

*The Province of Prince Edward Island*

# ANNUAL REPORT

FY 2019-2020

*The Acadian and Francophone Affairs Secretariat*

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## Minister's Message

Prince Edward Island is a growing, vibrant province filled with culture and traditions from many parts of the world. The Acadian and Francophone community here has a distinct presence in communities across the province and still today, the hallmarks of Acadie are present in the tricoloured displays of the flag and *Ave Maris Stella*, the surnames of the founding French and Acadian families, as well as the French language spoken by many.



For close to four decades, the offering of government programs and services in French has grown to support the Acadian and Francophone community.

It is through the hard work and advocates of the Acadian and Francophone Community Advisory Committee that government is able to prioritize the work that has been identified by the community for the community. This includes:

- Designation of programs and services
- Timely and increased access to information in French, particularly during emergency events like Hurricane Dorian and the global COVID-19 pandemic
- Partnerships within government and community organizations to promote the active offer of French language services

It is also through celebrations such as the *Congrès mondial acadien* and *Extrême frontière* that all Islanders and the world can experience the vibrancy of a community like no other. Thousands came to Prince Edward Island in the summer of 2019 and forged new connections and friendships that will last a lifetime.

Looking ahead, the Acadian and Francophone Affairs Secretariat will continue to closely work with the Acadian and Francophone Community Advisory Committee and all government departments and agencies to grow the scope of programs and services available in French to Islanders.

Let's continue to work together and build on the momentum we have gained for the future of the Acadian and Francophone community of Prince Edward Island.

A handwritten signature in black ink that reads "D. King". The signature is fluid and cursive, with a large, stylized "D" and "K".

Dennis King

*Premier of Prince Edward Island*

*Minister Responsible for Acadian and Francophone Affairs*

## Deputy's Message

As we reflect on the initiatives the Acadian and Francophone Affairs Secretariat has completed in partnership with other government departments, agencies and community partners this past year, we are reminded that the hard work of all those involved is to better serve French-speaking Islanders and their communities.

In the last five years, there has been steady growth of the civil service's capacity to offer French language services. With continued language training through partnerships with educational institutions and using e-learning platforms, government's capacity will undoubtedly continue to grow.

The demand for timely access to information in French has also risen and has been an asset to help protect the health and safety of Islanders during emergency events such as Hurricane Dorian and the ongoing global COVID-19 pandemic.

Next year, the Secretariat will complete its Strategic Framework and implementation plan that will include intergovernmental initiatives from 2020 to 2027. Some highlights over the coming years will include:

- Support the Department of Transportation, Infrastructure and Energy with the development of a new service model for a single point of entry access to government services
- Invest strategically in the development and training of bilingual human resources
- The designation of various public library services
- The designation of United Way's 211 service.

Collaboration between all government departments and agencies, the Acadian and Francophone Community Advisory Committee and the community itself will be the driving force for all our future success of improving access to French language programs and services to Acadians, Francophones and Francophiles.



Paul Ledwell

*Clerk of the Executive Council and Secretary to Cabinet  
Deputy Minister of Policy and Priorities*

# The Acadian and Francophone Affairs Secretariat Overview

## MANDATE, VISION & MISSION

Government is proud of Prince Edward Island's role in the creation of Canada, a bilingual country, and is committed to supporting the Acadian and Francophone community and maintaining the French language on Prince Edward Island for future generations. The *French Language Services Act* has been enacted to establish clear obligations respecting the provision of services in French, based on the service priorities of the Acadian and Francophone community and the service capacity of government.

The Minister Responsible for Acadian and Francophone Affairs, along with the Acadian and Francophone Affairs Secretariat, the Acadian and Francophone Community Advisory Committee, and the French Language Services Coordinators Committee, aim to develop and deliver quality French language services that address the priority needs of the people in the Acadian and Francophone community.

## FRENCH LANGUAGE SERVICES ACT

The *French Language Services Act* came into effect in December 2013.

Designated services must be provided in a person's choice of English or French and be of comparable quality in both languages. An active offer must also be made to inform the public that the service is available in both languages. The designation of services is determined by government, taking into consideration community priorities, and is done via regulations.

With respect to written correspondence and public consultations, the Act states that government must respond in French, in writing, to written correspondence received in French and that the public must be provided with an opportunity to participate in French in public consultations.

The Act establishes various mechanisms to ensure its implementation:

- The Acadian and Francophone Community Advisory Committee advises the Minister Responsible for Acadian and Francophone Affairs on all matters related to the province's Acadian and Francophone community, including its priorities for services in French.
- Each government department or agency subject to the Act is required to appoint a French Language Services Coordinator to advise on the implementation of the Act.
- A Complaints Officer, appointed by the Minister Responsible for Acadian and Francophone Affairs, handles complaints filed under the Act, when required.
- The Acadian and Francophone Affairs Secretariat is responsible for the administration of the Act and regulations. It also provides operational support to the Acadian and Francophone Community Advisory Committee and chairs the French Services Coordinators' Committee established by the Act.

The Act includes an accountability framework to ensure that government undertakes planning and reporting regarding programs and services in French, addresses and reports on complaints received, and tables a report before the Legislative Assembly on an annual basis.

The *General Regulations* identify the 20 government institutions that are subject to the Act, define active offer of designated services, and describe the designated services.

The addition of five new designated services in February 2020 strengthens the solid foundation of the *French Language Services Act*. This brings the total number of designated services to fourteen.

