

CANADA COUNCIL FOR THE ARTS

RESULTS-BASED ACTION PLAN

IMPLEMENTATION OF SECTION 41 OF THE *OFFICIAL LANGUAGES ACT* 2011-2016

General information and period covered

Federal institution: Web site:	Canada Council for the Arts 350 Albert Street P.O. Box 1047 Ottawa, Ontario K1P 5V8 www.canadacouncil.ca
Minister responsible:	The Honourable James Moore Minister of Canadian Heritage and Official Languages
Senior official(s) responsible for implementation of section 41 of OLA (e.g., Assistant Deputy Minister or Official Languages Champion):	Robert Sirman Director and Chief Executive Officer Denyse Jomphe Head, Human Resources Official Languages Champion
General mandate of federal institution (4 to 5 lines – This summary of the mandate will be published in the Annual Report on Official Languages tabled in Parliament):	Created in 1957 by virtue of an Act of Parliament, the Canada Council for the Arts is a Canadian Crown Corporation whose purpose is to "foster and promote the study and enjoyment of, and the production of works in, the arts." The Council offers a wide range of grants and services to Canadian artists and professional arts organizations that operate in the areas of music, theatre, writing and publishing, visual arts, dance, media arts and inter-arts. Through its communication, research and arts promotion activities, it also helps to increase public interest in the arts.

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National coordinator responsible for implementation of section 41:	Carole Boucher Acting Policy and Planning Coordinator Council Secretariat Canada Council for the Arts 350 Albert Street, P.O. Box 1047 Ottawa (Ontario) K1P 5V8 Telephone no.: 613-566-4414, extension 4223 or 800-263-5588, extension 4223 E-mail: carole.boucher@canadacouncil.ca
Regional coordinators (if any):	The Council does not have regional offices and its activities do not require regional coordinators.

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Summary of the Main Progress Expected During the Period Covered by the Action Plan

Maximum two-page summary of progress expected according to the following categories:

The Canada Council for the Arts supports the creation, production and dissemination of works by professional Canadian artists across the country in both official languages. It places great importance on the promotion of the two official languages, in the workplace as well as in the relationships it has with citizens and its government partners. The Council wants to increase the awareness and appreciation of the arts everywhere in Canada; therefore it supports audience development for artists and arts organizations, offers services to develop new markets, conducts research on the arts and creates partnerships with other institutions.

The Canada Council for the Arts submitted this action plan for 2011 to 2016 consistent with its 2011-2016 Strategic Plan, *Strengthening Connections*. In the fall of 2010, this planning exercise was the subject of a vast consultation with artistic communities, including Official Language Minority Communities (OLMC), and reflects the directions that the arts sector would like to take. In keeping with the Strategic Plan's third direction, the Council will continue to integrate equity as a guiding principle and responsibility throughout the organization. In particular, the Equity Office will continue integrating OLMCs into its services and programs.

- **Awareness**

The Council intends to continue to increase its employees and senior management's awareness of their obligations under the *Official Languages Act* and their responsibilities towards official language minority communities. It does this through internal committees as well as discussions about its responsibilities.

By occasionally supporting research projects, Council wants to increase its understanding of OLMCs' circumstances and to improve monitoring of the impact of its programs. Council will continue to integrate its responsibilities under Section 41 within its policies, programs and procedures.

- **Consultations**

The Council will continue to encourage OLMC participation in its consultation processes, for both large-scale consultations of general interest and consultations that target a specific program or service. It will continue to encourage its personnel to visit the communities to meet the artists and cultural leaders living there, to better understand the contexts for creation and to discover works and performances by OLMC artists.

- **Communications**

The Council will rely more on its Web site and other digital platforms to reach OLMC members, inform them about its services and programs and support the promotion of artists and their work.

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It will maintain an updated mailing list and ensure targeted use of OLMC media. It will continue to offer information sessions and workshops in the communities, in collaboration with OLMC organizations.

