

COOPERATION AGREEMENT

TO SUPPORT THE DEVELOPMENT AND ENHANCE THE VITALITY OF THE  
FRANCOPHONE COMMUNITY OF MANITOBA

BETWEEN

**CANADIAN HERITAGE,**  
Represented by the Minister of Canadian Heritage

OF THE FIRST PART,

AND

**THE FRANCOPHONE COMMUNITY OF MANITOBA,**  
Represented by the Société franco-manitobaine,

OF THE SECOND PART.

**March 2010**

*Parties have signed the French version of this Cooperation Agreement. This translated version of the agreement is for information only.*

## **PREAMBLE**

### Federal government responsibilities

- 1 Canadian official languages policy reflects the willingness of all Canadians to live and prosper together. It is rooted in the country's history and reality, and strives to ensure that Canadians are able to participate in the many facets of society while using the official language of their choice. The *Canadian Charter of Rights and Freedoms* and the *Official Languages Act* give the Canadian government a key role in attaining the policy's objectives.
- 2 One of the fundamental objectives of the *Official Languages Act* (OLA) that applies to all federal institutions is to enhance the vitality and support the development of English and French minority communities and foster the full recognition and use of both official languages in Canada.
- 3 To fulfil its mandate under the OLA, Canadian Heritage is working with several partners and has developed various complementary action mechanisms. These partnerships take the form of agreements on education and minority language services with the provinces and territories, co-ordinated action between federal institutions, and Cooperation Agreements with representatives from the community sector. This Agreement sets out specific guidelines for a partnership with the community sector.

### Importance of the community sector in Canada

- 4 The community sector is one of the three pillars of Canadian society, along with the public and private sectors. Our quality of life, our economic strength and the vitality of our democratic institutions depend on the dynamism of these interdependent sectors and the support they provide to each other.
- 5 The community sector has contributed to the development of several public services we now consider essential to the vitality of communities. This sector remains an important provider of services to official-language minority communities. The Department recognizes this important contribution to the vitality of official-language minority communities (OLMCs), as reflected in the last three cycles of Cooperation Agreements reached between the Department and communities from 1994 to 2009.
- 6 This record of cooperation between the Government of Canada and the community sector since the enactment of the OLA over 40 years ago indicates that considerable progress has been made in fostering the development of official-language minority communities over that period. These results have been achieved through the communities' own efforts, support Canadian Heritage provides to community representative organizations in each province and territory, and the funding of activities and initiatives provided to Canadians by community organizations.
- 7 Investments and efforts by the federal government and the community sector helped make progress in education and school governance as well as issues related to economic development, health, justice and immigration, and contributed to enhancing the communities' cultural presence. Many communities now have community learning centres, daycares and schools, a college and university system, and a cultural infrastructure that includes publishing houses, cultural and community centres, community radio and

newspapers, professional theatre companies, student and community performance companies, and many professional artists. Today, communities have acquired tools to better plan and organize their development.

### Model for community collaboration in Manitoba

- 8 As the community's representative organization, the Société franco-manitobaine (SFM) seeks to develop and enhance the vitality of Manitoba's French-speaking community through community partnerships and collaboration. The many joint initiatives undertaken in recent years by community organizations and institutions indicate the great strides made in this regard. The SFM was mandated to develop a model of community collaboration.
- 9 The French-speaking community has come together to set the following objectives for developing its model of community collaboration:
- 10
- Make full use of the SFM's leadership, support and facilitator role
  - Provide community planning and collaboration
  - Implement administrative support required for logistics, initiative management and advice to maintain follow-up mechanisms
  - Focus on results to be obtained – take a strategic rather than operational position
  - Rally stakeholders around community issues, while maintaining contact with sectoral groups
- 11 The model for Franco-Manitoban community collaboration that the SFM and the Council of Organizations adopted at a meeting held on April 29, 2009, set out a structure to establish community development priorities within the global development plan and resulting issues (common strategies), as well as expected terms of collaboration for bringing the organizations and establishments together. The model also details an approach to accommodate and handle ad hoc issues. The model may evolve so as to better support the community collaboration that is required to meet the objectives of the global development plan. It should be noted that this model replaces the previous sectoral table mechanism.

