



New Brunswick Equestrian Association

Official Languages Policy

1. PURPOSE

The New Brunswick Equestrian Association (NBEA) recognizes the bilingual nature of New Brunswick and is committed to serving its members in their official language of choice (English or French) to the greatest extent possible. This policy outlines the NBEA's approach to bilingualism in its operations, communications, and services.

2. SCOPE

This policy applies to all NBEA operations, communications, services, programs, and activities provided to members and the public.

3. DEFINITIONS

Official Languages: English and French, as recognized by the Province of New Brunswick.

Core Communications: Essential information including governance documents, membership information, major announcements, safety protocols, and primary website content.

Supplementary Communications: Additional content that enhances the member experience but is not essential to core operations or services.

4. POLICY STATEMENTS

4.1 General Commitment

The NBEA is committed to:

- Respecting the right of all members to communicate with and receive services from the Association in their official language of choice.
- Promoting the equestrian community as inclusive of both linguistic communities.
- Providing equitable access to services, programs, and information regardless of

language preference.

4.2 Communications and Publications

The NBEA will provide the following in both official languages:

- Core website content including membership information, about pages, and contact details
- Membership e-newsletters
- Governance documents including bylaws, board policies, and strategic plans • Official forms and applications
- Annual reports

4.3 Practical Limitations

The NBEA acknowledges that certain practical limitations exist. The following may not always be available in both languages:

- Third-party content (videos, articles, resources) that is only available in one language
- Temporary or time-sensitive announcements when translation delays would impact timely delivery
- Specialized training materials or technical documents for which translation resources are limited
- Social media conversations and comments, although primary posts will aim to be bilingual
- Guest presentations or workshops, though efforts will be made to provide summary materials in both languages

4.4 Programs and Events

- The NBEA will make reasonable efforts to ensure programs and events are accessible to members of both linguistic communities.
- Where a program is initially available in only one language, the NBEA will consider offering equivalent programming in the other official language if there is sufficient demand.

- For major events, the NBEA will strive to provide bilingual services, including signage and announcements.

4.5 Member Services

- Members may submit inquiries, requests, and applications in either official language.
- The NBEA will respond to communications in the language chosen by the member.
- The NBEA will make reasonable efforts to have bilingual staff or volunteers available to assist members in their preferred language.

5. IMPLEMENTATION

5.1 Bilingual Capacity

The NBEA will:

- Consider bilingual capacity in hiring and volunteer recruitment where appropriate.
- Maintain a roster of translation resources for official documents and communications.
- Budget appropriately for translation services.

5.2 Prioritization Framework

When resources do not permit simultaneous translation of all materials, the NBEA will use the following priorities:

1. Safety-related information
2. Governance documents
3. Membership services information
4. Program and event details
5. Educational resources

6. Marketing and promotional materials

5.3 Timeline Considerations

When materials cannot be simultaneously released in both languages:

- The NBEA will clearly indicate when materials in the second language will be available.
- For time-sensitive information, the NBEA may release in one language first with translation to follow as soon as possible.

6. ACCOUNTABILITY

6.1 Compliance Monitoring

- The Board of Directors will review compliance with this policy on an annual basis.
- The Executive Director will report annually on bilingualism efforts and challenges.

6.2 Feedback Process

- Members may provide feedback regarding language accessibility through the NBEA office.
- Suggestions for improving bilingual service delivery will be considered during the annual policy review.

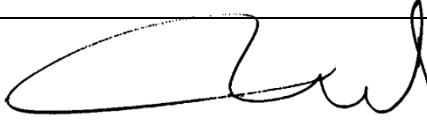
7. REVIEW PROCESS

This policy will be reviewed by the Board of Directors every two years or as needed to ensure it continues to meet the needs of NBEA members and complies with relevant legislation.

8. APPROVAL

This policy was approved by the Board of Directors of the New Brunswick Equestrian Association on April 21, 2025

President



Secretary

Heather Touchie Blakely