bilingual meetings](#)
- [Absence Messages: out of office replies and voice mail greetings](#)

For managers

- [Staffing](#) of bilingual positions
- [Bilingual meetings](#)
- [Official Languages Directive for People Management](#)

Contact Information

- OL Corporate Team for OL obligations and monitoring at:
ec.programmesministerielsrh-hrcorporateprograms.ec@canada.ca

Annex A: Hyperlinks

Slide 3

- **ECCC's OL Strategy and Action Plan:** <http://intranet.ec.gc.ca/hr-rh/default.asp?lang=En&n=360E22A3-1>

Slide 4

- **Bilingual Regions:** <https://www.canada.ca/en/treasury-board-secretariat/services/values-ethics/official-languages/list-bilingual-regions-canada-language-of-work-purposes.html>
- **OL Intranet:** <http://intranet.ec.gc.ca/hr-rh/default.asp?lang=En&n=360E22A3-1#5>
- **Effective Practices for bilingual meetings:** <https://www.clo-ocol.gc.ca/en/resources/public-servants/bilingual-meetings>
- **Absence Messages:**
https://ecollab.ncr.int.ec.gc.ca/org/1274943/Intranet/Guidelines_for_Out_of_office_and_voice_mail_greetings_Bil.docx?web=1

Slide 5

- **Official Languages Community of Practice:** <http://intranet.ec.gc.ca/communautes-communities/default.asp?lang=En&n=26D7515C-1>

Slide 7

- **Canada School of Public Service - Active Offer: A Lot More Than Hello! Bonjour:** <https://www.csps-efpc.gc.ca/events/ao/index-eng.aspx>
- This workshop is offered in partnership with the Office of the Commissioner of Official Languages (OCOL). Would you like this workshop to be offered in your area? Please contact Françoise Albert from OCOL at francoise.albert@clo-ocol.gc.ca.

Annex A: Hyperlinks Continued

Slide 8

- **Burolis:** <https://www.tbs-sct.gc.ca/burolis/search-recherche/result-resultat-eng.aspx?LanguageObligation=-1&Region=-1&Institutions=DOE&OfficeNumber=&Keywords>

Slide 9

- **Intranet:** <http://intranet.ec.gc.ca/hr-rh/default.asp?lang=En&n=360E22A3-1#8>
- **Facts & FAQs:** <https://www.canada.ca/en/treasury-board-secretariat/services/values-ethics/official-languages/quick-facts-about-official-languages.html>
- **Services & Info:** <https://www.canada.ca/en/treasury-board-secretariat/topics/values-ethics/official-languages.html>
- **Resources & Tools:**
<http://ecollab2.ncr.int.ec.gc.ca/theme/1276928/Lists/Resources%20and%20Tools%20for%20second%20language/AllItems.aspx>
- **Staffing:** <http://intranet.ec.gc.ca/hr-rh/default.asp?lang=en&n=FBA8715A-1>
- **Bilingual Meetings:** <https://www.clo-ocol.gc.ca/en/resources/public-servants/bilingual-meetings>
- **OL Directive:** <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=26168>