## **1.0 SCOPE OF THE AGREEMENT**

- 12 This Agreement certifies that the parties hereto agree as follows:
- 13 The Agreement pertains to the cooperation between the **Official Languages Support Programs (OLSP)** at Canadian Heritage and the Francophone community sector of Manitoba represented by the Société franco-manitobaine.
- 14 The Agreement acknowledges the importance for Canadian Heritage to work with the organization representing Manitoba's official-language minority community.
- 15 The Agreement provides a framework for the community sector to identify common strategies for community development that require an intradepartmental, interdepartmental and/or intergovernmental approach and to work with Canadian Heritage in establishing priorities for action.

- 16 The Agreement gives the community sector an opportunity to set up a Community Recommendation Table responsible for making recommendations to Canadian Heritage regarding activities and projects that could be funded under the budgetary envelope allocated to Cooperation with the Community Sector.
- 17 The Agreement is not a contract and does not confer any legal rights or obligations on the parties. The legal instrument is the Contribution Agreement by which Canadian Heritage enters into a contractual relationship with organizations to produce deliverables and achieve expected results.

## **2.0 GOALS**

- 18 This Agreement pertains to the cooperation between the OLSP and the community sector to ensure that necessary mechanisms are in place to:
- 19
- Identify the community's development issues;
  - Set priorities for action and expected results;
  - Target intradepartmental, interdepartmental and intergovernmental actions;
  - Benefit from community knowledge in guiding funding decisions and developing public policy and programs; and
  - Streamline administrative procedures and evaluate the status of cooperation between the parties.

### **2.1 Identify the community's strategic directions and ad hoc issues**

- 20 The representative organization will establish an open, informed and sustained dialogue within the province's community to identify common development strategies for the community relying on evidence-based information.

### **2.2 Set priorities for action and expected results**

- 21 Taking into account the community's development priorities, common strategies, the objectives of the OLSPs and Canadian Heritage departmental priorities, the representative organization and Canadian Heritage will agree on priorities for action and expected results. These priorities may be considered in funding decisions and/or intradepartmental, interdepartmental and/or intergovernmental collaboration initiatives.

### **2.3 Target intradepartmental, interdepartmental and/or intergovernmental actions**

- 22 The community sector and Canadian Heritage will work with the various orders of government and departments to target intradepartmental, interdepartmental and/or intergovernmental actions based on the established priorities.

