



# MOTION REGARDING ADOPTION OF THE SSMU FRANCISATION PLAN 2020-01-30

Submitted for: 2020-01-30

<b>Submitted to:</b>	SSMU Legislative Council	<b>Document no.:</b>	LEG-PUB-MOT-2020-01-30-001
<b>Moved by:</b>	Bryan Buraga <i>President</i>	<b>Current Status:</b>	<input type="checkbox"/> FOR APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> POSTPONED <input type="checkbox"/> COMMITTED <input type="checkbox"/> NOT APPROVED
<b>Seconded by:</b>	André Lametti <i>Senate Caucus Representative</i>		

## Issue

The Students' Society of McGill University (SSMU) is required to make its corporate documentation available in French to comply with the terms of the *Règlement sur la langue du commerce et des affaires* (the Regulations) as part of the *Charte de la langue française* (the Charter). Not doing so presents a barrier to francophone students and members of the McGill community that wish to engage with the SSMU but are unable to do so.

Adoption of this Plan will set clear deliverables and an implementation timeline for the Francisation of SSMU documents and information.

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## Background and Rationale

As a corporation in the Province of Québec registered with the *Registraire des entreprises*, the SSMU is required to comply with the Charter and its associated Regulations. A key component of the Regulations is that corporate documents, which include governance documents and promotional materials, must be made available in French with at least the same standard of accessibility as those in English or another language (art. 52).

In order to strengthen the SSMU's compliance with the Charter and the Regulations, a Plan is needed to ensure that the SSMU has an articulated plan for the francisation of its corporate documents.



This issue has previously been addressed by the Legislative Council in the 2018-2019 year when the Vice-President (Internal Affairs) was mandated to carry out the translation of the SSMU's corporate documents.<sup>1</sup> Given that Legislative Council resolutions expire at the end of the year in which they were adopted, a Plan is required to ensure the long-term viability of this work.

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### Alignment with Mission

The SSMU is committed to demonstrating Leadership in all of its endeavours without discrimination on the basis of language, as well as Representation of and Service for its Members that come from different constituencies, which can include language constituencies.<sup>2</sup>

The SSMU Constitution also specifies that both “English and French are the official languages of the Society”<sup>3</sup> and so its corporate documents should be accessible in both languages.

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### Consultations Completed

The SSMU Francisation Plan was developed through the collaborative efforts of the Communications Department (including the Communications Director, Communications Manager, and Communications Coordinator) and Building Director, as well as the President and Vice-President (Finance). The Speaker of the Legislative Council also participated in this work.

The *Commissaire aux affaires francophones* was consulted by the Communications Department throughout the development of both the French Translation Selection Report and the writing of this Plan. Additionally, feedback was solicited from the Legislative Council on the French Translation Selection Report on early January and the feedback received was incorporated into this Plan.

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### Risk Factors and Resource Implications

The adoption of this plan has human resource implications through the creation of new staffing positions within the SSMU. This, by necessity, also carries financial costs for the SSMU that will ideally be addressed through an associated increase to the SSMU Membership Fee in the amount of \$2.59 per student per semester.

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<sup>1</sup> [SSMU: Motion Regarding French Translation of SSMU Documents 2018-11-01](#)

<sup>2</sup> [SSMU: Constitution, Preamble, p. 5](#)

<sup>3</sup> [SSMU: Constitution, Official Languages of the Society, p. 34](#)



When this proposed Membership Fee increase is sent to referendum, there will be implications for the Communications Department who will have additional project-based work to create graphics during the referendum period.

There is an ongoing risk that the *Office québécois de la langue française* will follow-up with the SSMU concerning the availability of its corporate documents in French. Adoption of a Francisation Plan will help to mitigate this risk.

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## Sustainability Considerations

The SSMU is committed to fostering a culture of anti-oppression and social sustainability inline with its Sustainability Policy.<sup>4</sup> Adoption of this Plan will help to meet the SSMU’s anti-oppressive and equitable mandate as elaborated in the foregoing Policy.

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## Impact of Decision and Next Steps

The President and any other interested Officers shall be responsible for creating a “Yes” campaign committee for the SSMU Membership Fee referendum increase in support of this motion.

