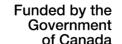


# ODYSSEY | ODYSSÉE

#### **ADMINISTRATIVE AND FINANCIAL GUIDE**







The information is similar in both the English and French versions. Therefore, the English text is intended for language assistants, teachers, instructors, and supervisors working in English. The French text is intended for those working in French.

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#### NOTE TO LANGUAGE ASSISTANTS

Congratulations! You have been selected from among many candidates to take up a position as a language assistant. Provincial and territorial coordinators, the Council of Ministers of Education, Canada (CMEC), and the Department of Canadian Heritage are very happy to welcome you among some 400 language assistants who will participate in the program across the country.

You will play a key role in the lives of many young people. You have a unique opportunity to share your culture with them as well as to enhance their second language skills. This experience will also help you practice your own second language and discover another of Canada's cultural communities. Your horizons will be broadened, and doors will be opened to you.

We hope that you will take full advantage of your Odyssey experience, that you will take the time to get to know the culture of the province or territory where you will be working, and that you will make new friends.

We wish you a very successful Odyssey!

#### NOTE TO TEACHERS, INSTRUCTORS, AND SUPERVISORS

The success of Odyssey is contingent upon the dedication of all involved. We would like to take this opportunity to acknowledge the very important role that you have played and continue to play in this program. Across the country, teachers, instructors, and supervisors like you work tirelessly to ensure that the Odyssey program runs smoothly.

Thank you for the ongoing commitment that has ensured the continued success of the program for over 45 years.

NOTE: A glossary explains the terms used in this guide (see page 19).

<sup>&</sup>lt;sup>1</sup> Hereinafter called "coordinators."

#### **BACKGROUND**

#### History

To promote Canada's official languages, the Official-Language Monitor Program (OLMP) was created in 1973 for part-time monitors and in 1977 for full-time monitors. Since its inception, the program has welcomed over 37,000 participants.

In 2004, the name and image of the program were modernized, and OLMP became Odyssey for full-time language assistants.

Odyssey remains an excellent example of collaboration between provinces and territories and the Government of Canada. It aims to foster the use of Canada's official languages by giving young people an opportunity to share their language and culture with students in other provinces and territories.

#### **Objectives of Odyssey**

There are three streams within Odyssey: English as a second language (ESL), French as a second language (FSL), and French as a first language (FFL).

#### English and French as a second language (ESL and FSL)

In the ESL and FSL streams, language assistants are assigned to an educational institution to help second-language teachers or instructors encourage students to interact in the language they are studying and to raise their awareness of the culture associated with that language.

#### French as a first language (FFL)

In the FFL stream, language assistants are assigned to regions where francophones live in a language minority setting but where French is used at all times in educational institutions. Together with teachers, language assistants for French as a first language help to develop students' knowledge of their language and culture and build their cultural identity by instilling pride and a sense of belonging to the francophone world.

#### This guide applies to the ESL stream.

### **Management of Odyssey**

Funded by the Department of Canadian Heritage, Odyssey is administered at three levels: pan-Canadian, provincial/territorial, and local.

CMEC is responsible for management at the pan-Canadian level. Decentralized administration of the program is provided by the provinces and territories. Local administration is the responsibility of supervisors, who, in cooperation with coordinators, oversee the work of the language assistants.

#### **ROLE AND RESPONSIBILITIES OF LANGUAGE ASSISTANTS**

#### Your role as a language assistant

You will be considered a staff member and will be setting an example for the students. Therefore, your behaviour must be exemplary, and you must observe the rules of the educational institution in which you are working.

#### **Elementary and secondary levels**

At the elementary and secondary levels, you will work mostly to prepare activities focusing on oral comprehension and oral expression. You are called upon to create activities reflecting everyday communication situations to help students improve their language skills while experiencing relevant situations in English. These activities will also offer cultural content to those who use English as a second language. You will lead these classroom activities working with the teacher, or you may work with a small group of students in a separate room.

#### Postsecondary level

In Quebec, some language assistants in the ESL stream may be working at the college level. At the provincial training session that takes place in the fall, specific training on program promotion in language classes is provided to language assistants assigned to work in cégeps.

At the postsecondary level, your role as a language assistant will be somewhat different. You may not necessarily work in a classroom with an instructor. You might be called upon to create and lead activities that will allow students to express themselves in English. You will also need to stimulate exchanges between students to promote language and culture.

