



DEPARTMENT OF CULTURE, LANGUAGE, ELDER'S AND YOUTH TRANSLATION POLICY

The Department of Culture, Language, Elders and Youth is committed to the provision of timely, high quality Inuktitut, French and English language translation services.

1. This Policy is based on the following principles:

- a) The Inuktitut language should be supported through activities that foster the development, retention, preservation and use of the language.
- b) The Department is committed to Inuit Qaujimajatuqangit concepts of Pijitsirniq (to serve), Angiqatigiiniq (arriving at a decision through discussion), and Piliriqatigiiniq (working together).
- c) The Department will provide timely, high quality translation services that meet the needs of all Government of Nunavut Departments and legislated Boards and Agencies.
- d) The Department will endeavor to hire translators that have been certified by the Nunavut translators' association, *Nunattinni Katujjiqatigiit Tusaajinut*, which certifies translators for both English-Inuktitut and English-French work. Uncertified translators currently employed by the Language Bureau will be given a set amount of time and the professional development needed to meet the certification requirements.
- e) The Department will work in close cooperation with the Nunavut Social Development Council as described in Article 32 of the Nunavut Land Claims Agreement, and the Office of the Languages Commissioner of Nunavut.
- f) The Department will provide translation services for all languages described within the provisions of the *Official Languages Act*.

2. Application

This Policy applies to eligible requests from all Government of Nunavut Departments, Legislated Boards and Agencies.

3. Definitions

- a) **Translation** – a translation of written or recorded material from any one or more of Nunavut’s Official Languages into another.
- b) **Inuktitut Translation** – includes Inuktitut and Inuinnaqtun.
- c) **ICI Standardized Orthography** – a standardized format for writing Inuktitut developed by the Inuit Cultural Institute. Standardization in this Policy does not apply to Inuinnaqtun.
- d) **Interpretation** – to explain or tell the meaning of verbal communication. This Policy does not apply to Interpretation.

Provisions

Authority and accountability

- a) The *Official Languages Act* entitles all Nunavummiut to receive government services in Inuktitut, English and French.
- b) This Policy is issued under the authority of the Executive Council with the authority to make exceptions and approve revisions to the Policy.
- c) The Minister of the Department of Culture, Language, Elders and Youth is accountable to the Executive Council for the implementation of this Policy.
- d) The Deputy Minister of the Department is accountable to the Minister for the implementation of this Policy.

Procedures

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

- e) Forward the translation request (either electronic, hard copy document or recorded material) electronically, or by mail, to the Director of the Language Bureau.
- f) Advise the Director of the Language Bureau regarding which of the following Official Languages the material should be translated into: Inuktitut, English or French.
- g) Advise the Director of the Language Bureau if the translation requirement is urgent, or when the translation is required.

The Director of the Language Bureau will:

- h) Accept all eligible requests for the translation of written or recorded material into one or more of the following Official Languages: Inuktitut, French or English.
- i) Ensure an accurate record of translation requests is maintained, and all requests are acknowledged, including a projected date for completion.
- j) Provide a timely response to all requests for the translation of written or recorded material.
- k) Subject to any law, policy or cabinet decision to the contrary, ensure the Department of Culture, Language, Elders and Youth pays for reasonable translation costs from the department's budget allocation.
- l) Ensure that translators comply with every law, policy, or direction that requires Government documents and records to be kept confidential.
- m) Charge all costs associated with the French translation of written or recorded material to budgets established under the provisions of the Canada-Nunavut General Agreement on the Promotion of French and Inuktitut Languages.
- n) All Inuktitut translations (excluding Inuinnaqtun) will be translated using ICI standardized orthography.

4. Eligibility

- a) Eligibility to receive translation services under this policy is restricted to all Government of Nunavut Departments and legislated Boards and Agencies.
- b) 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 Director of the Language Bureau for approval.
- c) The Director of the Language Bureau may decline a request for translation services involving legal, medical, engineering or other professional or expert terminology where the required legal, medical or other expert translation skills are not available.