- **Coordination and liaison**

The Council Secretariat and Strategic Initiatives will continue to play a role in the coordination of official language issues. The Equity Office will continue to integrate OLMCs within the framework of its mandate.

The Council will encourage its employees to participate in coordination and cooperation meetings with other federal institutions in Canada. In the spirit of synergy, it will call upon the Canadian Public Arts Funders' network (CPAF) to explore possibilities for partnerships that would benefit the OLMCs.

- **Funding and program delivery**

The Council will continue to support OLMC artists and arts organizations in its programs and will implement positive measures when necessary to ensure equitable access to its programs. It will maintain funds to support OLMC artists and organizations and will increase the strategic impact of these funds. The Council recognizes that the challenges facing Francophone minority communities differ from those facing Anglophone minority communities. It will take this into account when establishing its strategies.

- **Accountability**

The Council will continue to report on its official language activities to its government partners and OLMC representatives. It will submit an annual report on results on the implementation of section 41 to Canadian Heritage. It will distribute copies of the report to its federal partners and to Council employees in order to recognize both its efforts and achievements. The Council's annual report will include data on its support of OLMC artists and organizations. These documents will be posted on the Council's Web site.

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A. AWARENESS (In-house activities)

[Training, information, orientation, awareness, communication and other activities carried out **in-house** in order to educate employees and/or senior managers of the federal institution about linguistic duality and the priorities of OLMCs; senior manager performance contracts and recognition programs; consideration of the viewpoints of OLMCs in research, studies and investigations carried out in-house.]

<p><u>Planned activities to achieve the expected result</u></p> <p><i>What activities will be carried out during the period covered? What will be done?</i></p>	<p><u>Expected outputs</u></p> <p><i>What products or services will flow from the activities carried out during the period covered?</i></p>	<p><u>Indicators to measure progress in achieving the expected result</u></p> <p><i>What information will you use to show progress in achieving the above result? How can you demonstrate and measure this change?</i></p>	<p>Expected result</p>
<p>Implementation of <i>Strengthening Connections</i>, the strategic plan for 2011-2016, and more specifically its third direction, which reaffirms the Council's commitment to expanding its leadership role in the promotion of equity as a priority essential to the fulfillment of Canada's aspirations. Direction 3 targets Official Language Minority Communities (OLMC) among other equity seeking groups.</p> <p>The Council will develop indicators for monitoring the progress of its activities and programs and their impact on target groups</p>	<ul style="list-style-type: none"> - Progress report on the implementation of the strategic plan 	<ul style="list-style-type: none"> - Progress report is available. 	<p>Creation of lasting changes in federal institution organizational culture; employees and management are aware of and understand their responsibilities regarding section 41 of the <i>Official Languages Act</i> and OLMCs.</p>
<p>Personnel's increased awareness of obligations under the <i>Official Languages Act</i> (OLA) and of OLMC priorities:</p> <ul style="list-style-type: none"> - Posting an OLA implementation framework on Intranet; - Adding OLA information to the information kit given to new employees; - Publishing articles and information on the OLMCs or the OLA in the Council Secretariat and Strategic Initiatives Bulletin; - Sharing information with personnel by any other means, including sending e-mails, posting on the Web or the intranet, making presentations for all personnel. - Occasionally inviting artists or OLMC representatives for arts performances or presentations to all personnel 	<ul style="list-style-type: none"> - OLA Implementation Framework - Information kit for new employees - Texts in the CSSI Bulletin - Press releases - Information posted on the Web or the intranet - Awareness-raising activities 	<ul style="list-style-type: none"> - Documents available and disseminated in various ways - Summary of awareness-raising activities 	
<p>Awareness-raising for senior management and Leadership Group members:</p> <ul style="list-style-type: none"> - Dissemination of information on OLMCs or the implementation of section 41 to senior management and 	<ul style="list-style-type: none"> - Distribution of minutes and information to the Leadership Group - Distribution of <i>Bulletin 41-42</i> 	<ul style="list-style-type: none"> - Summary of meetings and activities - Documents available and disseminated - Attendance and participation 	