## **Description of tasks**

Under the supervision of the teacher or instructor, your tasks may include the following:

- encouraging students to participate in oral communication activities;
- preparing activities that focus on conversation skills and on learning the culture in order to complement the curriculum taught by the teacher or instructor;
- leading small groups of two to 10 students in conversation activities in order to complement the curriculum taught by the teacher or instructor;
- motivating students to learn the language;
- encouraging students to appreciate your culture while respecting other cultures;
- participating in evening and weekend cultural activities;
- leading online language learning activities;
- helping students in the language lab, at the postsecondary level, although this task must be kept to a minimum; helping in the lab is just meant to reinforce students' conversation skills. The teacher or instructor must also be present and remains solely responsible for supervising students.

In addition, you should be available to meet the teacher or instructor at least once a week.

As a language assistant, you must not undertake tasks normally reserved for teachers, such as:

- taking full responsibility for an entire classroom;
- replacing a teacher or instructor in a task specific to their position: preparing and delivering course content and supervising students;
- supervising groups of more than 10 students while the teacher or instructor is not in the classroom;
- providing tutoring;
- performing administrative tasks expressly assigned to the teacher or instructor;
- marking assignments or tests or taking part in examination-related tasks;
- taking responsibility for special-needs students or students with behavioural or learning difficulties.

You must be able to work independently, take initiative, and show a strong sense of responsibility. You must inform your supervisor immediately of any problem that might arise in the course of your work.

**NOTE:** Language assistants do not have the required qualifications to provide services for special-needs students. If you are asked to work with students who have behavioural/emotional disorders or other special needs, your role must be limited to performing language activities. Furthermore, the institution must have received prior approval from the coordinator. Ultimately, the role of language assistants is first and foremost to enrich students' learning, whether in the classroom in the presence of the teacher or instructor or outside the classroom working with small groups, and is never to perform teaching tasks assigned to teachers or instructors.

#### How activities are planned and organized

Under the supervision of the teacher or instructor, you will work closely on the preparation of cultural and linguistic activities. We strongly recommend that you cultivate a good relationship with this person and meet with them regularly to talk about the outline of your activity plan. They will guide you in your choice of activities and will encourage new ideas.

Students' level of language skills, the frequency of meetings, the availability of instructional materials and facilities, and your flexibility in choosing activities will vary from one institution to another. You should plan activities according to the size of the group of students, and you should be prepared to adjust to each situation to the best of your ability.

Need ideas? Your coordinator will provide you with login credentials to access the Activity Portal where you will be able to sort through fellow language assistants' tried and true activities!

(www.englishfrench.ca/odyssey/activity-portal/)

#### POSSIBLE TASKS FOR LANGUAGE ASSISTANTS

IN GENERAL, YOU	AT THE	AT INTERMEDIATE	AT THE
CAN HELP	KINDERGARTEN AND	AND SECONDARY	POSTSECONDARY
STUDENTS ELEMENTARY		LEVELS, YOU CAN	LEVEL, YOU CAN HELP
	LEVELS, YOU CAN		STUDENTS
	HELP STUDENTS		
review the	review the	undertake projects	improve their oral
vocabulary acquired	vocabulary acquired	with students to	communication skills
through different	through different	make them more	
activities you have	activities you have	aware of Anglophone	
prepared	prepared	culture	
learn songs	learn songs	set up an English	learn certain terms
		club, a student radio	and expressions
		program in the target	(vocabulary
		language, a debating	enrichment) in small
		or reading club, etc.	groups
learn games that	learn games that you	put on plays or	become familiar with
you will prepare and	will prepare and lead	improvisation	Anglophone culture
lead		activities and keep a	through sociocultural
		personal journal, etc.	activities
take part in	take part in	create a	set up an Anglophone
conversations in	conversations in	correspondence	circle
student groups	student groups	project	
learn more about	learn more about the	set up a dance group,	set up a student radio
the culture of your	culture of your own	lead a sport activity,	program in English
own region	region	etc.	
	improve their		
	pronunciation		
	practice speaking		
	during extracurricular		
	activities (e.g.,		
	immersion in another		
	class such as physical		
	education)		

Remember to bring along anything that could help you tell students about your home province or territory: posters, videos, music, postcards, tourist brochures, books, slides, photographs, magazines, and other materials.

