



OFFICIAL LANGUAGES (OL) IMPACT ANALYSIS TOOL (ANNEX E OF MC)

Overview

Objective: The *Official Languages Act* establishes French and English as the two official languages in Canada and establishes requirements for all federal institutions. As both an important employer and service provider, IRCC must consider its legal obligations under specific sections of the Act for an efficient impact analysis:

- Part IV: Communications With and Service to the Public
- Part V: Language of Work
- Part VI: Participation of English-speaking and French-speaking Canadians
- Part VII: Supporting the vitality and development of Official Language Minority Communities and promoting the advancement of both English and French in Canadian society
- Article 91 (from Part XI: General): Staffing generally

Sections of the MC where Official Languages impacts are reflected:

- Summary of Cabinet Decision Sought box – only if it is deemed a “key consideration” or a “risk”
- Considerations – include the outcome of the OL analysis in considerations, if there is a significant impact
- Risks – if applicable
- Annex B: Results and Delivery Strategy – if applicable
- Annex C: Engagement and Communications Strategy: key audiences/engagement/communications approaches identified through OL (when possible)
- Annex E: Findings of Mandatory Assessments **mandatory*
- Due Diligence Tool **mandatory*

Key Definitions:

Official Languages: English and French

Official Language Minority Communities: Generally speaking, official language minority communities include Anglophones in Quebec and Francophones in the rest of Canada.

Staffing Action: assignments, secondments, deployments, acting appointments (less and over 4 months), term and indeterminate appointments.

Designated Bilingual IRCC Office for Communication and Service to the Public purposes: All IRCC offices with the exception of Scarborough.

Designated Bilingual IRCC Offices for Language of Work purposes: Offices located in the following regions:

- The National Capital Region
- The Province of New Brunswick
- The bilingual region of Montreal
- The bilingual region of Eastern Ontario:
 - The county of Glengarry including Alexandria
 - The county of Prescott including Hawkesbury and Vankleek Hill
 - The county of Russell including Rockland
 - The county of Stormont including Cornwall
- The bilingual region of Northern Ontario:
 - The county of Algoma including Sault Ste Marie, Blind River, Bruce Mines and Thessalon
 - The county of Cochrane including Cochrane, Hearst, Iroquois Falls, Kapuskasing, Smooth Rock Falls and Timmins
 - The county of Nipissing including North Bay, Bonfield, Cache Bay, Mattawa and Sturgeon Falls
 - The county of Sudbury including Sudbury, Capreol, Coniston, Copper Cliff, Espanola, Levack, Lively, Massey, Webbwood
 - The county of Timiskaming including Charlton, Cobalt, Englehart, Latchford, New Liskeard

Additional Guidance:

- [The Official Languages Act](#)
- [Official Languages Regulations - Communications With and Services to the Public](#)
- [Directive on Official Languages for Communications Services](#)
- [Directive on Official Languages for People Management](#)
- [National Joint Council Bilingualism Bonus Directive](#)
- [IRCC Directive on the Linguistic Identification of Positions](#)
- [Guide on Part VII of the Official Languages Act: Support to communities and promotion of English and French](#)
- [Reflection tool for the implementation of Part VII of the Official Languages Act](#)

SECTION I: FILE INFORMATION	
File Details	
Name of initiative	Use the name assigned to the initiative.
Brief description	Provide a brief description of the proposal: context, goals, stakeholder involvement, socio-economic impacts, etc.
Sector(s) & Branch(s)	Name of lead Sector(s) and Branch(s).
Lead Department	IRCC

Co-Sign Partner Department(s)	1)	Names of other department(s) participating in this proposal, if applicable.	
	2)		
	3)		
Contact Information			
Position	Contact Name	Telephone	Email
File Lead			
OL Analyst (if applicable)			
Cabinet Affairs Analyst			

SECTION II: ANALYSIS
1. Official Languages Impact Analysis
<p>1.1 Could the initiative impact services to IRCC's clients or communication to the public (in all forms: written, in person, over the phone, or through IRCC's website)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what types of services and/or communications will be impacted?</p> <p>How does the proposal ensure these communications will be in both official languages when in designated bilingual regions (for communications/service to the public purposes)?</p>
<p>1.2 Could the initiative potentially affect IRCC's ability to provide service to the public in both official languages in designated bilingual IRCC offices?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what would be the cause of this potential impact (e.g. challenge in staffing bilingual employees for new positions)?</p> <p>If yes, how is this potential impact addressed in the proposal?</p>
<p>1.3 Will the proposed initiative impact the work of current IRCC employees (i.e. change in procedure that will need to be communicated or use of new tools that would require training) or supervision (i.e. new staff or change in reporting supervisor)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

If yes, please identify the proposal's potential impacts on current staff.

If yes, please identify how the proposed initiative intends to implement these changes while ensuring IRCC meets its obligations in terms of language of work for employees.

1.4 Will the proposed initiative require staffing, either internally (assignments, secondments, actings, deployments, etc) or externally (from outside the Public Service)?

Yes No

If yes, will the initiative require staffing actions (assignments, secondments, deployments, actings, appointments to term or indeterminate positions, etc.)? What will be the language requirements of the positions to be staffed, based on IRCC's obligations in terms of language of work and service/communication to the public?

1.5 Will the proposed initiative have positive or negative effects on Official Language Minority Communities? For example:

- Does the proposal require conducting business with members of official language minority communities?
- Are you aware of the particular needs of these clients and what measures will be taken to meet their needs?

Yes No

Please explain:

Note: A series of questions to help you complete your impact analysis can be found by following this link : [Reflection Tool](#)

1.6 Will the proposed initiative have positive or negative effects on fostering the full recognition and use of both English and French in Canadian society? For example:

- Does your proposal present opportunities to promote Canada's heritage at home and abroad?
- How does it ensure that the promoted heritage appropriately reflects the contribution of Anglophones and Francophones to the development of Canadian society?

Yes No

Please explain:

Note: A series of questions to help you complete your impact analysis can be found by following this link : [Reflection Tool](#)

Next Steps

- ✓ Consult your OL Parts IV, V, VI, VII subject matter experts with the results of the analysis.
- ✓ Complete SECTION III: Results of Analysis with a written summary of your findings.
- ✓ Proceed to SECTION IV: Approvals.
- ✓ Submit this document to your Cabinet Affairs Analyst.

SECTION III: RESULTS OF ANALYSIS

(Summary of results to be included in Annex E, including potential impacts and actions that will be taken to mitigate negative or enhance positive effects.)

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SECTION IV : APPROVALS

File Lead (print name)	Signature	Date
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Manager (print name)	Signature	Date
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Director (print name)	Signature	Date
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