The Communications Department shall be responsible for creating the graphics and promotional material necessary to support the President and Officers in the “Yes” campaign committee.

The *Commissaire aux affaires francophones* and *Comité des affaires francophones* shall be responsible for monitoring the implementation of the Plan and including this as part of their reports to the Legislative Council.

The Vice-President (Finance) shall be responsible for allocating a budget for the *Comité des affaires francophones* from the revenue raised from the SSMU Membership Fee increase in collaboration with the *Commissaire aux affaires francophones*.

The Communications Director shall be the supervisor of the newly created staffing positions.

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<sup>4</sup> [SSMU: Sustainability Policy, 3.2 Social, p. 4](#)



## Motion or Resolution for Approval

Be it resolved, that the SSMU Legislative Council approve the SSMU Francisation Plan in Appendix A;

Be it further resolved, that the SSMU Legislative Council approve the following question for the Winter 2020 referendum period:

Do you agree to the increase of the non-opt-outable SSMU Membership Fee, payable by all undergraduate students who are members of the SSMU of \$2.59 per student per semester in addition to the regular increase of the fee limited to indexation for inflation according to the Bank of Canada CPI (Consumer Price Index) for the province of Quebec (using the rate at the end of March) starting in Fall 2020 with the understanding that a majority “no” vote would result in the regular increase of the fee limited to indexation?

Be it further resolved, that this motion and the Plan be included with the referendum question;

Be it further resolved, that the SSMU Francisation Plan shall expire on January 1, 2023.

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## Results of the Vote

In favour	(20)
Opposed	(0)
Abstain	(0)

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# Appendix A

## SSMU Francisation Plan

### 1. Preamble

The Students' Society of McGill University (SSMU) recognizes the need for all communications to include a French translation so as to uphold the SSMU's commitments to the francophone community, adhere to the SSMU Constitution, and meet the provincial government's regulations regarding governance documentation. The SSMU Constitution states:

*"As per our Constitution English and French are the official languages of the Society. Members may use either official language at all meetings and in all documentation of the Society."  
(Section 19)*

### 2. Scope of Plan

It is important that members of the Legislative Council and public gallery understand the principles behind the discussion as well as the content of the discussion itself, whether in French or English, to actively participate in decisions made by the Legislative Council. A language barrier should not impede the ability of individuals seeking to contribute to our vital decision-making discussions. Providing the motions in both languages, English and French, will ensure that they are accessible to members of the Legislative Council and the SSMU Membership and that all members of the Legislative Council are able to comfortably and adequately debate their positions on the topics at hand.

In regards to the translation of the SSMU website, the French text must be reviewed for grammar, content accuracy, and gender-neutral language to make sure that it meets the same standard of quality upheld by the new translation process. The content on the website that requires revision and/or translation amounts to over 400 pages of text, the cost of which would far exceed the current budget for translation requests. Although the cost of this project is greater than the original estimate calculated in September, it is important that these additional revision steps be carried out in order to properly review and edit the translations previously carried out by the student staff translator team.

In particular, the Clubs, Services, and Independent Student Groups listing on the website has not been translated. Currently, all information regarding these groups is updated on the English side of the website only. New student groups are continually being added to the list so translations for these additions will also need to be considered. Furthermore, the newly published (and in the works) portals for Clubs, Services, and ISGs will also need to be fully translated.



### 3. Existing Projects

In the Fall 2019 semester, the Communications Department prioritized francisation of certain projects – such as the listserv, official SSMU statements, and content for Elections SSMU – to ensure that the translation budget would cover the full academic year. However, due to the size of the budget allocated to translations for the 2019-2020 academic year, the Communications Department has not been able to implement the larger projects of translating all SSMU governance documents and proofreading the French text of the SSMU website. It is imperative that the SSMU translate all governance documents in order to comply with our constitution and the provincial regulations set forth by the *Office québécois de la langue française*.