#### **Training sessions**

#### Pan-Canadian Training Session\*

In late August or early September, first-time language assistants participating in Odyssey must attend the **compulsory** Pan-Canadian Training Session. You should also attend the provincial and territorial sessions organized during the year.

If you cannot attend a training session, let your coordinator know as soon as possible.

Absence without justification may lead to a reduction in pay or other disciplinary measures, up to and including dismissal.

The objectives of the Pan-Canadian Training Session are:

- to give you a better understanding of your role as a language assistant
- to give you some key pedagogical tips and techniques to prepare you to work with your students
- to introduce you to your Odyssey support network (coordinators, workshop leaders, current and former language assistants)

Participation in activities and workshops at the Pan-Canadian Training Session is compulsory.

\* Please note that due to the COVID-19 pandemic, the in-person Pan-Canadian Training Session will be replaced with a digital online training session in September. Specific details will be communicated to language assistants by their respective provincial and territorial coordinators.

#### Please note the following:

- Attendance will be taken at the beginning of each workshop.
- Smoking is not allowed in the rooms.
- Language assistants may not keep pets in their rooms.
- Rooms are double occupancy, and you will be paired with another language assistant as a roommate. This is compulsory and determined by the coordinator.
- If your permanent residence is 350 km or more from the training session venue, you
  may stay at the hotel the evening prior to the opening of the session.

Hotel arrangements are made by the coordinator. You will have another language assistant as a roommate. **It's part of the experience!** For any additional questions or information, you must contact your coordinator prior to arriving at the session.

#### Provincial/territorial and local training sessions

During the program year, provinces and territories also organize training sessions in which you must participate. Coordinators count in-year training hours as regular working hours. Get in touch with your coordinator to obtain more information.

<sup>&</sup>lt;sup>2</sup> Lists of coordinators is found in Appendix I.

#### **Evaluation of Odyssey**

During the program year, you will receive one or more evaluation questionnaires that you must complete as directed by your coordinator. These evaluations help your coordinator evaluate your work. In addition, the CMEC Secretariat sends out an electronic survey to help gauge participants' experience in the program.

#### **Personal information**

You must provide your coordinator or supervisor with your mailing address, email address, and telephone number. It is important that you inform them as quickly as possible of any change in your personal information. If you have special needs during your stay, please contact your coordinator or supervisor. Language assistants are asked to keep their Odyssey online profile upto-date, should any changes occur to their contact information.

#### What happens in case of withdrawal or resignation?

If you decide to withdraw your application *prior to* taking up your position (withdrawal) or to leave your position *during the program year* (resignation), you must immediately inform your educational institution, your supervisor, and your coordinator by providing written notice of your reasons and, in the case of resignation, the date of your departure. In addition, if you resign, you must settle all your financial obligations at the time of your resignation.

Language assistants who leave their positions prior to the end of the program year will not receive a travel allowance to return home. There may be further implications in other provinces or territories.

### What happens in case of dismissal?

If a supervisor determines that you are not properly carrying out your tasks, you will be informed in person and in writing that you have been placed on probation. If no improvement is noted during the probationary period, the supervisor will consult the coordinator to decide on the next steps.

In the case of dismissal, the supervisor will provide you with at least two weeks' written notice, setting out the reasons for your dismissal and the date you are to leave your position. If the supervisor determines that it is preferable for you to leave immediately, you will receive two weeks' salary in lieu of notice.

## ROLES AND RESPONSIBILITIES OF TEACHERS, INSTRUCTORS, AND SUPERVISORS OF LANGUAGE ASSISTANTS

#### Teachers and instructors of language assistants

As a teacher or instructor responsible for a language assistant, your first task is to ensure that the language assistant fits in comfortably in the workplace.

You are also responsible for the following:

- giving the language assistant a tour of the institution and introducing them to the staff and administration
- helping the language assistant become familiar with the guidelines of the educational institution
- providing the language assistant with information about the education system of the host province or territory
- briefing the language assistant on language learning activities organized in the educational institution
- coordinating and planning the language assistant's schedule in collaboration with them
- discussing the role of the language assistant and that of the teacher or instructor within Odyssev
- providing liaison with other teachers or instructors
- advising the language assistant on the choice of activities, while encouraging them to explore new ideas
- meeting the language assistant at least once a week

**NOTE:** Language assistants do not have the required qualifications to provide services for special-needs students. If they are asked to work with students who have behavioural/emotional disorders or other special needs, their role must be limited to performing language activities. Furthermore, the institution must have received prior approval from the coordinator.