- d) 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.
- e) Where a request for translation services is declined (under c)), the affected Department, Board or Agency may request a collaborative review, or propose a joint translation strategy that includes:
 - i) the development of in-house interpreter translation expertise, or;
 - ii) other means of obtaining the translation capacity required for the expert function.
- f) A translator's eligibility to provide translation services pursuant to this Policy will be established by submitting an application (which includes the information attached in Schedule "A") to the Director of the Language Bureau. Where a person applying for eligibility to provide translation services has been refused, they may refer any concerns to the Deputy Minister.

5. Signage and Logos

Before Government of Nunavut Departments or Legislated Boards and Agencies approve any sign or logo, the text (English, French or Inuktitut) must be reviewed and approved the Nunavut Language Bureau.

6. Financial Conditions

- a) 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.
- b) All costs associated with the translation of written or recorded material into French will be charged to Government of Nunavut budgets established under the provisions of the Canada-Nunavut General Agreement on the Promotion of French and Inuktitut Languages.

7. Prerogative of 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.

SCHEDULE "A"

**GOVERNMENT OF NUNAVUT
DEPARTMENT OF CULTURE LANGUAGES ELDER'S AND YOUTH**

APPLICATION TO PROVIDE TRANSLATION SERVICES

I, _____
of _____ (City or Town), _____ (Territory or Province),
hereby apply for eligibility to provide translation services to the Government of Nunavut.

1. My contact information is:

Correspondence: _____
Telephone: _____
Fax: _____
E-Mail: _____

1. I have been providing translation services since (Date) _____

2. My translation service is (English-French) ____ (English-Inuktitut) ____
(Inuktitut-French) ____ (Inuinnaqtun-English) ____ (Other) ____

3. I was (I expect to be) certified as a translator by, *Nunattinni Katujjiqatigiit Tusaajinut*
on (Date) _____ I was previously certified by _____

4. I will be providing translation services (check one)

- Alone, and in my personal capacity.
- As a business, named _____, in which case,
the contact information for my company is: _____

5. I confirm that I have no personal interests or professional commitments which
represent any conflict of interest, or which could affect my ability to provide accurate,
impartial and confidential services and advice to the Government of Nunavut.

6. I hereby undertake with the Government of Nunavut to strictly uphold and abide by
the following obligations:

- a) I will ensure that any employees, agents, or subcontractors who perform translation services with me, or assist me in any way to provide translation services, shall first confirm these obligations, in writing.
- b) I acknowledge that the information exchanged between the GN and myself as a translator is GN property, and is protected by the *Access to Information and Protection of Privacy Act (Nunavut)* and other laws. In particular, I have been advised of section 59(1) of the *Access to Information and Protection of Privacy Act (Nunavut)*, which reads:

Every person who knowingly collects, uses or discloses personal information in contravention of this Act or the regulations is guilty of an offence punishable on summary conviction and is liable to a fine not exceeding \$5,000.00.

- c) I undertake to use GN information only for the performance of translation services. I understand that I am not permitted to use or disclose in any manner, any information or translation made available to, received, or translated by me while providing translation services. I undertake not to use or disclose GN information except as required for the performance of translation services.
- d) Unless otherwise agreed in writing by the GN, I agree that all information in my possession, or in possession of my employees, agents or sub-contractors as the result of providing translation services belongs exclusively to the GN. When the translation services are completed or terminated, I undertake and agree that all such information is the property of the GN and shall be immediately returned to the GN together with all copies existing in any form.

I CERTIFY that the information I have provided in this application is correct and I undertake with the Government of Nunavut that I will, when providing translation services, keep and perform all of my obligations as set out in this Application, and in all other applicable Statutes and Regulations of Nunavut.

DATED at _____ **(City or Town), on** _____ **(Date), 200_.**

Applicants Name:

Witness Name: