



# BOWLS CANADA BOULINGRIN

## BILINGUAL POLICY

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### Policy Statement:

1. Bowls Canada Boulingrin (“BCB”) is committed to the promotion and use of the two (2) official languages of Canada in the delivery of its services.

### Purpose:

2. BCB official languages policy is founded on the belief and respect for the linguistic rights of members of BCB. In keeping with that belief, the purpose and application of the official languages policy is consistent with spirit and intent to both the Canadian Charter of Rights and Freedoms (1982) and the Official Languages Act (1988).

### Application:

3. All important communications such as corporate documents, newsletters, press releases and specified bulletins should be translated. In addition, all publications will be provided in both official languages and BCB will endeavor to serve individuals in both official languages.
4. All correspondence to the BCB office will be responded to in the official language it which it was received.
5. BCB will:
  - a. Provide bilingual services to its members at a national level, and at a regional and club level upon request.
  - b. Provide materials for the Annual General Meeting and Board of Directors meeting in a bilingual form upon request.
  - c. Ensure that there is bilingual signage at national events.
6. If there are any discrepancies or disputes as to whether or not a document requires translation, determination will be made by the Executive Committee.

### Guiding Principles

7. In implementing this policy, BCB will be proactive yet logical about its Language Policy by not duplicating services that already exist. This will be done through the following methods:
  - a. A yearly request form for language preference will be circulated, with the distribution of translated information based on the response to a form (see below).

- b. All new purchases of printed material are bilingual: business cards, letterhead, and signage.
- c. Clubs are requested to complete and return the Bilingual Information Form attached to this policy.



# BOWLS CANADA BOULINGRIN

## BILINGUAL Information Form

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Dear BCB Club President,

In order that BCB may meet the needs of its membership, we are asking you to please take a few moments to complete this questionnaire and return it to the BCB National Office. Please indicate your preference with a check.

Our club would like to receive all BCB material in both official languages. \_\_\_\_\_

Our club would like all information in English. \_\_\_\_\_

Our club would like all information in French. \_\_\_\_\_

Our club would like to receive only Board minutes and AGM information in both official languages.  
\_\_\_\_\_

Other documents that our club would like to receive in English: \_\_\_\_\_ French: \_\_\_\_\_ are:  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return to:

Bowls Canada Boulingrin  
207 – 720 Belfast Road  
Ottawa, Ontario  
K1G 0M4  
Fax: 613-244-0041  
Email: [info@bowlscanada.com](mailto:info@bowlscanada.com)