#### Supervisors of language assistants

The supervisor is designated by the employer to coordinate the language assistant's activities and to administer Odyssey at the local level.

As a supervisor, you must ensure that the language assistant is treated fairly and equitably. You must also stay in close contact with the educational institution and the coordinator.

As the person responsible for relations between the language assistant and the employer, you are required to do the following:

Don't forget to congratulate language assistants for a job well done. Encourage them in their efforts!

- assign the language assistant to an educational institution in consultation with the coordinator
- ensure that the language assistant is greeted at the workplace
- inform staff, especially the principal of the school or the head administrator of the postsecondary institution and

the faculty, of the language assistant's role and the role of the teacher(s) or instructor(s) who will work with them

- ensure regular follow-up with the language assistant and teaching staff throughout the year at the educational institution
- facilitate processes related to payroll, reimbursement of expenses, and all other administrative matters

If the language assistant is not performing appropriately in their position, you must follow these steps:

- 1. discuss the expectations of the establishment and the rules of the program with the language assistant to ensure that all parties understand the role of a language assistant
- 2. advise the language assistant in person and in writing that they have been placed on probation
- 3. consult the coordinator to decide on the next steps if no improvement occurs during the probationary period
- 4. if the situation continues, give the language assistant a dismissal notice\* with the coordinator's approval, specifying the reasons for dismissal

Supervisors are to ensure that language assistants **do not perform the work** normally assigned to teaching staff, for example:

- taking full responsibility for an entire classroom
- replacing a teacher or instructor in a task specific to their position
- supervising groups of more than 10 students while the teacher or instructor is not in the classroom
- providing tutoring
- performing administrative tasks expressly assigned to the teacher or instructor
- marking assignments or tests or taking part in examination-related tasks
- taking responsibility for special-needs students or students with behavioural or learning difficulties

**NOTE:** Language assistants may help students with language labs at the postsecondary level, but this task must be kept to a minimum.

<sup>\*</sup>Language assistants are to receive two weeks' salary following the notice of dismissal. It is up to the educational institution to decide whether the language assistant will continue working during those two weeks or leave the position immediately.



## ROLES AND RESPONSIBILITIES

This document is a reminder of the different roles within the Odyssey program. The content has been pulled from the 2022–23 Odyssey Administrative and Financial Guide, to which you may refer for more detailed information.

#### FOR TEACHERS, INSTRUCTORS, AND PRINCIPALS

As a teacher, instructor, or principal responsible for a language assistant, your first task is to ensure that the language assistant fits in comfortably in the workplace, including:

- · giving the language assistant a tour of the institution and introducing them to the staff;
- helping the language assistant become familiar with the institution's guidelines;
- · providing information about the education system;
- briefing the language assistant on language learning activities, and advising them on the choice of activities, while encouraging them to explore new ideas;
- · coordinating and planning the language assistant's schedule with them;
- · discussing their role, and the role of the teacher or instructor, within Odyssey;
- · providing opportunities to liaise with other teachers or instructors; and
- · meeting with the language assistant at least once a week.

#### FOR LANGUAGE ASSISTANTS

#### DOS

Under the supervision of the teacher, instructor, or principal, the language assistant's tasks may include:

- · encouraging and motivating students to participate in oral communication activities;
- preparing activities that focus on conversation skills and learning the culture, which complement the curriculum taught by the teacher or instructor;
- · leading small groups of 2 to 10 students in conversation activities;
- initiating students to their own culture, while respecting other cultures;
- · participating in evening and weekend cultural activities;
- · leading online language learning activities; and
- · meeting with the teacher or instructor at least once a week.