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<p>Leadership Group members;</p> <ul style="list-style-type: none"> - Electronic distribution of <i>Bulletin 41-42</i> to Leadership Group members; - Senior management and Leadership Group members' participation in OLMC activities or meetings (e.g., bilateral meetings). - Integration of a performance objective specific to the implementation of section 41 of the OLA for Leadership Group members 	<ul style="list-style-type: none"> - Performance objective 		
<p>Affirmation of the Official Language Champion's role:</p> <ul style="list-style-type: none"> - Promotes the linguistic duality and development of OLMCs with all employees, particularly with senior managers. - Coordinates the handling of complaints concerning the implementation of the OLA and section 41. 	<ul style="list-style-type: none"> - Participates in meetings of the Council of the Network of Departmental Official Languages Champions. - Occasionally intervenes with all personnel or with senior management - Coordinates handling of complaints 	<ul style="list-style-type: none"> - Participation in interdepartmental meetings - Official communications with personnel or members of the Board of Directors - Number of complaints resolved in a timely fashion 	
<p>Increased understanding of OLMC issues and the importance of the Research and Evaluation Section's role:</p> <ul style="list-style-type: none"> - Periodic research on OLMCs and collaboration with OLMCs on projects of mutual interest; - When relevant, creation of samples large enough to obtain reliable results on OLMCs within the framework of various research projects; - OLMCs' point of view taken into account during program evaluation projects or consultations with the community; - Development of indicators to monitor the evolving impact of Council programs on OLMCs; - In-depth analysis of Council's internal data, including CADAC, to better understand the impact of the Council's support of OLMC artists and arts organizations; - Inclusion of data on OLMCs and examples featuring OLMCs in provincial profiles; - Continuation of the implementation and evaluation of the self-identification form. 	<ul style="list-style-type: none"> - Various research projects - Program assessments - Internal analysis of Council data - Provincial profiles - Self-identification form 	<ul style="list-style-type: none"> - Summary of research projects reporting on OLMCs or summary of projects of a more general scope that include an OLMC-specific component - Integration of OLMC data into program evaluation projects - Relevance and quality of the internal data analysis report 	

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Analysis of Council policies' impact on OLMCs: - Incorporating an official language "lens" when reporting, where appropriate	- Reports containing an element of OLMC data.	- Reports are available	
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B. CONSULTATIONS (Sharing of ideas and information with OLMCs)

[Activities (e.g. committees, discussions and meetings) through which the federal institution consults the OLMCs and interacts with them to identify their needs and priorities or to understand potential impacts on their development; activities (e.g. round tables and working groups) to explore possibilities for cooperation within the existing mandate of the federal institution or as part of developing a new program or new policy; participation in consultations with OLMCs coordinated by other government bodies; consultation of OLMCs by regional offices to determine their concerns and needs.]