### **2.4 Benefit from community knowledge in guiding funding decisions and developing public policy and programs**

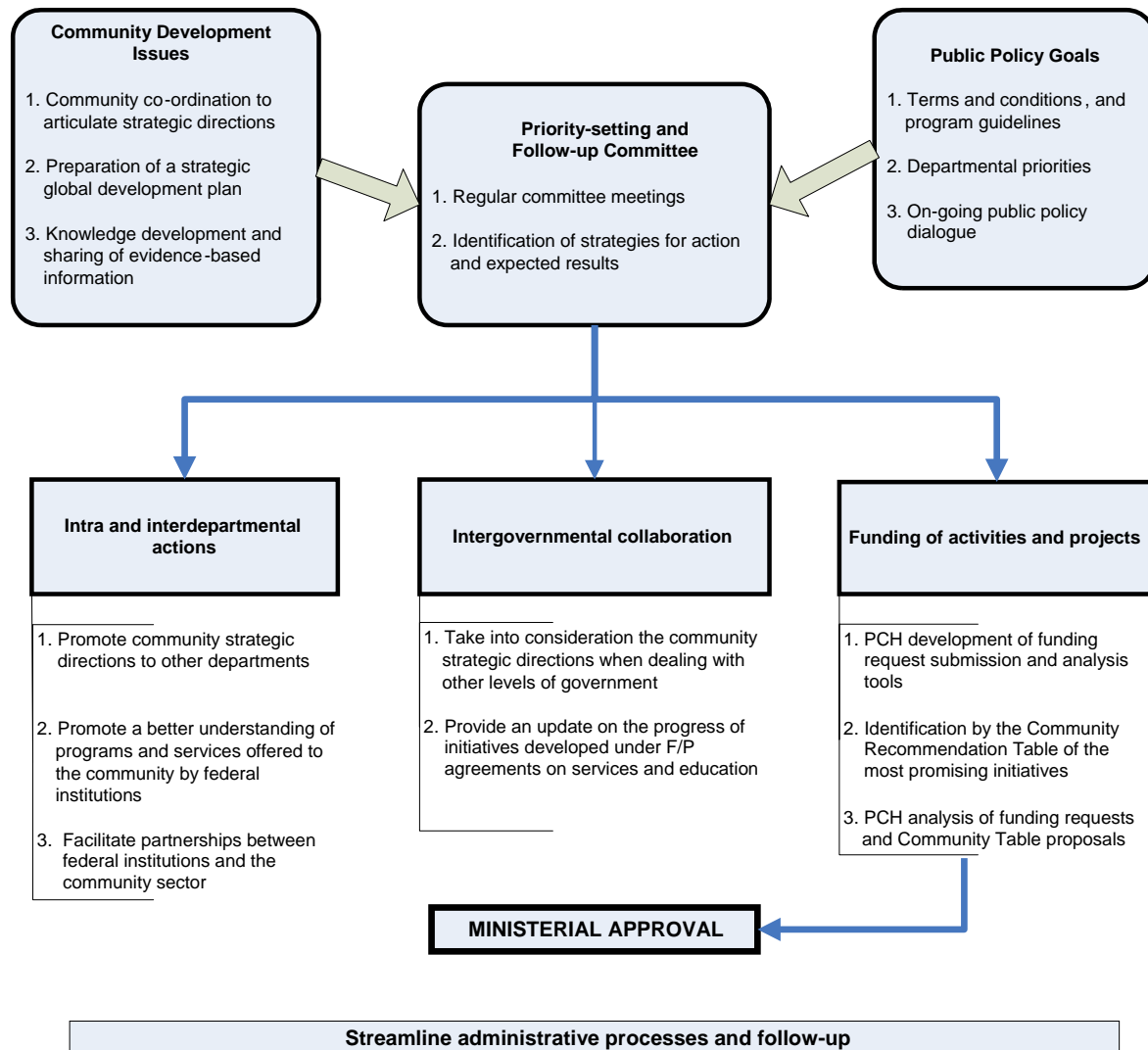
- 23 The community will make recommendations to Canadian Heritage with regard to projects and initiatives that may be funded through the budget envelope allocated to Cooperation with the Community Sector. Canadian Heritage will also be guided by the priorities of the community with regard to its policy and program initiatives.

## 2.5 Streamline administrative procedures and evaluate the status of cooperation between the parties

- 24 In the spirit of the new Policy on Transfer Payments, both parties agree on the importance of streamlining administrative procedures. A joint study will determine whether the expected results have been achieved or how much progress has been made, as well as determine the effectiveness of the Agreement’s implementation mechanisms.

## 3.0 IMPLEMENTATION MECHANISMS

- 25 To reach the goals set out in the previous section, both parties undertake to implement the following mechanisms:



### 3.1 Community co-ordination

- 26 Co-ordination gives the community the opportunity to articulate its needs and development priorities. In this regard, the community has prepared a strategic global development plan that defines overall strategic directions and common development strategies and establishes consistency among contributions from various agents of change in society. This co-ordination will establish funding priorities and target intradepartmental, interdepartmental and intergovernmental coordination activities.
- 27 The representative organization is responsible for promoting a co-ordinated approach. This co-ordination will ensure that both established and new community groups are included.
- 28 Canadian Heritage will share its expertise and the results of available research to support the development of an environmental scan.
- 29 The model for community cooperation will rally organizations and establishments around common strategies resulting from strategic directions identified in the global development plan.
- 30 Under SFM coordination, strategic directions included in the global development plan will be defined by organizations and establishments, and validated by the community.
- 31 The cooperation model will provide an opportunity to identify common strategies resulting from strategic directions.
- 32 The SFM will draw on the cooperation of organizations and establishments regarding identified strategies that concern them or that affect their mandate more directly. Action plans will be developed and implemented. Organizations and establishments will meet during working sessions as needed. The group of organizations and establishments working together may vary according to the targeted common strategy and the group may be of a temporary and ad hoc nature.
- 33 Ad hoc issues resulting from community situations will be determined by a panel set up by the SFM in consultation with the Council of Organizations.
- 34 An organization or a member of the community may inform the SFM of an ad hoc subject that warrants immediate attention; the SFM will then make a decision as to any follow-up that may be required. The SFM will set up working sessions in which organizations and establishments may participate to develop any required action plans.