The fourteen designated services are:

Government Department or Agency	Designated Service
Department of Economic Growth, Tourism and Culture	The Community Cultural Partnership Program
Department of Education and Lifelong Learning	Services offered in person at the Abram-Village Public Library, the Dr. J.-Edmond-Arsenault Public Library (Charlottetown), and the J.-Henri-Blanchard Public Library (Summerside)
	Coaching support services for early childhood educators
Department of Transportation, Infrastructure, and Energy	Traveler Information Service - 511
	Traffic signs (excluding stop signs, variable message signs, those with proper names, the words "Trans-Canada Highway")
	In-person services at Access PEI Wellington
Executive Council Office	Online application process for Engage PEI*
Health PEI	Telehealth Information Service - 811
	General orientation services at Summerset Manor*
	Financial assessment services for the purpose of the Long Term Care Subsidization Program at Summerset Manor*
	Reception services at Summerset Manor*
	Long term care dental care at Summerset Manor*
Prince Edward Island Museum and Heritage Foundation	All information, both for permanent and temporary exhibits, at the Acadian Museum
	All in-person services at the Acadian Museum

\* Newly designated in February 2020

## ACADIAN AND FRANCOPHONE COMMUNITY ADVISORY COMMITTEE

The Acadian and Francophone Community Advisory Committee, established in 1977, plays a critical role in the implementation of the Act. The Committee ensures that the government is informed of the service priorities of the Acadian and Francophone community. It also provides government with direction on the designation of services, the provision of designated services in French, and any other matters related to the province's Acadian and Francophone Community

The Committee is made up of ten members: one member for each of the six Acadian and Francophone regions (West Prince, Évangéline, Summerside-Miscouche, Rustico, Charlottetown, and Eastern Kings) and four members at large, including the Chair. The members for 2019-2020 were as follows:

- Carlo Lavoie, Chair
- Josée Gallant-Gordon, West Prince region
- Ricky Hitchcock, Évangéline region
- Maïté Mézierre, Summerside-Miscouche region
- Stéphane Blanchard, Rustico region
- Fatiha Enniri, Charlottetown region
- Tina Peters-White, Eastern Kings region
- Jesse Francis, member at large
- Carol Horne, member at large
- Ashley Richard, member at large

During the reporting period, the Committee met four times in person. In September, the Committee met with representatives from the Société-Saint-Thomas-d’Aquin. The Committee invited Premier Dennis King, along with Claudette Theriault, organizing chair of the *Congrès mondial acadien*, to attend the December meeting. Ms. Theriault gave a presentation and report on the 2019 *Congrès mondial acadien*. Premier King attended the presentation, as well as participated in a question and answer session with committee members. In accordance with its mandate under the Act, the Committee identified the priorities of the Acadian and Francophone community for 2020-2021 fiscal year. Government institutions use these priorities when preparing their annual plans and annual reports required under the Act. The Committee was actively involved in the development and review of the 2020-2027 Strategic Framework, a document which resulted from a lengthy consultation process with both community and government partners.

## FRENCH LANGUAGE SERVICES COORDINATORS COMMITTEE

Each government institution subject to the Act is required to appoint a French Language Services Coordinator. In 2019-2020, all government institutions had a coordinator.

The coordinators ensure that government institutions deliver the annual plans and reports that must be prepared pursuant to the Act. They are responsible for advising and supporting their institution on matters concerning Acadian and Francophone affairs, and they handle any complaints made against their institution under the Act.

The Act provides for the establishment of the Coordinators’ Committee, chaired by the Acadian and Francophone Affairs Secretariat. In 2019-2020, the Committee met once in person and continued its work on implementing the *French Language Services Act*. Individual meetings were held with all coordinators for the twenty government institutions under the Act as part of a multi-faceted consultation and planning process. These individual meetings helped, in part, to develop the 2020-2027 Strategic Framework.

## FUNDING AGREEMENTS

The Acadian and Francophone Affairs Secretariat has two principal funding agreements: the Canada-PEI Agreement on French Language Services and the Quebec-PEI Cooperation and Exchange Agreement. These agreements support the administrative work of the Secretariat, the Acadian and Francophone Community Advisory Committee, and the French Language Services Coordinators Committee, as well as support government institutions in the development and implementation of projects designed to enhance French language services and build French language capacity through the bilingual designation of positions. In 2019-2020, fifty-four projects were funded under the Canada-PEI Agreement and five were funded under the Quebec-PEI Agreement, for a total of fifty-nine projects funded in priority sectors and service channels.

# Key Indicators

## ACCOUNTABILITY FRAMEWORK

Among the accountability measures set out in the Act are the complaints mechanism, annual plans and reports by government institutions, and the annual report of the Minister Responsible for Acadian and Francophone Affairs.

### Complaints Mechanism

The complaints mechanism enables members of the general public to file a complaint when a government institution does not meet its obligations with respect to designated services, written correspondence, or public consultations, as established by the Act. The complaints mechanism consists of two levels. At the first level, complaints are handled by the French Language Services Coordinator of the institution in question and, at the second level, if necessary, by the Complaints Officer.

In 2019-2020, one complaint was received under the Act. The following is an overview of the complaint received:

Government Institution	Complaint Subject	Result
Health PEI	Provision of a bilingual health card; unilingual French health card requested by complainant	The complaint was under review as of March 31, 2020.

A public awareness document about the complaints process continues to be available online and as part of the paper version of the complaint form.

### Annual Plans and Reports

The Act states that government institutions must prepare annual plans and reports. This process enables government institutions to plan, on an annual basis, actions aimed at improving their services in French and then report on the implementation of the plan.

The Act requires that government institutions provide information on the following in their annual plans:

- The service priorities of the Acadian and Francophone community in relation to the services they provide;
- Their capacity to provide services in French;
- The provision of their designated services in French, if applicable.

In their annual reports, institutions must also provide information about complaints they have received concerning their compliance with the Act. For the 2019-2020 period, all government institutions subject to the Act presented an annual plan and an annual report.