### 4. Deliverables and Outcomes

#### 4.1 Budget for the *Comité des affaires francophones*

Start: late Winter 2020

End: annual

The Vice-President (Finance) shall work with the *Commissaire aux affaires francophones* to allocate the revenue raised from the Membership Fee increase to ensure that the newly created staffing positions can be filled and compensated at a competitive rate while also setting aside funds for the *Comité des affaires francophones* to have an operating committee budget to fund programming and their regular operations.

The *Commissaire aux affaires francophones*, in working with their Committee, shall be responsible for the management of the budgeted amount and utilization of the fund on an annual basis.

#### 4.2 Staffing Positions (Recruitment and Onboarding)

Start: early Summer 2020

End: early Fall 2020

Due to the sheer number and length of documents that require translation, hiring an internal translator who could perform all translations for the organization should be executed as soon as funding from the Membership Fee increase is received. Additionally, this full-time staff position should be supplemented by a part-time student proofreader to provide edits and revise translations to communicate a student-friendly tone and to fit the McGill campus context.

The full-time position of Senior Translator and Interpreter as well as the part-time position of Student Translator will be a part of the Communications Department reporting to the Communications Director. The preliminary job description is available in the following links: [Senior Translator and Interpreter](#), [Student Translator](#). The salary of the permanent position is estimated to be \$45,000 per year. As for the Student Translator, an estimated contract length of 500 hours for the full year (10



hours per week) will be required. It is important to note that these positions would replace the two part-time student translator jobs currently in place.

In this scenario, the translation process would be the following:

1. Senior Translator and Interpreter (full-time position) provides initial translation and review
2. Student Translator (part-time, student position) provides additional review and assures language and tone are appropriate to the McGill campus context

Such a practice is generally in line with standard operating procedure within translation firms for all translated material to be proofread in order to provide a final copy edition to the text previously translated.

The *Commissaire aux affaires francophones* will be a part of the recruitment process and a proper written and oral examination will be administered to all candidates for each position in order to evaluate their skills and qualifications. It is recommended that students studying within the McGill Translation Studies department be prioritized when hiring candidates for the Student Translator position.

Once candidates have been chosen, the *Commissaire aux affaires francophones* should be a part of the training process for both the Senior Translator as well as the Student Translator to provide knowledge and insight on the style and tone of typical SSMU documents such as listservs, governance documents, etc.

#### 4.3 Translation of Static Governing Documents

Start: middle Fall 2020

End: late Summer 2021

The translation of all existing governing documents which includes those in the below tables shall begin upon the hiring of the staff positions outlined in 4.1. The translation of the documents listed below is estimated to take approximately one year since it is expected that the translator will also translate additional text as requested by other departments during the academic year.

#### **Constitution, Internal Regulations, Policies, and Other Documents**

Document Name	Number of Pages
<a href="#">The Constitution of the Students' Society of McGill University</a>	35
<a href="#">Internal Regulations – Governance</a>	52
<a href="#">Internal Regulations of Student Groups</a>	27
<a href="#">Internal Regulations of the Society's Finances</a>	52
<a href="#">Internal Regulations – Representation and Advocacy</a>	22
<a href="#">Internal Regulations of Elections and Referenda</a>	48
<a href="#">SSMU Policy and Plan Book</a>	171



<a href="#">Committee Terms of Reference</a>	53
<a href="#">A Handy Guide to Writing a GA Motion</a>	3
<a href="#">A Handy Guide to Writing a Referenda Question</a>	3

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<b>Total</b>	<b>466</b>
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#### Resolution Books

Document Name	Number of Pages
<a href="#">Book of Resolutions – Legislative Council</a> (2 Academic Years)	331
<a href="#">Book of Resolutions – Boards of Directors</a> (2011–Present)	74
<a href="#">General Assembly Resolution Book</a> (2 Academic Years)	22
<b>Total</b>	<b>428</b>

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#### Judicial Board Rulings and Procedures