<p><u>Planned activities to achieve the expected result</u></p> <p><i>What activities will be carried out during the period covered? What will be done?</i></p>	<p><u>Expected outputs</u></p> <p><i>What products or services will flow from the activities carried out during the period covered?</i></p>	<p><u>Indicators to measure progress in achieving the expected result</u></p> <p><i>What information will you use to show progress in achieving the above result? How can you demonstrate and measure this change?</i></p>	<p>Expected result</p>
<p>Organization of annual <i>Tendances</i> meetings with the FCCF, its member associations and Council personnel, including senior management representatives. The purpose of the meetings is to develop a shared understanding of the issues challenges faced by Francophone OLMC artists and arts organisations. A meeting evaluation form will be used.</p>	<ul style="list-style-type: none"> - One meeting per year 	<ul style="list-style-type: none"> - Number of participants - Dialogue quality 	<p>Creation of lasting relationships between the federal institution and OLMCs; federal institution and OLMCs understand each other's needs and mandates.</p>
<p>Organization of annual bilateral meetings with ELAN, its board of directors and Council personnel, including senior management representatives. The purpose of the meetings is to develop a shared understanding of the issues challenges faced by Anglophone OLMC artists and arts organisations. A meeting evaluation form will be used.</p>	<ul style="list-style-type: none"> - One meeting per year 	<ul style="list-style-type: none"> - Number of participants - Dialogue quality 	
<p>Participation in working groups organized by Canadian Heritage's Interdepartmental Coordination Directorate. These meetings focus on publishing, music and song, theatre and media arts sectors. The Council will continue to support cooperation with the Francophone community's dance sector.</p>	<ul style="list-style-type: none"> - Several meetings 	<ul style="list-style-type: none"> - Council's participation. 	
<p>Inclusion of OLMCs in the Council's general consultations on subjects related to its planning, its organization or trends in the arts ecosystem.</p>	<ul style="list-style-type: none"> - Various consultations 	<ul style="list-style-type: none"> - Summary of consultation 	
<p>Inclusion of OLMCs in disciplinary consultations and coordination activities organized by any one of the Council's divisions or services, on subjects relating to programs, services or a particular sector</p>	<ul style="list-style-type: none"> - Various consultations 	<ul style="list-style-type: none"> - Summary of consultation 	

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Formal or informal meetings between Council personnel and OLMC members. The Council encourages its personnel to visit OLMCs and to participate in their activities.	- Visits and informal meetings	- Examples of meetings.	
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C. COMMUNICATIONS (Transmission of information to OLMCs)

[**External** communications activities to inform OLMCs about the activities, programs and policies of the federal institution and to promote the bilingual character of Canada; inclusion of OLMCs in all information and distribution lists; use of the federal institution's Web site to communicate with OLMCs.]

<p><u>Planned activities</u> to achieve the expected result</p> <p><i>What activities will be carried out during the period covered? What will be done?</i></p>	<p><u>Expected outputs</u></p> <p><i>What products or services will flow from the activities carried out during the period covered?</i></p>	<p><u>Indicators to measure progress in achieving the expected result</u></p> <p><i>What information will you use to show progress in achieving the above result? How can you demonstrate and measure this change?</i></p>	<p>Expected result</p>
<p>Distribution of information to OLMCs on Council's programs and activities and other communication activities:</p> <ul style="list-style-type: none"> - Comprehensive distribution of general Canada Council information to OLMCs. The Council sends its press releases and announcements by mail or e-mail to arts sector associations, arts organizations and artists already having had interactions with the Council as well as to OLMC media. Mailing lists are updated. - Fully bilingual Web site giving access to information on all the assistance programs and sections - Use of new digital platforms to reach the greatest number of users - The Council's Annual Public Meeting held in a different city every year and invitations to participate sent to artists and OLMC representatives - Board of Directors meeting outside the national capital region and organization of awareness-raising activities in which OLMCs can participate - Designation of program officers in disciplinary sections to ensure the liaison with the artists and arts organizations in their disciplines 	<ul style="list-style-type: none"> - Announcements and press releases - Information on Web site and other digital platforms - Annual Public Meeting - Public activities on the occasion of the Board of Directors meeting outside the capital region 	<ul style="list-style-type: none"> - Summary of activities 	<p>OLMC culture reflects a broad understanding of the federal institution's mandate; OLMCs receive up-to-date and relevant information about the federal institution's programs and services.</p>
<p>Organization of information sessions on Council programs, workshops on writing grant applications and assessment committee simulations in the OLMCs. Use of a survey to measure the participants' level of satisfaction. The Council will explore new ways to transmit information, using online information sessions, for example.</p>	<ul style="list-style-type: none"> - Information sessions, workshops and assessment committee simulations 	<ul style="list-style-type: none"> - Number of activities - Number of regions visited - Number of participants - Participants' level of satisfaction 	