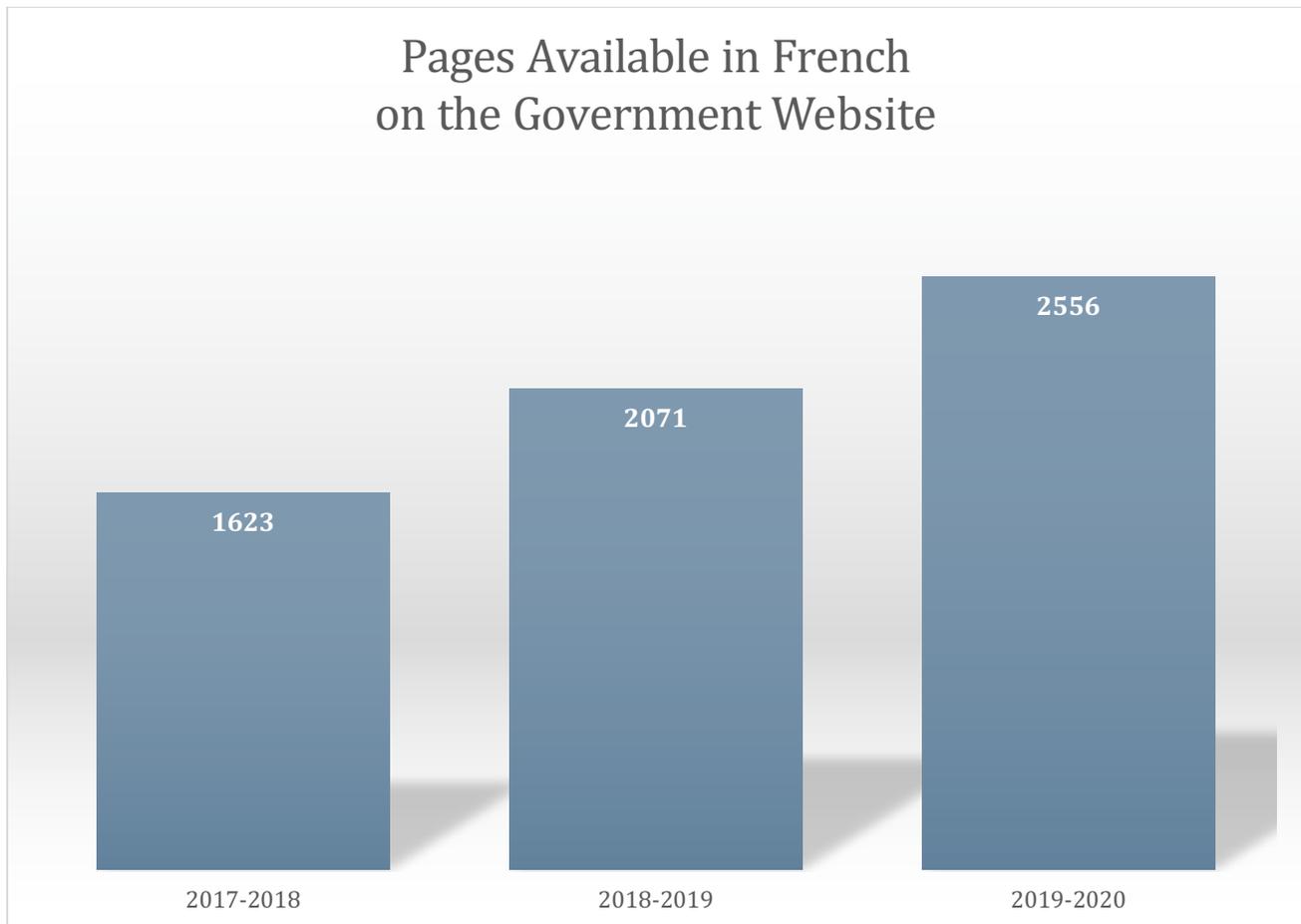
### Minister's Annual Report

This report is the seventh to be tabled before the Legislative Assembly since the Act was proclaimed in December 2013. Except for the first report, which covered the period from December 14, 2013 to March 31, 2014, the Minister's report covers the period from April 1 to March 31.

## PROVINCIAL GOVERNMENT WEBSITE

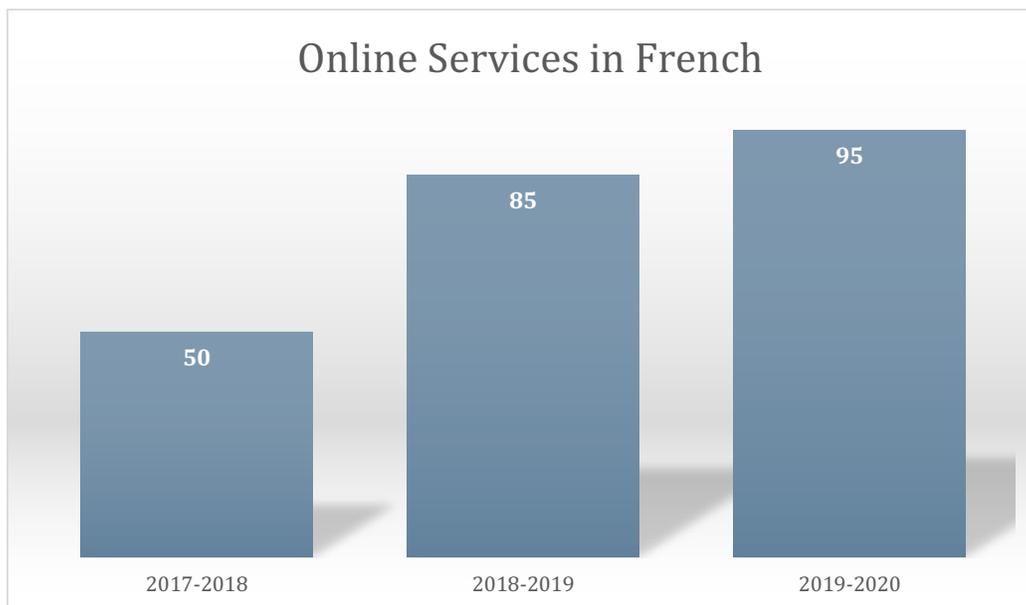
The Government of Prince Edward Island website continues to be the main platform for increasing access to information in French, a priority sector for the Acadian and Francophone community. The website is used by government to publish information about government programs and services, as well as provide access to online services.

