Reflection tool

for the implementation of section 41
of the *Official Languages Act* –
Short version

This tool is a short version of the Reflection tool for the implementation of section 41 of the *Official Languages Act*. It proposes a few basic questions to help federal institutions think about what they can do to:

- support the development of official language minority communities (OLMCs or communities)
- promote English and French in Canadian society

By answering these questions, federal institutions should be able to identify ways to optimize their contribution to the implementation of section 41 of the *Official Languages Act*.

Note:
For a complete version of the reflection tool, please consult Reflection tool for the implementation of section 41 of the *Official Languages Act*.

1	**How do the mandate and activities of your institution relate to the priorities of official language minority communities and the promotion of official languages?**	• How does your institution keep itself apprised of these communities' priorities?
		• Could your institution's policies and programs have an impact upon:
		  ▪ the development of the communities?
		  ▪ the promotion of English and French in Canadian society?
		• If so, how does your institution take this impact into account in its policies and programs?

2	**Does your institution interact with the public or is it highly visible to the public?**	• Is your institution's clientele representative of both official language minority communities? • Do both official language minority communities have full access to your institution's programs and services? • Do your institution's policies and programs offer opportunities to promote the bilingual character of Canada?

3	**Does your institution make transfer payments?**	• If so, how does it ensure that:
		  ▪ recipients from both official language minority communities have equal chances to obtain financial support?
		  ▪ the activities supported take into account the bilingual character of Canada?

4	**Does your institution have a regional presence or a national reach?**	• If so, how does your institution:
		  ▪ reach the Anglophone and Francophone minority communities throughout the country (or in the region it serves)?
		  ▪ ensure that its means of communication effectively reach both official language minority communities?

5	**Does your institution have opportunities to instill pride in Canadians or to promote the symbols and image of Canada?**	• If so, how does it ensure that:
		  ▪ it encourages the participation and cooperation of both official language minority communities in the activities?
		  ▪ the heritage or symbols promoted contribute to a sense of belonging among both official language minority communities?

6	**Does your institution have the capacity to influence the federal administration?**	• If your institution provides guidance or work tools to other federal institutions, or if it exerts influence over governmental decision-making processes, how does it make sure to take into account:
		  ▪ the reality of official language minority communities?
		  ▪ the bilingual character of Canada?

Canada