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<p>In the context of the redesign of the Council's Web site, OLMC needs will be taken into account:</p> <ul style="list-style-type: none"> - Compilation of information concerning OLMCs to make it more accessible - Posting of reports required by the OLA and reports of research on OLMCs - Inclusion of elements highlighting the OLMCs' artistic achievements 	<ul style="list-style-type: none"> - Redesign of the Council's Web site 	<ul style="list-style-type: none"> - Examples of information 	
<p>Use of a variety of platforms to promote the OLMCs' artistic productions and celebrate their artistic achievements:</p> <ul style="list-style-type: none"> - Publication of profiles of OLMC artists and arts organizations on the Web site, in the annual report, provincial profiles, during the attribution of awards, etc. - Dissemination of success stories, interviews, etc. on various platforms 	<ul style="list-style-type: none"> - Profiles of OLMC artists and arts organizations - In corporate documents, identification of equity as one of the Council's strategic directions 	<ul style="list-style-type: none"> - Examples of profiles of success stories 	
<p>Use of OLMC media when the winner of a Council-administered award comes from a minority community. Wide distribution of Council press releases in targeted OLMC media.</p>	<ul style="list-style-type: none"> - Purchase of advertising space - Employment of press agents 	<ul style="list-style-type: none"> - Example of articles 	
<p>Occasional proposal of articles for <i>Bulletin 41-42</i></p>	<ul style="list-style-type: none"> - Article proposal 	<ul style="list-style-type: none"> - Number of articles published in <i>Bulletin 41-42</i> 	

D. COORDINATION AND LIAISON (Does not include funding – Internal coordination and liaison with other government institutions)

[Coordination activities (research, studies, meetings, etc.) carried out by the federal institution itself along with other federal institutions or other orders of government; participation in activities organized by other federal institutions, other orders of government, etc.; participation of official languages champions, national and regional coordinators, and others in various government forums.]

<p><u>Planned activities to achieve the expected result</u></p>	<p><u>Expected outputs</u></p>	<p><u>Indicators to measure progress in achieving the expected result</u></p>	<p>Expected result</p>
<p><i>What activities will be carried out during the period covered? What will be done?</i></p>	<p><i>What products or services will flow from the activities carried out during the</i></p>	<p><i>What information will you use to show progress in achieving the above</i></p>	

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	<i>period covered?</i>	<i>result? How can you demonstrate and measure this change?</i>	
<p>Internal coordination for implementing section 41 and the Council's strategic plan for 2011 to 2016, entitled <i>Strengthening Connections</i>:</p> <ul style="list-style-type: none"> - Follow-up on Arts and Official Languages Committee work on all questions concerning section 41 - Continuation of the work done by the internal Official Languages Committee, whose advisory role covers all OLA provisions, requirements and obligations - Coordination with the Arts Disciplines Division, the Council Secretariat and Strategic Initiatives, the Equity Office, internal committees and the national coordinator for the consideration of OLMC issues in Council's activities and policies - Occasional meetings between sections and divisions to discuss questions concerning section 41 	<ul style="list-style-type: none"> - Committee work - Coordination meetings 	<ul style="list-style-type: none"> - Summary of meetings - Summary of actions initiated or proposals submitted by various committees 	
<p>Interdepartmental and intergovernmental coordination:</p> <ul style="list-style-type: none"> - Participation in national coordinators' meetings; - Participation in disciplinary working groups organized by the Interdepartmental Coordination Directorate - Official Languages Champion's participation in meetings of the Council of the Network of Departmental Official Languages Champions - Participation in meetings of the signatories of the <i>Agreement for the Development of Arts and Culture in Canadian Francophonie</i> - Participation in all other section 41 activities organized by a federal partner 	<ul style="list-style-type: none"> - The national coordinator, Official languages Champion and other Council representatives' participation in different consultations 	<ul style="list-style-type: none"> - Council's participation 	<p>Co-operation with multiple partners to enhance OLMC development and vitality and to share best practices.</p>
<p>Collaborations and partnerships with other levels of government, particularly through the network of Canadian Public Arts Funders (CPAF), to create synergies that will support OLMC development</p>	<ul style="list-style-type: none"> - Various partnerships 	<ul style="list-style-type: none"> - Summary of partnership initiatives undertaken 	
<p>Coordination and liaison with OLMCs:</p> <ul style="list-style-type: none"> - Collaboration and participation in OLMC projects that are consistent with Council priorities 	<ul style="list-style-type: none"> - Various projects 	<ul style="list-style-type: none"> - Summary of projects or activities 	

