

Sample Emails to Communicate Policy Change Linguistic Requirements for Bilingual Supervisory Positions in Bilingual Regions

1. Email for institutions that use the Qualification Standards in Relation to Official Languages

Subject line: Policy change related to linguistic requirements for bilingual supervisory positions

Following through on a commitment made by the Government of Canada in its 2021 [official languages reform document](#), the President of the Treasury Board has approved an increase to the minimum second-language proficiency requirements for bilingual supervisory positions responsible for the supervision of employees occupying positions in bilingual regions.

As of June 20, 2025, this minimum requirement will be increased from BBB to CBC, as defined in the [Qualification Standards in Relation to Official Languages](#).

To limit the operational impact of this policy change, the new minimum requirement is mandatory only for new appointments.

Regarding existing bilingual positions responsible for the supervision of employees occupying positions in bilingual regions:

- If the current incumbent has Second Language Evaluation (SLE) results below CBC, the linguistic profile of the position remains unchanged until it becomes vacant.
- If the current incumbent has SLE results of CBC or higher, the linguistic profile of the position should be raised to the appropriate level as soon as possible.

The [Directive on Official Languages for People Management](#) will be updated accordingly.

Additional information will be made available in the coming weeks. In the meantime, if you have any questions, we encourage you to communicate with your manager or consult the official languages webpage: [Minimum second-language proficiency requirements for bilingual positions involving the supervision of employees occupying positions in bilingual regions](#).

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2. Email for institutions that do not use the Qualification Standards in Relation to Official Languages

Subject line: Policy change related to linguistic requirements for bilingual supervisory positions

Following through on a commitment made by the Government of Canada in its 2021 [official languages reform document](#), the President of the Treasury Board has approved an increase to the minimum second-language proficiency requirements for bilingual supervisory positions responsible for the supervision of employees occupying positions in bilingual regions.

As of June 20, 2025, this minimum requirement will be increased from an intermediate to a superior second-language proficiency level (equivalent from BBB to CBC, as defined in the [Qualification Standards in Relation to Official Languages](#)).

To limit the operational impact of this policy change, the new minimum requirement is mandatory only for new appointments.

Regarding existing bilingual positions responsible for the supervision of employees occupying positions in bilingual regions:

- If the current incumbent has an intermediate second-language proficiency level (equivalent to BBB), the linguistic profile of the position remains unchanged until it becomes vacant.
- If the current incumbent has a superior second-language proficiency level (equivalent to CBC or higher), the linguistic profile of the position should be raised to the appropriate level as soon as possible.

The [Directive on Official Languages for People Management](#) will be updated accordingly.

Additional information will be made available in the coming weeks. In the meantime, if you have any questions, we encourage you to communicate with your manager or consult the official languages webpage: [Minimum second-language proficiency requirements for bilingual positions involving the supervision of employees occupying positions in bilingual regions](#).

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