Document Name	Number of Pages
<a href="#">Judicial Board Procedures</a>	22
Judgement – Buraga v Mansdoerfer and Wang 2018-12-02	15
Reference re Legality of the BDS Motion and Similar Motions	13
Judicial Board – Final Judgement Glustein v Koparkar 2017-12-31	21
Interim Order – Glustein v Koparkar 2017-10-28	12
Judicial Board – Khan v Elections SSMU 2014-04-29	4
Judicial Board – Newburgh and Steven vs Tacoma 2012-02-14	20
SSMU Judicial Board P-1: Petition for Hearing	3
SSMU Judicial Board R-1: Position of Respondent	3
SSMU Judicial Board I-1: Application for Intervention	3
<b>Total</b>	<b>116</b>

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#### 4.4 Translation of Working Governance Documents

Start: middle Fall 2020

End: ongoing

The estimate of the number and length of motions as part of this Plan was based on information drawn from the 2018-2019 academic year.





**A. Legislative Council**

On average, the SSMU holds 13 sessions per academic year.

The following documents will not be included for translation:

- Minutes (these documents track the discussions in the language in which they were held)
- Committee Reports
- Councillor Reports
- Executive Reports
- Voting Record (already a bilingual document)
- Presentations

**B. Board of Directors**

On average, the SSMU holds 18 sessions per academic year.

**C. General Assembly**

The following documents will not be included for translation:

- Minutes
- Reports

**D. Judicial Board**

For the purpose of obtaining an accurate quote, the translation of 2 Judicial Board rulings per year was considered.

Document Name	Number of Pages	Number of Versions (For Approval / Approved)	Total (x no. of sessions)
<b>A. Legislative Council</b>			
Agendas	2	2	52
Motions	5	2	130
<b>B. Board of Directors</b>			
Minutes (For public only)	5	-	120
<b>C. General Assembly</b>			
Agendas	2	2	8
Standing Rules	1	1	2
Motions	5	2	20
<b>D. Judicial Board</b>			
Judicial Board Rulings	15	2	30



### E. Referendum Questions

Fall	12	-	12
Winter	12		12
<b>Total</b>			<b>386</b>

### Elections SSMU Documents

Document Name	Number of Pages
First Year Council Nomination Kit	12
Guidelines for Sanctions & Demerit System	2
SSMU Clubs & Services Nomination Kit	6
SSMU Executive Nomination Kit	16
SSMU Referendum Nomination Kit	13
<b>Total</b>	<b>49</b>

### Website Pages

Document name	Number of pages
Website pages published (176 pages)	400
Clubs (220), Services (15), and Independent Student Groups (11)	
Listing	155
<b>Total</b>	<b>555</b>

#### 4.5 Simultaneous Translation/Interpretation for General Assemblies

Start: Fall 2020 General Assembly

End: ongoing, once per semester

[Interactio](#) is an application that allows users to provide simultaneous translation to an audience via a smartphone. More information about the app can be found in the following [presentation](#) and [video](#).

The [audio materials](#) required to provide simultaneous translation for a specific audience and to facilitate on-site or remote interpretation services are:

- Microphone
- XLR cable
- Audio mixer
- [XLR to USB converter](#)
- Laptop (Broadcaster MacOS only if we use their Interpreters)
- Ethernet cable



The SSMU already has the audio materials described above, except XLR to USB converter.

The steps to audio stream the translation on the phone are the following:

1. Download the Interactio app
2. Connect to Wi-Fi
3. Open the app, plug in headphones
4. Press PLAY for the audio

The license for the use of the application includes:

- Training and support
- Communicational material for attendees
- Statistics
- Recordings (if needed)
- Application branding

**One-Time Cost (CAD)**

\$600 USD (one-time use)

50 listeners, 2 language channels, 1 day, 1 room

XLR to USB converter

\$23.50 CAD

One time cost: \$814 CAD

After taxes (15%): \$937

Contingency (10%): \$1,030

**Total of \$1,030 per General Assembly**

If the creation of the staffing positions in 4.1 is approved, interpretation services can be provided internally during General Assembly meetings.

It is important to note that simultaneous translation of the full session cannot take place with just one interpreter; the simultaneous translation is usually performed by two interpreters who alternate every 30–45 minutes. In order to alternate between breaks, we have considered the cost for an additional interpreter, in case the full session requires simultaneous translation. For an additional interpreter to provide these services, it will cost \$1,202 per session. This amount would be added as an additional cost to the salary of the permanent staff member.