### 3.2 Priority-setting and follow-up committee

- 35 Canadian Heritage and the representative organization agree to meet to identify the development priorities to be considered in selecting activities and projects to be funded or that may require a targeted intradepartmental, interdepartmental and/or intergovernmental approach.
- 36 The parties agree to continue the work through the "*Comité de concertation en matière de francophonie manitobaine (CCMFM)*/Coordinating Committee on the Development of Manitoba's Francophonie (CCDMF)," which is made up of representatives from the

federal, provincial (services and education) and community sectors. These representatives will be appointed, respectively, by Canadian Heritage, the Manitoba Francophone Affairs Secretariat and the Société franco-manitobaine. The committee's goals are to provide updates on the development of community priority issues and to share that information with the other parties; identify community priorities and major issues; develop practical strategies to meet the requirements of community priorities and issues; facilitate intradepartmental, interdepartmental and intergovernmental exchanges; and provide possible solutions.

- 37 Both parties agree to meet at least twice a year to set priorities for action, define expected results and conduct the necessary follow-up.

1 – Follow-up to intradepartmental and interdepartmental actions

- 38 Canadian Heritage will foster better understanding within federal institutions of their obligations to support communities and promote both official languages.

- 39 Both parties agree to work together to foster better understanding within the community regarding programs and services offered by federal institutions and to provide federal institutions with a better understanding of the community and opportunities for cooperation.

- 40 Both parties undertake to help establish and maintain constructive relationships between community sector stakeholders and federal institutions to facilitate the implementation of community development objectives. In that context, Canadian Heritage, in cooperation with community representatives, will seek to develop, improve and maintain a lasting relationship with the Manitoba Federal Council and/or any appropriate provincial forum for federal government matters.

2 – Follow-up on federal and provincial actions

- 41 Both parties undertake to provide an update on the progress of initiatives developed as part of the Intergovernmental Cooperation on Minority-Language Services and the Intergovernmental Cooperation on Minority-Language Education for Second-Language Instruction to ensure better co-ordination of efforts made. Canadian Heritage will take community priorities into account in those initiatives.

3 – Community Recommendation Table

- 42 The representative organization will establish a Community Recommendation Table that will be mandated to provide Canadian Heritage with proposals for activities and projects that could be funded through the Cooperation with the Community Sector budget envelope (see Appendix A). Such funding allocation proposals will reflect identified priorities.

- 43 As presented in Appendix B, the community sector defined a selection process for Table members based on principles of good governance, democracy, transparency, independence and representativeness.

44 To ensure the impartiality of its proposals, the Table must have a policy on conflict of interest in place. The members of the Table must also preserve the confidential nature of the information available to them.

45 The Community Recommendation Table will use evaluation criteria and funding analysis tools developed by the Department in cooperation with the SFM.

#### 4 – Processing of funding proposals

46 Canadian Heritage will be responsible for analyzing all funding applications submitted by organizations, conducting a critical review and making recommendations to the Minister of Canadian Heritage. In its analysis process, Canadian Heritage will take into account the recommendations made by the Community Recommendation Table.

47 It is ultimately up to the Minister of Canadian Heritage to decide the specific allocation of funds, in accordance with the terms and conditions in use at Canadian Heritage. In the interest of transparency, the final allocation of funds will be presented to the Community Recommendation Table and made public once approved by the Minister.

### **4.0 STREAMLINING ADMINISTRATIVE PROCESSES AND FOLLOW-UP**

48 In the spirit of the new Policy on Transfer Payments, the community sector and Canadian Heritage will work to streamline administrative processes related to this Agreement by promoting a better understanding of these processes, sharing best practices and opting for better use of technology.

49 The Agreement's implementation will be continuously monitored. The two parties undertake to jointly review the effectiveness of implementation mechanisms to improve the impact of initiatives and to smooth out the administrative process of this Agreement.

### **5.0 AMENDMENTS TO THE AGREEMENT**

50 The Agreement will take effect upon signature by the two parties and will remain valid for as long as the parties deem it relevant. Should changes be required, the Agreement may be amended provided that written agreement has been obtained from authorized representatives of each party.

### **6.0 EVALUATION**

51 The departmental evaluation plan requires an evaluation of the OLSPs every five years. The Canadian Heritage Office of the Chief Audit Evaluation Executive is responsible for conducting the evaluation, in which the community sector will be asked to participate.