#### DON'TS

A language assistant must not undertake tasks reserved for teachers, such as:

- · taking full responsibility for an entire classroom;
- replacing a teacher or instructor in a task that is specific to their position (e.g., preparing and delivering course content; supervising students);
- · supervising groups of more than 10 students if the teacher or instructor is not in the classroom;
- · providing tutoring during school hours;
- · performing administrative tasks expressly assigned to the teacher or instructor;
- · marking assignments or tests, or taking part in examination-related tasks; and
- taking responsibility for students with special needs (e.g., learning difficulties; behavioural/emotional
  disorders). Language assistants do not have the required qualifications to provide these services. Language
  assistants who are asked to work with special-needs students must limit their role to performing language
  activities. Furthermore, the institution must have received prior approval from the coordinator.

IMPORTANT: For safety and liability insurance reasons, language assistants should never perform tasks that pose a risk to others or themselves, such as taking students to an activity outside of school without the appropriate release forms, or working one-on-one with a student. First and foremost, the role of language assistants is to enrich students' learning—whether in the classroom in the presence of the teacher or instructor, or outside the classroom, working with small groups. Language assistants are never to perform teaching tasks assigned to teachers, instructors, or other staff members. Please contact your Odyssey coordinator if you have any questions.

#### **GENERAL ADMINISTRATION**

## Working hours (25 hours per week)

Language assistants work at an educational institution for nine months (early September to late May), 20 hours per week of work with students and up to 5 hours per week of preparation, for a total of 25 hours per week.

The educational institution may count time spent by language assistants on other activities with students (e.g., theatre club, leading a lunch-hour student radio program, immersion weekend, field trips, and cultural evenings) as working hours.

**NOTE:** Verify with the coordinator the policy in place concerning recess and short breaks between classes.

#### **Schedule**

- Language assistants must provide their coordinator with their timetable no later than September 30. The schedule must be signed by the language assistant and their supervisor.
- Language assistants must inform their supervisor of any subsequent change to their schedule.
- Language assistants should inform their supervisor of any issue related to hours or working conditions (e.g., too many students, excessive hours).

#### Housing

The coordinator of the province that you will be working in may be able to assist you in finding accommodation. Many language assistants have used websites like Kijiji and Craigslist, local newspapers, or online housing postings to find appropriate accommodation. Be proactive in your search to find housing! Please note that some landlords may require a letter of reference and the first and last month's rent.

### Holidays and days off

Holidays, days off, and institutional closings due to unforeseen circumstances (weather, strikes, etc.), or sick days are determined by the coordinator, with the educational institution's approval.

#### Criminal records

Language assistants must provide criminal record and vulnerable sector checks to the hiring school board. Language assistants will not be able to start working without this verification. The administrative process for obtaining criminal record and vulnerable sector checks will vary for each school board. It is therefore recommended that language assistants contact their respective school board before obtaining their documents. The acceptance letter will provide language assistants with the name of the agent responsible for the verifications required at their school board.

The agency check should be obtained in the region where the permanent residence of the language assistant is located. It may be that your police department requests a document of understanding for the criminal record check. If that is the case, if you live in Quebec, please contact your school board in order to obtain a personal invitation requesting a criminal record check with the registry of vulnerable people. The invitation should contain the date, the contact information of the school board outside Quebec, the name of the language assistant and a confirmation that this language assistant is hired.

Please note that a criminal record check may require eight to 10 weeks to obtain and that you cannot start work without it. A fee is generally charged for the check. The criminal record check must be provided prior to the start of your employment; however, you can apply for the program before receiving it. Should you have further questions about criminal record check, please contact your provincial or territorial coordinator.

#### Conditions and release

By accepting a position with Odyssey, language assistants explicitly undertake to do the following:

accept and abide by the policies and regulations of the host educational institution that
 employs them

Odyssey may be considered as a co-op placement. If you are continuing your studies, you may receive credits for it. Check with the institution where you wish the credits to be transferred.

- respect and abide by any and all laws of Canada and of the province or territory and the municipality in which the educational institution is located
- release the Corporation of the Council of Ministers of Education, Canada (CCMEC), the provinces and territories, their agents, and staff from any claim, action, loss, or damage that the language assistant may have against the CCMEC, CMEC, and its Secretariat in any way related to Odyssey.

#### Renewal

It is possible for a language assistant to participate in Odyssey a second time. It should be noted that this privilege is not granted automatically and that renewal is not guaranteed since priority may be given to first-year applicants.

