



## PREAMBLE

The Department of Culture, Language, Elders and Youth is committed to providing translations of documents in the official languages to the Government of Nunavut's departments and agencies. By ensuring the proper terminology and usage of official languages in public documents we are adhering to the Inuit Societal Values of inclusion and respect.

The Department will provide translation services for Nunavut's Official Languages described within the provisions of the *Official Languages Act* from English into Inuktitut, Inuinnaqtun and French or vice versa. There are five priority areas covered by this policy; health and social services, education, human resources, public safety, and general communications to the public.

## PRINCIPLES

This policy is based on the following principles:

1. Enabling the Government of Nunavut to provide its services and communications in Nunavut's Official Languages.
2. Ensuring that Inuit language is and will remain at the centre of education, work and all aspects of daily life in Nunavut.
3. The Department's Language Bureau will work in close cooperation with the Inuit Uqausinginnik Taiguusiliuqtiit in the areas of Inuit Language usage development and standardization.

## APPLICATION

This Policy applies to eligible requests from all Government of Nunavut Departments, and Public Agencies (see Appendix A for a list of applicable Agencies).

## DEFINITIONS

Translation – a transcription of written or recorded material from any one or more of Nunavut's Official Languages into another.

Inuit Language – includes Inuktitut and Inuinnaqtun.



ICI Standardized Orthography – a dual standardized writing system developed by the Inuit Cultural Institute for writing Inuktitut in syllabics (qaniujaaqpait) and roman orthography (qaliujaaqpait).

Interpretation – to explain or tell the meaning of verbal communication. This Policy does not apply to interpretation.

Departmental Translation Coordinator – A person identified by their department head who is responsible for coordinating translations between their department and the Language Bureau.

## ROLES AND RESPONSIBILITIES

### General

The *Official Languages Act* entitles all Nunavummiut to receive government services in English, French and the Inuit Language.

This Policy is issued under the authority of the Executive Council with the authority to make exceptions and approve revisions to the Policy.

The *Inuit Language Protection Act* ensures that government takes positive action to strengthen the use of the Inuit Language across all sectors of Nunavut society.

### Deputy Minister

The Deputy Minister of the Department of Culture, Language, Elders and Youth is responsible for the implementation of this Policy.

## PROVISIONS

Eligible Government of Nunavut Departments and Agencies will request translation services as follows:

- I. The authorized Departmental Translation Coordinator will fill out and submit a Request for Translation Form (see Appendix B) and forward the form and the final version of the document to be translated electronically to the Manager of the Language Bureau. The Request for Translation Form will specify which of the following Official Languages the material should be translated into: Inuktitut, Inuinnaqtun, English or French. The Form will also identify if the translation



requirement is urgent or when the translation is required and if the information is confidential or public.

- II. All Inuit language translations will be translated using ICI standardized orthography.

The following time-frame will apply to request for the translation of letters, reports and advertisements under normal circumstances:

1. **Letters:** Two to three working days;
2. **Texts of less than 500 words:** Three working days;
3. **Texts between 500 and 1500 words:** Five working days; and
4. **Each additional 1000 words:** Two additional working days.

## ELIGIBILITY

1. Eligibility to receive translation services under this policy is limited to all Government of Nunavut Departments and Public Agencies.
2. The following are not eligible under this policy:
  - i) All expenses relating to the printing or publication of translated material.
  - ii) The Department will not pay for the cost of any translated material if the request for translation services was not forwarded to the Manager of the Language Bureau for approval.

The Manager of the Language Bureau may decline a request for translation services involving specialized legal, medical, engineering or other professional or expert terminology where the required legal, medical or other expert translation skills or terminology are not available.

The department may decline to pay for translating written or recorded material if the cost of the translation will cause the departmental budget appropriation to be exceeded.



Where a request for translation services is declined, the affected Department, or Agency may request a collaborative review, or propose a joint translation initiative that includes:

- i) The development of in-house interpreter translator expertise, or;
- ii) Other means of obtaining the translation capacity required for the expert function.

### **SIGNAGE AND LOGOS**

Departments or Public Agencies may forward Inuit Language text of any sign or logo for review and recommendations to the Inuit Uqausinginnik Taiguusiliuqtiit.

### **FINANCIAL RESOURCES**

All provisions contained in the *Financial Administration Act* and the Government of Nunavut's Financial Administration Manual shall apply to the administration, payment and processing of costs associated with translation services.

### **PREROGATIVE OF THE EXECUTIVE COUNCIL**

Nothing in this Policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take action respecting the provisions of this Policy.

### **SUNSET**

This policy will be effective from the date of signature until December 31, 2014.



APPENDIX A  
List of Public Agencies

**Corporations**

Qulliq Energy Corporation

Nunavut Arctic College

Nunavut Housing Corporation

Nunavut Development Corporation

Nunavut Business Credit Corporation

**Boards**

Labour Standards Board

Legal Services Board of Nunavut

Liquor Licensing Board and Commission

Human Rights Tribunal

Qullit Nunavut Status of Women Council