

French Translation

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| Reviewed Date | | Number | <i>PR0104</i> |
| Revised Date | | Approved Date | <i>July 7, 1999</i> |

Introduction

Purpose

Legislative Authority

Policy Definitions and Interpretation

Policy

The agency has a responsibility to ensure that information is provided to the public in both official languages where appropriate.

Procedures

Request for translation:

1. Fill out the [Request for Translation](#) form and forward it with a copy of the information to be translated along with an electronic copy of the document to Corporate Service. Ensure information is in its final form. Identify whether the document or a previous version of the document has been translated, and if it has, attach a copy of the previous translation.
2. Specify in writing the name of the service area contact for the information and identify the turn around time required for the document
 - same day
 - one week
 - two weeks
 - one month

Please note that rush orders (same day) may incur additional costs.

3. Corporate Service Secretary ensures information is in its final form and provided in the appropriate format.
4. Corporate Service Secretary retains a copy of the information along with contact information.
5. Translated information is returned to the service area contact in paper and electronic form.

If translated information requires further formatting, a review by the translator is recommended to ensure the information is free of typos, etc

Related Policies

Related Forms

PR0104(F1) - Request for Translation

Final Approval Signature: _____

Review/Revision History:

September 2010 Policy re-numbered, previous number C1.040