



LAW COMMISSION OF ONTARIO
COMMISSION DU DROIT DE L'ONTARIO

THE LCO'S LANGUAGE AND TRANSLATION POLICY

The Board of Governors of the Law Commission of Ontario approved the following Language and Translation Policy on April 3, 2008, reflective of the bilingual character of Ontario's justice system and in recognition of the pluralist character of Ontario. This policy is subject to the LCO's financial and personnel resources.

The LCO will be guided by the following principles with respect to the use of language and translation:

- material created and distributed by the LCO to the public will be available in English and French;
- submissions to the LCO must be in either English or French; and
- the LCO will make every effort, subject to its resources, to respond to other language preferences or needs in consultation and written documents.

More specifically:

1. The website will be bilingual. This includes items that are specifically intended for the website, rather than documents that are posted to the website for dissemination, such as the regular website pages ("about the Law Commission" and "What's New at the LCO," for example); bios; job opportunities; and calls for projects.
2. The LCO Brochure will be bilingual.
3. Consultation papers, backgrounders, interim reports and final reports will be published in English and French.
4. Documents such as annual reports, the Strategic Plan and policy documents (such as the Copyright and Attribution Policy and the Language and Translation Policy) will be published in English and French.
5. The LCO will send out press releases in English and French. To the extent possible, staff from the LCO will participate in interviews in French.
6. The LCO will make every effort to release documents in English and French at the same time.
7. All submissions to the LCO must be in either English or French.

8. Research and discussion papers, whether produced by in-house staff or external contract researchers, will not be translated, but will be posted in the original language.
9. Most oral consultations will be in English. French-language consultations will be carried out by an LCO staff member or with the assistance of someone associated with the group involved.
10. The Executive Director has the discretion to arrange for translation of website and brochure material into a language other than French or English.
11. The Executive Director has the discretion to determine when the LCO is able to organize a consultation in a language other than English or French, taking into account the availability of the LCO's resources. In these cases, the LCO will seek the assistance of a volunteer from the community to assist with the consultation.
12. The Executive Director has the discretion to arrange for translation of press releases into languages other than French or English, but would be unlikely to be able to follow these up with interviews.
13. The LCO will also make every effort to provide translation for the hearing impaired and alternative formats for the sight impaired. To the extent possible, the LCO will seek assistance from members of the relevant community to facilitate communication. The Executive Director has the discretion to determine when the LCO is able to organize a consultation using these means of communication, taking into account the availability of the LCO's resources.
14. The Board of Governors will review this policy annually or on an as-needed basis.