Notes for general interpretation:

- The interpreter will need to be briefed by the Speaker prior to the beginning of the session as to the general timeline of the session, the standing rules, Council-specific language, and Council procedures.



- All documents and reports must be consulted by the interpreter prior to the meeting to ensure they are familiar with the motions, reports, and subjects to be discussed during the meeting.
- Interpreters are bound by a professional code of ethics which includes confidentiality – the content of each document will remain confidential at all times.
- The interpreter booths are often situated far away from the screen and interpreters will need copies of, or access to, the documents discussed (e.g., recording secretary documents, agenda)
- A table booth has been included in the report; it would be present in order to avoid the sound of the interpreter interrupting the flow of the regular session.

#### 4.6 Simultaneous Translation/Interpretation for Legislative Council

Start: Fall 2022

End: ongoing, upon request

[Interactio](#) is an application that allows users to provide simultaneous translation to an audience via a smartphone. More information about the app can be found in the following [presentation](#) and [video](#).

The [audio materials](#) required to provide simultaneous translation for a specific audience and to facilitate on-site or remote interpretation services are:

- Microphone
- XLR cable
- Audio mixer
- [XLR to USB converter](#)
- Laptop (Broadcaster MacOS only if we use their Interpreters)
- Ethernet cable

The SSMU already has the audio materials described above, except XLR to USB converter.

The steps to audio stream the translation on the phone are the following:

1. Download the Interactio app
2. Connect to Wi-Fi
3. Open the app, plug in headphones
4. Press PLAY for the audio

The license for the use of the application includes:

- Training and support
- Communicational material for attendees
- Statistics
- Recordings (if needed)
- Application branding

<b><u>Yearly Cost (CAD)</u></b>
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<p>License (one-time use)          \$3750 USD per year          15 streaming days per year          750 listeners          2 language channels          1 room</p> <p>XLR to USB converter          \$23.50 CAD</p> <p>Yearly cost: \$4,967 CAD          After taxes (15%): \$5,712          Contingency (10%): \$6,283</p> <p><b>Total of \$6,283</b></p>
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If the creation of the staffing positions in 4.1 is approved, interpretation services can be provided internally during Legislative Council meetings upon request.

It is important to note that simultaneous translation of the full session cannot take place with just one interpreter; the simultaneous translation is usually performed by two interpreters who alternate every 30–45 minutes. In order to alternate between breaks, we have considered the cost for an additional interpreter, in case the full session requires simultaneous translation. For an additional interpreter to provide these services, it will cost \$1,202 per session, which amounts to a total of \$15,622 for the full year. This amount would be added as an additional cost to the salary of the permanent staff member.

<b>Partial Simultaneous Interpretation</b>	<b>Full Simultaneous Interpretation</b>
<p>Includes simultaneous interpretation only during debate and question periods (or, alternatively, on a per-request basis).</p> <p>Cost to be included in the salary of the full-time staff position.</p> <p><i>Please note that this option is only available if a full-time staff member is hired as external companies require that two interpreters be present for each session and that the session is covered in full.</i></p>	<p>One-time cost: \$750            2 hours after 10 p.m.: \$200</p> <p>Subtotal: \$950            After taxes (15%): \$1,093            Contingency (10%): \$1,202</p> <p><b>Total of \$1,202</b></p>

Notes for general interpretation:



- The interpreter will need to be briefed by the Speaker prior to the beginning of the session as to the general timeline of the session, the standing rules, Council-specific language, and Council procedures.
- All documents and reports must be consulted by the interpreter prior to the meeting to ensure they are familiar with the motions, reports, and subjects to be discussed during the meeting.
- Interpreters are bound by a professional code of ethics which includes confidentiality – the content of each document will remain confidential at all times.
- The interpreter booths are often situated far away from the screen and interpreters will need copies of, or access to, the documents discussed (e.g., recording secretary documents, agenda)
- A table booth has been included in the report; it would be present in order to avoid the sound of the interpreter interrupting the flow of the regular session.