Each page of the website can be translated making it possible to publish new information in French on an ongoing basis. As of April 22, 2020, the site had 2556 pages in French, up from 2071 in 2018-2019<sup>1</sup>.



<sup>1</sup> Due to the COVID-19 pandemic, the data available does not reflect the typical reporting period of April 1, 2019-March 31, 2020. Instead, the data reflects the reporting period of April 1, 2019-April 22, 2020.

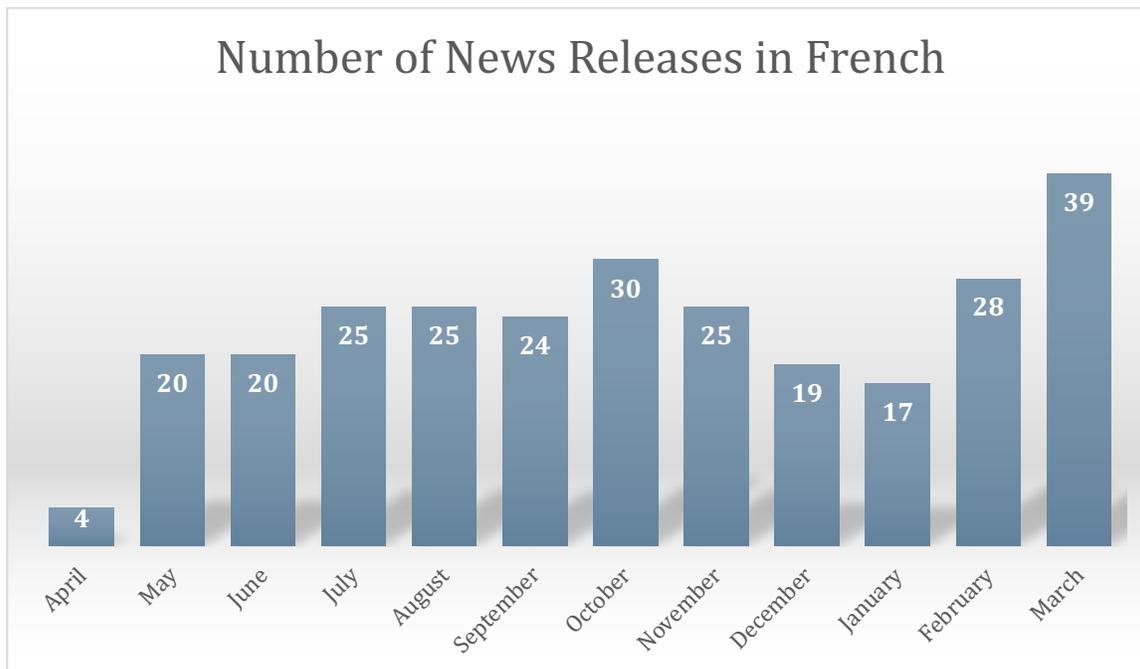
The website also makes it possible to offer online services in French. As of April 22, 2020, the site offered 95 online services in French, up from 85 in 2018-2019<sup>2</sup>.



Efforts to translate the pages most frequently viewed by users continue.