52 Three years after the Agreements come into force, the OLSP Branch will undertake a study to establish more precisely the challenges in implementing the Agreements and to suggest possible short- and medium-term solutions. Representative organizations will participate in developing the framework of that study.

The Minister of Canadian Heritage and the representative organization, on behalf of the Francophone community of Manitoba, have signed this Agreement.

**FOR THE DEPARTMENT OF CANADIAN HERITAGE:**

James Moore

29 mars2010

Date: \_\_\_\_\_

\_\_\_\_\_  
The Honourable James Moore  
Minister of Canadian Heritage  
and Official Languages

**Witness**

Shelly Glover

20 mai 2010

Date: \_\_\_\_\_

\_\_\_\_\_  
GLOVER, Shelly  
Parliamentary Secretary for Official Languages

**FOR THE COMMUNITY:**

Ibrahima Diallo

20 mai 2010

Date: \_\_\_\_\_

\_\_\_\_\_  
Ibrahima Diallo  
President of the Board of Directors,  
Société franco-manitobaine

## Appendix A: 2009–2013 Cooperation with the Community Sector Budget Envelope for Manitoba

- The budget envelope set aside for Cooperation with the Community Sector in Manitoba is \$2,623,000 for each fiscal year from April 1, 2009, to March 31, 2013. It is allocated as follows for each fiscal year:
  - The “Support for Action (programming)” component represents about 80 percent of the budget envelope; and
  - The “Support for Innovation” component represents about 20 percent of the budget envelope to encourage the exploration and implementation of new initiatives, as well as activity in underdeveloped sectors.
    - *This component includes interprovincial/interterritorial investments that represent a minimum of one (1) percent of each provincial budget envelope for Western provinces and the territories. An advisory committee including members of the community will advise the Department regarding the allocation of funds.*
- The size of the budget envelope is subject to the annual approval of appropriations by Parliament and existing or planned budget levels for the Development of Official-Language Communities Program.

## **Appendix B: Community Recommendation Table**

The SFM, in its role as the representative organization of Manitoba's Francophone community, will call for nominations to establish the Community Recommendation Table.

### ***Composition***

The Table will be made up of five members representing various sectors of the community and reflecting both urban and rural populations. The members will undertake to respect the conflict of interest policy as well as to preserve the confidentiality of documents provided to them and discussions taking place during meetings. They will also respect the principles of good governance, democracy, transparency and independence. The SFM will chair Community Recommendation Table meetings. Representatives from Canadian Heritage will attend the meetings and act as resource persons.

### ***Mandate***

The Table's mandate will be to submit recommendations to Canadian Heritage regarding funding allocations from the budget envelope for cooperation with Manitoba's community sector. The Table's recommendations will be made in respect of the objectives and strategic directions included in the community's global development plan; of the general directions and strategies of the project to expand the Francophone milieu in Manitoba; and of the results expected from this Agreement.

The members of the Table will hold discussions and deliberations on each funding application submitted and will come to an agreement on the activities and projects to be recommended. An evaluation grid will be used to assess each program and project in order to guide Table members in their decision. Each application will be evaluated in consideration of the following criteria: the quality of the program/project, identified needs, development priorities, positive spin-offs for the community, short-, medium- and long-term impacts, the proposed budget, and the organization's capacity to ensure the delivery of activities. Grid points will be awarded and added up.

### ***Policies on conflict of interest and confidentiality***

#### **Conflict of interest**

Any voting member of the Community Recommendation Table who receives compensation (either a salary or fee) from a group or an organization submitting a proposal to the Table must reveal that conflict of interest and be excluded from related discussions and decisions.

In addition, any voting member of the Community Recommendation Table who is associated in any way with a proposal under study must reveal that conflict of interest. The Community Recommendation Table will decide, on a case-by-case basis, whether that person should be excluded from related discussions and decisions.

#### **Confidentiality**

Members of the Community Recommendation Table will undertake to respect the confidential nature of information provided with funding applications. They shall not reveal to anyone which

projects have been accepted and which have been rejected. It is up to the Minister of Canadian Heritage to make the official announcement.

If an organization contacts a member of the Community Recommendation Table to make inquiries on a decision that was made, he or she will decline to discuss the matter and suggest that the caller contact representatives of Canadian Heritage directly.

Each member of the Community Recommendation Table will sign a declaration detailing conflict of interest and confidentiality obligations. The signed forms will be kept on file.