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E. FUNDING AND PROGRAM DELIVERY

[Implementation of the federal institution's programs and delivery of its services; funding, alone or in cooperation with other federal institutions, of OLMC projects; inclusion of the needs of OLMCs in the delivery of the federal institution's programs and services.]

<p><u>Planned activities to achieve the expected result</u></p> <p><i>What activities will be carried out during the period covered? What will be done?</i></p>	<p><u>Expected outputs</u></p> <p><i>What products or services will flow from the activities carried out during the period covered?</i></p>	<p><u>Indicators to measure progress in achieving the expected result</u></p> <p><i>What information will you use to show progress in achieving the above result? How can you demonstrate and measure this change?</i></p>	<p>Expected result</p>
<p>Program delivery:</p> <ul style="list-style-type: none"> - Support for OLMC artists and organizations within the framework of the Council's regular programs and on the basis of program guidelines and criteria - Effective communication with OLMCs to inform them about the Council's mandate, programs and activities (see section C) 	<ul style="list-style-type: none"> - Grants awarded to OLMC artists and arts organizations - Communication activities 	<ul style="list-style-type: none"> - Profile of OLMC funding (number of applications submitted, rate of success, total amount granted to OLMC artists and arts organizations) 	<p>OLMCs are part of the federal institution's regular clientele and have adequate access to its programs and services; OLMC needs (e.g. geographic dispersion and development opportunities) are taken into account.</p>
<p>Update of funds targeted to support OLMC artists and arts organizations:</p> <ul style="list-style-type: none"> - Continuation of targeted funds - Update of funding objectives and processes for awarding supplements and grants 	<ul style="list-style-type: none"> - Supplements or grants awarded to OLMC artists and arts organizations based on positive assessments 	<ul style="list-style-type: none"> - Profile of funding 	
<p>Peer assessment process:</p> <ul style="list-style-type: none"> - Participation of OLMC artists and arts professionals in the Council's peer assessment committees for grant programs and awards - Update of the <i>Charge to the Peer Assessment Committee</i> to integrate information on OLMCs and the Council's official language strategies - Use of mechanisms ensuring the quality of the assessment of bilingual committees 	<ul style="list-style-type: none"> - Assessment committee meetings - Guidelines for committee members - Translation of applications 	<ul style="list-style-type: none"> - OLMC representation on Peer Assessment Committee 	
<p>Public Lending Right Commission (PLR)</p> <ul style="list-style-type: none"> - Representation of OLMC on the PLR board of directors - Annual sampling that is representative of all Canadian regions, including OLMCs 	<ul style="list-style-type: none"> - Representation on boards of directors and in the sampling 	<ul style="list-style-type: none"> - Profile of payments to OLMC writers 	

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<p>The Canadian Commission for UNESCO will continue to integrate OLMCs into its programs and activities such as the UNESCO Associated Schools Project Network, the Canadian Coalition of Municipalities Against Racism and Discrimination, International Adult Learners' Week, etc.</p>	<ul style="list-style-type: none"> - Canadian Commission for UNESCO activities 	<ul style="list-style-type: none"> - Summary of OLMC presence in UNESCO activities 	
<p>The Canadian Commission for UNESCO will continue to support the addition of the Grand Pré (Nova Scotia) site, a commemorative site for the Acadian population and its way of life, to the list of World Heritage sites.</p>	<ul style="list-style-type: none"> - Support for the addition of the Grand Pré site before the UNESCO World Heritage Committee 	<ul style="list-style-type: none"> - Continued support of the Canadian Commission for UNESCO 	

