

**Checklist to determine if French Language obligations and conditions are being met when creating, transferring or de-designating a designated bilingual position**

- 1. Does the position serve the Acadian and Francophone population?
  - The service is in line with priority area(s) as defined by the Acadian and Francophone population
  - The geographic location of the position is in an area of the province with an Acadian and Francophone community
  - The program/service offered is geared specifically to Acadian and Francophone groups
  - Services in French are requested

Yes No

Comments:

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- 2. Do the programs or services delivered by the position have an impact on the welfare, safety and/or security of the general public?
  - Misunderstanding or lack of French language communication could /would compromise welfare, safety and/or security
  - Comparable information is not available in French to the general public

Yes No

Comments:

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- 3. Is the incumbent or are other staff members in the department/division/section bilingual?
  - There is a staff member who is already responsible for delivering services in French but who is not currently in a designated position
  - There is an ability to provide services in French in another manner

Yes No

Comments:

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4. Is the service provided by the position a Designated Service, as per the Schedule of the French Language Services Act General Regulations?

- Discussions have been held with the Acadian and Francophone Affairs Secretariat regarding possible future designation of positions or services
- Increase in requests for French language services
- Intention to offer additional services or programs in French
- The creation of a new position support the development of the Acadian and Francophone community

Yes

No

Comments:

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5. If a designated bilingual position is moved to another department/division/section due to restructuring or corporate reorganization, will we still be able to offer French language services adequately with the remaining staff?

- Some remaining staff members have an Advanced or higher level of French oral proficiency
- A similar position should be designated as bilingual so services can continue to be provided in French, OR
- All of the French language services offered by the designated bilingual position be moved along with the incumbent

Yes

No

Comments:

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6. If a position is to be abolished, has the department sought Treasury Board approval to abolish the position, and was the bilingual designation outlined in the submission?

Yes

No

Comments:

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