A language assistant who wants to apply for a second time should do the following:

- update their online profile for the following school year
- provide two copies of one or two letters of recommendation if applicable from the teacher or instructor or the principal of the educational institution where they are currently employed

The letter of recommendation must be sent directly to the coordinator of the province or territory in which the language assistant is currently working.

Second-year candidates will be notified if they have been accepted at the same time as first-year candidates.

If a language assistant wants to participate in Odyssey the following year, they will not have to take part in an interview. However, language assistants who wish to participate *in the other official language* will be required to attend an interview. If an experienced language assistant is re-applying after several years of not participating, they may be requested by the coordinator to submit a recommendation letter from Odyssey and participate in an interview.

#### FINANCIAL INFORMATION – SALARY AND BENEFITS

## Employer<sup>3</sup>

The employer is the school board, division, district, authority, or the educational institution where the language assistant works. Every language assistant signs an employment contract with his/her employer. Therefore, the languages assistants will need to follow any code of conduct, code of ethic, social media policy, bullying, harassment policy, and any other policies currently in place by the employers. **Please note that language assistants are not unionized.** 

#### Salary

The gross salary is \$27,000, covering September to May. It includes vacation or holiday pay, as well as any other benefits paid by the employer to the language assistant.

Payment terms may vary depending on the employer, but language assistants are to receive a payment **at least** once a month. The first payment is to be made only after the language assistant has started work, but no later than one month after they take up the position.

Although payment for statutory holidays, the holiday season, spring break/reading week, and professional development days varies among provinces and territories, language assistants **must be** remunerated for those periods.

### **Employer's contributions**

The employer will pay the employer's contributions to the Canada Pension Plan (CPP) or the Régime des rentes du Québec (RRQ), Employment Insurance (EI), and any other compulsory provincial/territorial plans. Employer's contributions are not refundable. Language assistants' contributions are deducted from their salary.

## Interprovincial/territorial travel allowance4

#### Beginning- and end-of-year travel

At the beginning and end of their placements, language assistants, including those taking up their positions after December 31, are eligible for the interprovincial/territorial travel allowance if they must move outside their home province or territory to work and if their permanent residence is more than 200 km from their workplace. This allowance will

Any language assistant assigned to work in a location (outside Quebec and the territories) situated more than 300 km from an airport serviced by a major airline would receive an additional amount of \$100 when travel allowances are calculated in Appendix B.

NOTE: For administrative purposes, both Ontario and Quebec are divided into two regions (see Appendix D and Appendix E).

<sup>&</sup>lt;sup>3</sup> The table of disbursements for the employer indicates the salary and the allowances is found in Appendix A.

<sup>&</sup>lt;sup>4</sup> The amount of the travel allowance is set out in Appendix B.

compensate part of the travel costs incurred between their permanent residence and their workplace.

Language assistants who are from out of province/territory but who are recruited locally are not eligible for the beginning-of-year travel allowances. However,

they are eligible for the end-of-year travel allowance.

Language assistants
who leave their
positions prior to the

end of the program year will not receive a travel allowance to Coordinators will inform the employer and the office of the Official Languages unit, CMEC Secretariat, **by September 15 at the latest**, of the amount of the travel allowances to be paid.

Employers will **automatically** pay the beginning-of-year travel allowance to eligible language assistants **within 20 working days following the beginning of their employment,** according to the rates

set out in Appendix B.

return home.

Similarly, employers will **automatically** pay the end-of-year travel allowance to eligible language assistants **15 days prior to the end of their employment,** according to the rates set out in Appendix B.

Language assistants who start **after December 31** will receive the beginning- and end-of-year travel allowances.

**NOTE:** The beginning- and end-of-year travel allowances are non-taxable.

#### Mid-year travel allowance

Language assistants who are required to move outside their home province or territory to work and whose permanent residence is more than 200 km from their workplace are entitled to a mid-year travel allowance.

Coordinators will inform the employer and the office of the Official Languages unit, CMEC Secretariat **by September 15 at the latest,** of the total amount of mid-year travel allowances to be paid.

Employers must **automatically** make the following payments to eligible language assistants:

- the first portion of the mid-year travel allowance in early December
- the second portion of the mid-year travel allowance in January after the academic year resumes

The mid-year travel allowance is taxable and must be entered on the T-4 (Relevé 1 in Quebec) issued by the employer.