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F. ACCOUNTABILITY

[Activities through which the federal institution integrates its work on the implementation of section 41 of the OLA into departmental planning and accountability mechanisms (e.g. report on plans and priorities, departmental performance report, departmental business plan and status report on implementation of section 41 of the OLA); internal audits and evaluations of programs and services; regular review of programs and services as well as policies by senior managers of the federal institution to ensure implementation of section 41 of the OLA.]

<p><u>Planned activities to achieve the expected result</u> <i>What activities will be carried out during the period covered? What will be done?</i></p>	<p><u>Expected outputs</u> <i>What products or services will flow from the activities carried out during the period covered?</i></p>	<p><u>Indicators to measure progress in achieving the expected result</u> <i>What information will you use to show progress in achieving the above result? How can you demonstrate and measure this change?</i></p>	<p>Expected result</p>
<p>Development of an action plan for implementing section 41 of the OLA for the 2011 to 2016 period in collaboration with various Council divisions and in consultation with the OLMCs. The action plan follows the same cycle as the Council's strategic plan in order to better integrate strategic priorities. The action plan will be posted on the Council's Web site.</p>	<ul style="list-style-type: none"> - Development and publication of the action plan 	<ul style="list-style-type: none"> - Action plan 	<p>Full integration of the OLMC perspective and section 41 of the OLA into the federal institution's policies, programs and services; the reporting structure, internal evaluations and policy reviews determine how to better integrate OLMCs' perspective.</p>
<p>Submission of an annual report on results on the implementation of section 41, in compliance with Department of Canadian Heritage guidelines. The reports will be posted on the Council's Web site.</p>	<ul style="list-style-type: none"> - Development and publication of an annual results report 	<ul style="list-style-type: none"> - Annual report on the implementation of section 41 of the OLA 	
<p>Development of corporate documents (strategic plan, corporate plan, annual report) that affirm the Council's commitment to the OLMCs</p>	<ul style="list-style-type: none"> - Corporate documents 	<ul style="list-style-type: none"> - Affirmation of Council' commitment to the OLMCs 	
<p>Annual Scorecard published in the Council's annual report contains items pertaining to the OLMCs and a follow-up is done from one year to the next.</p>	<ul style="list-style-type: none"> - Annual Scorecard 	<ul style="list-style-type: none"> - Funding of OLMCs is reported in the annual scorecard 	

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Distribution list

In addition to being submitted to Canadian Heritage, your action plan should also be sent to interested parliamentary and community stakeholders.

- **Clerk of the House of Commons Standing Committee on Official Languages**
See the Committee's Web site for the Clerk's contact information:
(<http://www2.parl.gc.ca/CommitteeBusiness/CommitteeHome.aspx?Cmte=LANG&Language=E&Mode=1&Parl=40&Ses=2>)
- **Clerk of the Senate Standing Committee on Official Languages**
See the Committee's Web site for the Clerk's contact information:
(http://www.parl.gc.ca/common/Committee_SenContact.asp?Language=E&Parl=39&Ses=2&comm_id=595)
- **Commissioner of Official Languages**
See the Web site of the Office of the Commissioner of Official Languages for contact information:
(http://www.ocol-clo.gc.ca/html/contact_e.php#ho)
- **Community organizations** (OLMC and other interested organizations)
Indicate to which community organizations you will be sending your action plan. In addition to existing partners, you might want to include potential partners, i.e. groups that could be interested in your institution's work. Among other things, this information will allow Canadian Heritage to have a better understanding of your institution's partners.

Federal institutions should publish their action plan on their Web site.

Exact Web address of your institution's action plan: www.canadacouncil.ca/aboutus/

See Treasury Board Secretariat guidelines on Internet posting – Communications Policy of the Government of Canada:

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12316>