## GOVERNMENT NEWS IN FRENCH

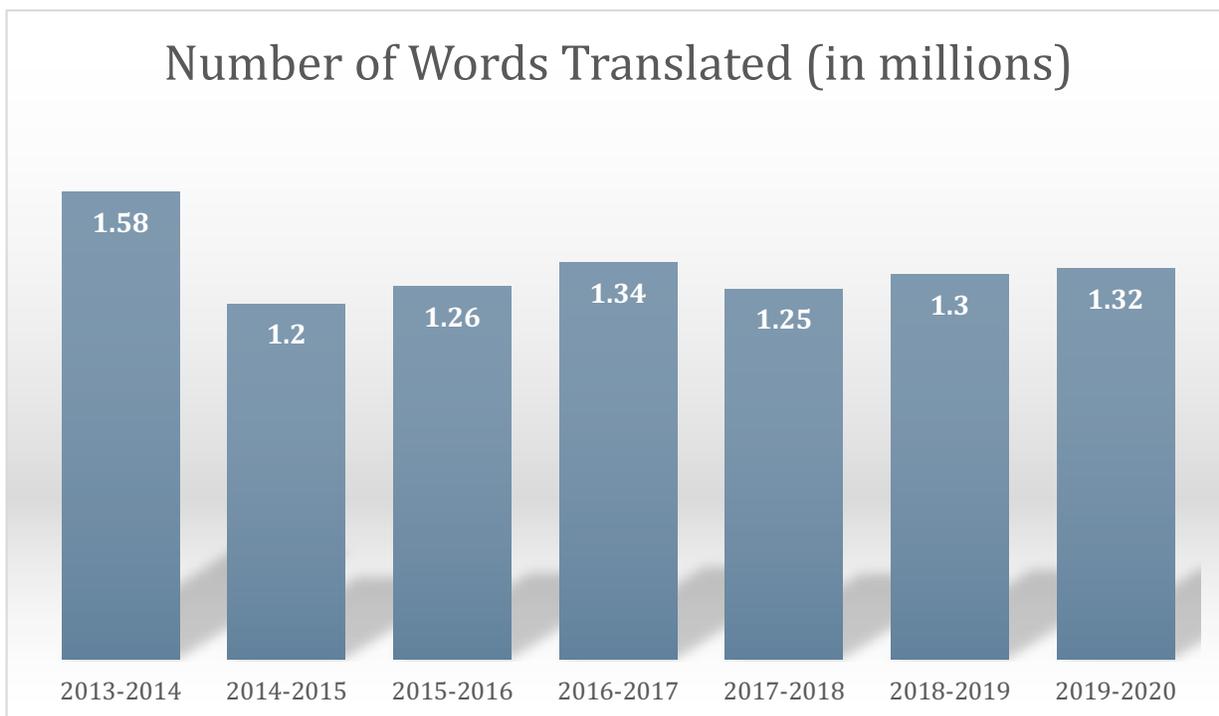
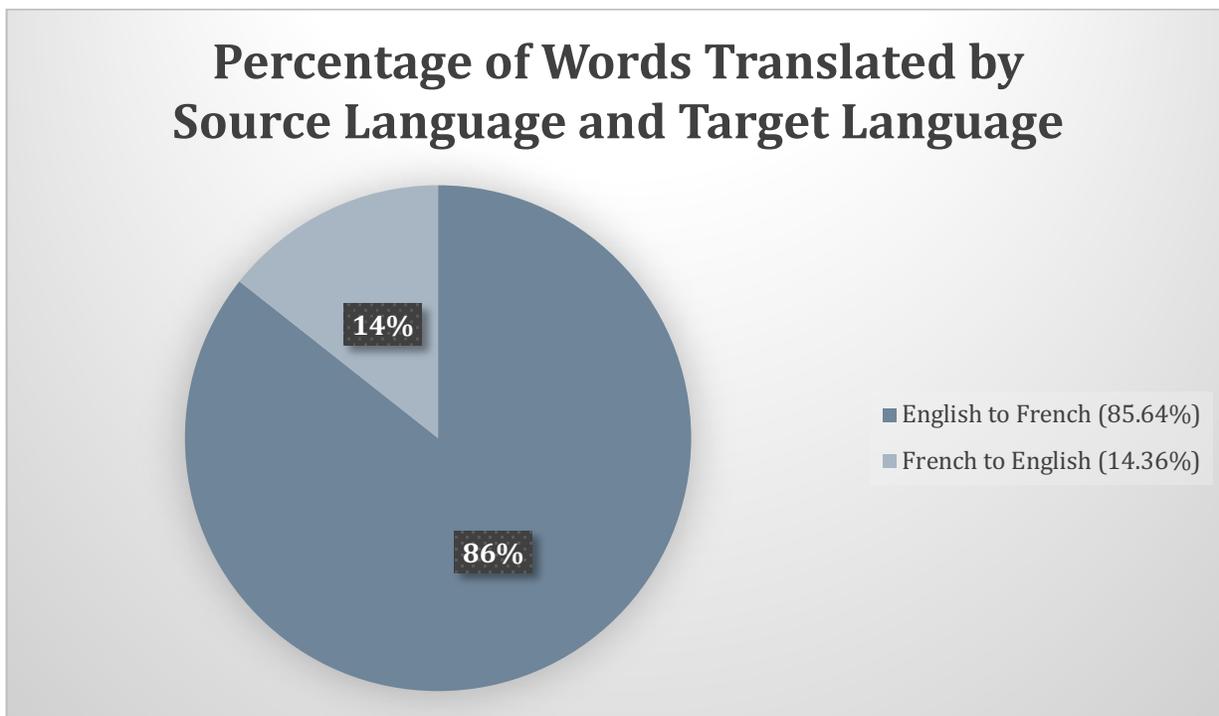
In 2019-2020, the government issued 276 news releases in French out of a total of 310 or 89%. The news releases dealt with various information about government services and programs.



<sup>2</sup> Due to the COVID-19 pandemic, the data available does not reflect the typical reporting period of April 1, 2019-March 31, 2020. Instead, the data reflects the reporting period of April 1, 2019-April 22, 2020.

## TRANSLATION SERVICES

The provincial government's Translation Services play a key role in the delivery of services in French by government institutions. Translation Services enable government institutions to increase the amount of information available in French. In 2019-2020, Translation Services translated 1,322,496 words, of which 85.64% were translated from English to French and 14.36% from French to English.



## GOVERNMENT CAPACITY

Government institutions offer services in French partly on the basis of their bilingual workforce. The Public Service Commission is responsible for preparing a list of designated bilingual positions and bilingual employees not in designated positions for the public service and Health PEI.

The figures as of March 31 since 2014 are presented in the comparative table below:

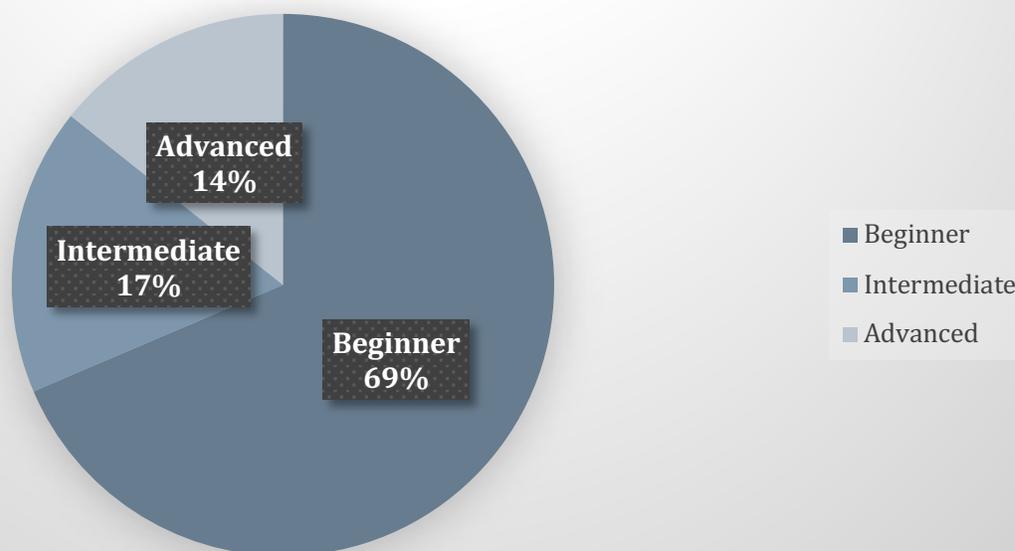
Bilingual employees of the Government of PEI	2014	2015	2016	2017	2018	2019	2020
Designated bilingual positions	119	120	116	142	141	146	148
Bilingual employees <sup>1</sup> not in designated bilingual positions	102	110	120	124	140	160	211
<b>Total</b>	<b>221</b>	<b>230</b>	<b>236</b>	<b>266</b>	<b>281</b>	<b>306</b>	<b>359</b>

<sup>1</sup> Bilingual employees are employees whose oral French skills have been assessed by the Public Service Commission and who have achieved an "Intermediate Plus" level or higher.

