

R.M. of ELLICE – ARCHIE
BY-LAW# 14-2019
BILINGUAL SERVICE BY-LAW

**Being a By-Law of the Rural Municipality of Ellice – Archie for the establishment of bilingual service
by the Rural Municipality of Ellice – Archie.**

WHEREAS it is deemed expedient to pass a By-Law to provide for the adoption of a language policy and an action plan to ensure its orderly implementation within The Rural Municipality of Ellice – Archie; and

WHEREAS Section 231 of *The Municipal Act* provides that the power given to a council under this Division to pass by-laws is stated in general terms

- a) To give broad authority to the council and to respect its right to govern the municipality in whatever way the council considers appropriate, within the jurisdiction given to it under this and other Acts; and
- b) To enhance the ability of the council to respond to present and future issues in the municipality.

WHEREAS Section 231(1) of *The Municipal Act* provides that a council may pass by-laws for municipal purposes respecting the following matters:

- a) The safety, health, protection and well-being of people, and the safety and protection of property;

WHEREAS 85% or more of the citizens of Ward 1 and 50% or more of the citizens of Ward 2 of the Rural Municipality of Ellice – Archie are francophone and the balance being Anglophones or of other linguistic origin;

WHEREAS the Rural Municipality of Ellice – Archie has a tradition of more than a century of equitable service to the citizens of both official language communities;

WHEREAS the Rural Municipality of Ellice – Archie intends to maintain this tradition of fairness and justice established by its founders and pioneers; and



WHEREAS the Rural Municipality of Ellice – Archie deems the adoption of a language policy and an action plan, necessary and useful for the peace, order and good government of the said Municipality;

NOW THEREFORE the Council of the Rural Municipality of Ellice – Archie, in council duly assembled, enacts as follows:

That the language policy, in Schedule “A” attached, becomes a policy of the Rural Municipality of Ellice – Archie, together with the action plan, in Schedule “B” attached, to ensure the policy’s gradual and orderly implementation.

Any previous Bilingual Service By-Law #1-99 and #2-99 are hereby repealed.

DONE AND PASSED as a by-law of The Rural Municipality of Ellice - Archie at McAuley in the Province of Manitoba this 15th day of November 2019.


Barry Lowes, Reeve

Trisha Huberdeau, CAO

Read a first time this 11th day of October, 2019.

Read a second time this 15th day of November 2019.

Read a third time this 15th day of November 2019.

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SCHEDULE “A” POLICY STATEMENT

January 1st, 2015 the Rural Municipality of Ellice – Archie was established through the amalgamation of the Village of St. Lazare, RM of Ellice and the RM of Archie as per Amalgamation Regulation Number 120/2014. The previous Village of St. Lazare became Ward 1, the previous RM of Ellice became Ward 2 and the previous RM of Archie became Ward 3 within the newly established RM of Ellice – Archie.

The previous Village of St. Lazare and the RM of Ellice have had more than a century long tradition of service to the two official linguistic groups living within their boundaries.

The Rural Municipality of Ellice – Archie in adopting this policy, reaffirms the bilingual character of the municipality, and its desire to grant the same rights, services and privileges to the members of both official language communities.

1. EMPLOYEES

- a. Designate as bilingual, office admin staff as well as other positions where personnel is responsible for communicating with the general public.

2. SERVICE TO THE PUBLIC

- a. Telephone – greet callers with the same salutation phrase in both official languages.
- b. Over the Counter – place a sign on the counter informing the public that service is available in both official languages.
- c. Correspondence – correspond with ratepayers of the municipality in the official language of preference of the ratepayer.
- d. Public Documents – all documents destined to the general public will be published and/or posted in both official languages (meeting minutes, by-laws, notices, etc). The official version of a document will be the one adopted by council.
- e. Stationary and Forms – all stationery and forms used to communicate with the public will be in a bilingual format.
- f. Telephone Directory – publish the name of the municipality in a bilingual format in the telephone directory as: Municipalite rurale d’Ellice – Archie Rural Municipality.

3. SIGNAGE

- a. Indoor – install all indoor office signs in both official languages.
- b. Outdoor – install all municipal building signs in both official languages.
- c. Equipment – identify all equipment in both official languages.
- d. Other Signs – post, in a bilingual format, all other signs under the municipality’s jurisdiction and located in an area where the official language minority is at least 10% of the population.
- e. Municipal Roads – install bilingual municipal road and street signs in neighborhoods where the official language minority is at least 10% of the population.

4. PROVINCIAL GOVERNMENT

- a. Provincial Roads – ask the provincial government to install bilingual road and directional signs within the boundaries of the municipality.
- b. Other Provincial Signs – as the provincial government to identify, in a bilingual format, its properties, buildings or offices located in those areas of the municipality where the official language minority is at least 10% of the population.

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SCHEDULE “B”
POLICY ACTION PLAN

The Rural Municipality of Ellice – Archie in adopting this policy, will gradually move towards attaining the goal as stated in the policy. To this end the municipality follows this action plan:

1. SERVICE TO THE PUBLIC

- a. Over the Counter – the administrator will place on the counter in the office informing the public that service is available in both official languages.
- b. Public Documents – all documents intended for the public will be published in both official languages, when requested.
- c. Stationary and Forms – in order that all stationary and forms bear the same acceptable heading and a correct translation, the administrator will:
 - i. Prepare a list of all letterhead and forms that have to be translated
 - ii. Forward, a copy of all the above mentioned to the translation bureau.
 - iii. As new stock is needed the bilingual format will be ordered.
- d. Telephone Directory – the administrator will ensure that the Municipality’s name is listed in a bilingual format in the next telephone directory.

2. SIGNAGE

- a. Indoor – all signs inside the office building will be made bilingual as the present signs are replaced or repaired.
- b. Outdoor – all municipal building signs will be replaced by bilingual signs as the present signs are replaced or repaired.
- c. Equipment – as new equipment is purchased; each piece of equipment will be identified in both official languages.
- d. Other Signs – as other signs which are posted within the boundaries of the municipality, in a designated district, are repaired or replaced they will be replaced with bilingual signs or made bilingual.
- e. Municipal Roads – as municipal road and street signs within the boundaries of the municipality, in a designated district, are repaired or replaced they will be replaced with bilingual signs or made bilingual.

3. PROVINCIAL GOVERNMENT

- a. Provincial Roads – the municipality will as the Minister of Infrastructure that new provincial road signs installed within the boundaries of the municipality, in a designated district be bilingual. It will also request that as existing road signs are replaced, in the above identified area, that they be replaced with bilingual signs.
- b. Other Provincial Signs – the municipality will as the Minister of Infrastructure that new provincial building signs installed within the boundaries of the municipality, in a designated district be bilingual. It will also request that as existing signage are replaced, in the above identified area, that they be replaced with bilingual signs.