In 2019-2020, 70 oral proficiency assessments were done, compared to 43 in 2018-2019. Thirty-eight of these assessments were done for staffing purposes, while thirty-two were done on a voluntary basis.

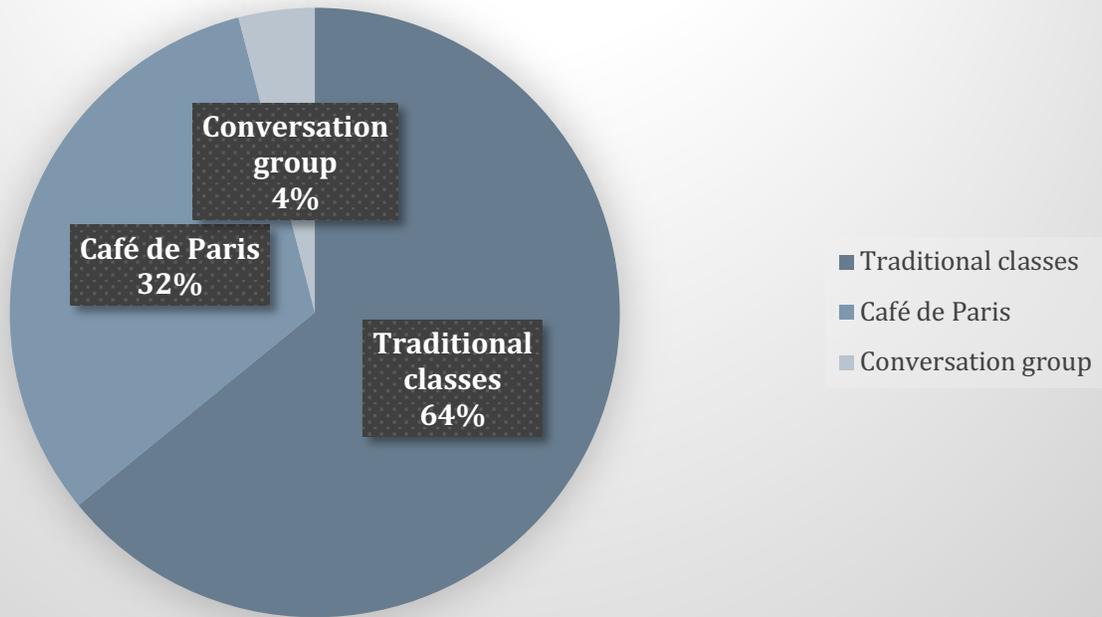
There were 175 registrations for French Language Training in 2019-2020, compared to 177 in 2018-2019. Three levels of training were offered: beginner, intermediate, and advanced. Beginner sessions focus on learning the basics of the language, including: the alphabet, numbers, the present and past tenses of regular and irregular verbs, and basic vocabulary to describe everyday actions and objects. Intermediate sessions involve strengthening conversational skills, learning additional verb tenses, grammatical structure, and vocabulary. Advanced classes use the foundation established in the beginner and intermediate levels to expand on knowledge and use of grammar and vocabulary with an emphasis on using these tools in a conversational context and working to establish correct pronunciation and intonation.

## French Language Training Registrations by Level



In addition to traditional French Language Training, the Public Service Commission partnered with the Collège de l'Île and the Réseau Santé en français Î.-P.-É. to offer the Café de Paris, a workplace initiative designed to support employees wishing to acquire or maintain proficiency in French during one-on-one sessions with an instructor. The approach is adapted to the specific employee's linguistic levels and interests. In 2019-2020, there were 87 participants, both civil servants and employees of Health PEI, in the Café de Paris. Additionally, eleven civil servants participated in a French conversation group in Charlottetown. In total, 273 employees undertook French language training in 2019-2020, whether through traditional classes, the Café de Paris, or the conversation group.

## French Language Training by Type



In the fall of 2019, a survey of government bilingual capacity was undertaken by the Public Service Commission in partnership with Acadian and Francophone Affairs. This survey was designed to measure government's current ability to deliver services in French, as well as to determine opportunities for enhanced language training and service delivery in order to maximize government's ability to offer services in French to Islanders. This survey was one of several critical components in developing the 2020-2027 Strategic Framework, which is discussed in more detail in the next section.

# Summary of the Strategic Plan and Future Direction

## 2018-2023 STRATEGIC PLAN

The 2018-2023 Strategic Plan for the Canada-PEI Agreement on French Language Services identifies three strategic objectives:

### 1. Internal support for administrative structures

The strategic plan seeks to strengthen the provincial government's strategic and planning frameworks through the implementation of the *French Language Services Act*. The government institutions subject to the Act, supported by the Acadian and Francophone Affairs Secretariat, will continue to build on the results they have achieved since 2013.

### 2. Support for the development, planning, and delivery of public services and programs

The delivery of French language services and programs will be increasingly integrated into the organizational culture of the provincial government. The Agreement will enable the government to optimize its resources and increase the availability of services and programs in French. As required by the Act, the availability of services and programs will reflect the priorities of the community and the capacity of the government to provide them. To increase the availability of services and programs in French, ongoing efforts will be made to increase active offer with a view to providing more online services and supporting the provincial government's bilingual personnel. The following sectors have been identified as priorities under the current Agreement: health, municipal services, online services, in-person services, information services, and active offer.

### 3. Communications and consultations with the Acadian and Francophone community

Because communications and consultations with PEI's Acadian and Francophone community are an integral part of the *French Language Services Act*, it is essential that these elements be strengthened on an ongoing basis. Dialogue with the community will be supported by the Agreement and guaranteed through a variety of channels. The Acadian and Francophone Community Advisory Committee will ensure that community service priorities are communicated to government. The Joint Working Group on the *French Language Services Act* will allow for increased collaboration between government and the community. The provincial government will also continue to survey the general community through public consultations in French.

## 2020-2027 STRATEGIC FRAMEWORK

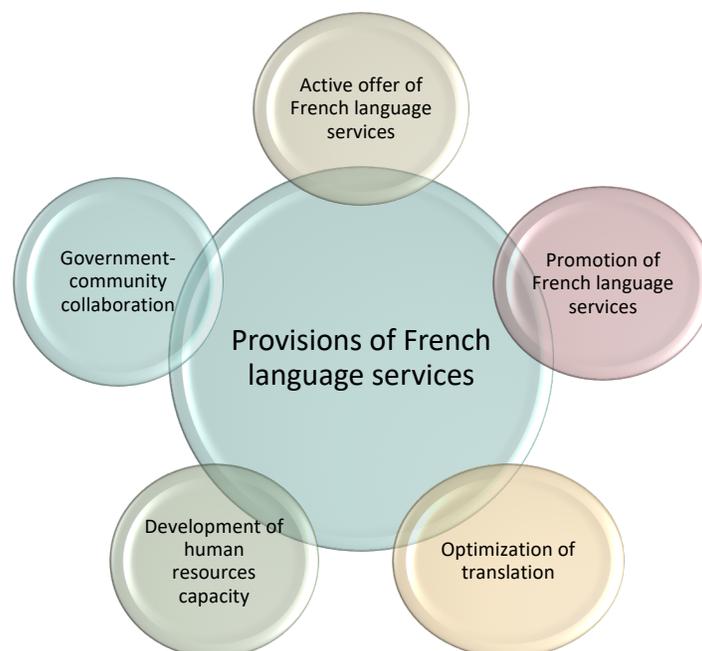
In 2019-2020, the Acadian and Francophone Community Advisory Committee, in partnership with Acadian and Francophone Affairs, began developing the 2020-2027 Strategic Framework. This strategic framework puts forward strategic focuses for government institutions to facilitate the implementation of the Act and promote a targeted approach.

The Advisory Committee proposes to implement the Act using the following five focuses:

- Active offer of French language services
- Promotion of French language services
- Optimization of translation
- Development of human resources capacity
- Government-community collaboration

These focuses were chosen based on several elements, including:

- 2018-2023 PEI-Canada Agreement on French Language Services strategic plan;
- Results from two surveys carried out in the fall 2019 (one aimed at provincial government employees and the other aimed at Francophone Islanders);
- Experience gained since the enactment of the Act;
- Research on best practices aimed at minority communities across Canada;
- Acadian and Francophone community Global Development Plan (2017-2027);
- Observations from individual meetings with French language services coordinators for government institutions subject to the Act.



## FUTURE DIRECTION

In 2020-2021, government will finalize the development of the 2020-2027 Strategic Framework and begin its implementation through operational and action plans.

In the summer of 2020, the following services are scheduled to become designated services:

- Online application form for a public library card
- Online request form for an interlibrary loan
- Online form for suggesting a purchase for a public library
- Online registration form for accessible public library services

# Highlights and Accomplishments

## PROMOTION OF FRENCH LANGUAGE SERVICES AND LA FRANCOPHONIE

The hallmark event of the 2019-2020 year was the *Congrès mondial acadien*, co-hosted by Prince Edward Island and New Brunswick. Co-hosting this event involved collaboration across multiple departments and levels of government. The Department of Economic Growth, Tourism and Culture was one of the lead organizers of the Prince Edward Island pavilion at the *Extrême frontière* event space in Moncton. The pavilion featured daily music and food samplings, a photo booth, a kid's zone and daily art activities, products from Island artists, and daily prizes, including a daily draw for a kitchen party and dinner prepared by Chef Robert Pendergast. A section of the pavilion, organized by the PEI Museum and Heritage Foundation, allowed visitors to trace their Acadian roots and genealogy. Another, developed by the Economic and Population Growth Division and focused on recruitment, allowed visitors to "build" their Island life on PEI and featured prizes for every visitor. Employees from multiple government departments and agencies volunteered at the pavilion and were a major part of showcasing the island's hospitality. The feedback from those who attended the *Extrême frontière* event space was overwhelmingly positive and the PEI tent was a standout among the others. Many civil service employees volunteered at other events during the *Congrès*, and departments such as the Department of Justice and Public Safety and the Department of Transportation, Infrastructure and Energy, among others, were integral in providing security, public safety, and infrastructure supports. The Department of Fisheries and Communities assisted local regions in organizing events in their communities, including at Old Home Week in Charlottetown where the theme for the 2019 Gold Cup and Saucer parade was "Acadie". Overall, the 2019 *Congrès mondial acadien* was an overwhelming success and not only did it build great awareness and pride in the Island's Acadian history and culture during the event itself, these social, cultural, and economic impacts will surely be felt for many years to come.

In 2019-2020, government worked hard to promote the *French Language Services Act* and French language services and create awareness within government. The Department of Agriculture and Land and the Department of Fisheries and Communities created a monthly newsletter that was distributed to all employees. The Department of Education and Lifelong Learning began preparations for the designation of four new online public library services. These services are scheduled to become designated services in the summer of 2020. In the spring of 2020, the Department of Social Development and Housing will launch the new 211 service in partnership with United Way. The telephone portion of the service has been flagged for designation in 2020-2021, pending the impacts on the service by the COVID-19 pandemic. The Workers Compensation Board introduced a new policy on French language services, active offer, and bilingual signage. The Department of Environment, Water and Climate Change increased its bilingual social media content and the PEI Human Rights Commission gave an award at the 2019 Provincial Heritage Fair to a student who presents a project in French that relates to human rights themes or issues.

## ACTIVE OFFER

The past year saw a number of external threats to Islanders, including Hurricane Dorian in September 2019 and the COVID-19 pandemic in March 2020. The Department of Justice and Public Safety, through its Emergency Measures Organization, provided support to Islanders in both English and French throughout these difficult periods. The Department of Health and Wellness was quick to act and provided the public with critical information and services in both French and English during the COVID-19 pandemic. In 2019-2020, the Department of Transportation, Infrastructure and Energy began work on a new service model based on a single point of entry for government services online and in person. Acadian and Francophone Affairs will support the Department of Transportation, Infrastructure and Energy in this new service model to ensure the delivery of quality services in both languages to Islanders. Health PEI designated four new services at Summerset Manor under the *French Language Services Act*, thereby affording seniors and their families access to quality care in their preferred language. Health PEI is also continuing work on a multi-year project geared toward expanding home care services in French and aligning these services with the *Healthcare Standards Act*. The PEI Human Rights Commission offered a French session at the Canadian Association of Statutory Human Rights Agencies (CASHRA) conference and the PEI Liquor Control Commission and Island Waste Management Corporation gave presentations at several French schools across the province. The Department of Environment, Water and Climate Change offered public consultations in French regarding the Water Act regulations and the Department of Finance offered its pre-budget consultation in Summerside in both French and English. For the first time, the Department of Finance also offered a Facebook live evening session as part of its pre-budget consultations where the Comptroller was available to answer questions in French. This online session was publicized in French on both social media and in *La Voix acadienne*.

## HUMAN RESOURCES CAPACITY

In the fall of 2019, the Public Service Commission conducted a survey of all civil service employees to better determine government's bilingual human resources capacity and identify how this capacity can be maximized to better deliver services to Islanders in French. A complementary external survey of the Acadian and Francophone community, carried out by Acadian and Francophone Affairs, identified priority sectors and services sought by the community. The results of these two surveys were critical in developing the 2020-2027 Strategic Framework, which will guide much of the work carried out by government with respect to French language services over the coming seven years. The Public Service Commission continued to develop targeted recruitment strategies for hard-to-fill bilingual positions to increase government capacity in key sectors. The Public Service Commission enhanced French language training, adding the option of participating in conversation groups and using Babbel software to provide e-learning opportunities. Innovation PEI created a new bilingual position within the Office of Immigration to assist with employer outreach and marketing.

## TRANSLATION

Government continued to offer many of its online services in French, including such popular services as renewing a PEI health card, renewing a motor vehicle registration, and, beginning in March, the self-assessment tool for COVID-19. Multiple departments continued to translate content on their websites, including the Future Fisher Program offered by the Department of Fisheries and Communities and the Island Regulatory and Appeals Commission's "Entering into a Rental Agreement" portion of their website. A project by the Department of Finance, through their Web Digital Office, developed public consultation and feedback tools to improve online services and content in French on the government website. Going forward, optimizing government's Translation Services will continue to be a priority to offer more information in French to a larger population of French-speaking Islanders.

## GOVERNMENT-COMMUNITY COLLABORATION

In 2019-2020 government worked closely with various community groups and communities to deliver information and services in French effectively to Islanders. The Island Waste Management Corporation maintained a close relationship with Radio Canada to disseminate important information regarding waste collection on storm days and during Hurricane Dorian. Innovation PEI continued to support the *Réseau de développement économique et d'employabilité* with their entrepreneur competition, the *Concours ignition francophone*. Likewise, the Department of Health and Wellness continued its support for the *Jeux de l'Acadie* through its Sport and Recreation Division. As stated above, government worked closely with communities in preparation for and during the *Congrès mondial acadien* to develop programming and support Island communities in their co-hosting duties.

# Organizational Structure

The *French Language Services Act* is administered collaboratively by the Minister Responsible for Acadian and Francophone Affairs, the Acadian and Francophone Affairs Secretariat, the Acadian and Francophone Community Advisory Committee, and the French Language Services Coordinators' Committee.

## THE MINISTER RESPONSIBLE FOR ACADIAN AND FRANCOPHONE AFFAIRS

The Minister is responsible for the administration of the Act and its regulations. This includes developing and coordinating the implementation of government policies and programs related to both designated and non-designated French language services.

## THE ACADIAN AND FRANCOPHONE AFFAIRS SECRETARIAT

The Secretariat is engaged by the Minister to assist with the administration of the Act, as well as provide operational and administrative support to the Acadian and Francophone Community Advisory Committee and the French Language Services Coordinators Committee.

The Acadian and Francophone Affairs Secretariat has nine employees working out of two locations: Charlottetown and Wellington. Five employees: the Director, two Policy and Planning Analysts and two Translators, work out of the Charlottetown office. Four employees: the Acadian and Francophone Affairs Administrative Assistant, the Translation Services Supervisor, one Translator, and the Translation Services Administrative Assistant work out of Wellington.

## THE ACADIAN AND FRANCOPHONE COMMUNITY ADVISORY COMMITTEE

The Advisory Committee is comprised of ten members, appointed by the Minister, who provide advice to the Minister regarding the service priorities of the Acadian and Francophone community, the designation of services, the provision of designated services, and any other matters of concern to the Acadian and Francophone community of Prince Edward Island. Six of the members represent specific regions/areas of the province: West Prince, Evangeline, Summerside-Miscouche, Rustico, Charlottetown, and Eastern Kings. The four other members, including the Chair, are members at large. Members are appointed to the advisory committee for a term of three years and may be reappointed once.

## THE FRENCH LANGUAGE SERVICES COORDINATORS' COMMITTEE

The Coordinators' Committee is made up of twenty-one French Language Services Coordinators, representing each of the 20 government departments and agencies under the *General Regulations* of the Act. The French Language Services Coordinators are responsible for preparing their respective annual plan and annual report on French language services.



#### CONTACT INFORMATION

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