Depending on budget availability, coordinators may have a limited budget amount available to assist language assistant placements in remote regions. If awarded in a given year, this amount is taxable and must be reported by the employer in the miscellaneous column in Appendix H1.

#### Allowance for the Pan-Canadian Training Session

## Compulsory Pan-Canadian Training Session\* (First-year language assistants)

\*Please note that due to the COVID-19 pandemic, the in-person Pan-Canadian Training Session will be replaced with a digital online training session in September. Specific details will be communicated to language assistants by their respective provincial and territorial coordinators. Therefore, the travel allowance for the Pan-Canadian Training Session will not be applicable in the 2022–23 school year.

Language assistants will be eligible for a \$225 (taxable benefit) allowance to assist with online learning, technology, and equipment needs. Employers shall **automatically** pay this allowance to language assistants, as soon as possible and within 20 working days following their official start date.

Please disregard the rest of this section, as it is not applicable for the 2022–23 school year.

Language assistants are reimbursed for part of the expenses they incur to travel from their permanent residence to the Pan-Canadian Training Session and then to their workplace.

Travel expenses incurred between a language assistant's permanent residence and the training session venue are deemed to be training expenses. The part of the travel expenses from the training session to the workplace is covered by the beginning-of-year travel allowance. For language assistants returning to work in their home province or territory following the Pan-Canadian Training Session, the total amount of expenses is considered a training expense.

Language assistants who live outside the province of Quebec are eligible for a travel allowance, according to the rates set out in Appendix B.

Language assistants residing in Quebec and assigned to work outside the province will be compensated **according to the schedule below** for their travel to the training session. Expenses incurred to travel from the Pan-Canadian Training Session to the workplace are considered to be travel allowances as set out in Appendix B.

• 0 to 200 km: no reimbursement

• between 201 km and 400 km: \$75

between 401 km and 600 km: \$100

between 601 km and 850 km: \$175

more than 851 km: \$300.

Language assistants assigned to work in Quebec will be compensated, as set out above, for their travel from the Pan-Canadian Training Session to their workplace.

Language assistants will not be reimbursed for extra costs incurred to return home before taking up their duties.

Coordinators will inform the employer and the office of the Official Languages unit, CMEC Secretariat, **by September 15 at the latest**, of the total amount of each travel allowance to be paid.

Here are three examples of travel from a language assistant's residence to the session and then to the host province.

#### Example 1

Language assistant with a permanent address in Ontario South assigned to work in Newfoundland and Labrador

From Ontario South to Quebec South: . . . . . . . . \$225

- training session allowance

\$225 + \$650 = \$850

From Quebec South to Newfoundland and Labrador: . . . \$650

interprovincial travel

#### Example 2

Language assistant with a permanent address in British Columbia assigned to work in Quebec North (Saguenay)

From British Columbia to Quebec South: . . . . . . . . \$750

- training session allowance

- travel within Quebec (211 km)

\$750 + \$75 = \$825

#### Example 3

Language assistant with a permanent address in Quebec South (Montreal) assigned to work in Quebec South (Sherbrooke)

From Montreal to Quebec (254 km): . . . . . . . . . . \$75

\$75 + \$75 = \$150

- training session allowance

NOTE: When accommodation expenses for language assistants are paid directly by the province or territory, they are not reimbursed by CMEC.

## Allowance for provincial/territorial or local training sessions

Most expenses are reimbursed at fixed rates indicated by coordinators. These expenses must not exceed the established rates of CMEC's reimbursement policy. Exceptional requests must be authorized by the Official Languages unit, CMEC Secretariat.

Language assistants **must** fill out a *Request for reimbursement* (Appendix F) to obtain the reimbursement of costs incurred when attending provincial/territorial or local training sessions. This form must be provided to the employer, along with original receipts for accommodation and transportation, as indicated by the coordinator. Receipts are not required for meals.

Coordinators will set out in writing the requirements in respect of accommodation, meals, and travel expenses and provide these to employers and to the CMEC. No advance payments will be made for travel and accommodation expenses incurred to participate in training sessions. The

employer will reimburse language assistants for expenses incurred as soon as possible following receipt of the *Request for reimbursement*.

Language assistants must provide the *Request for reimbursement* to their employer within 15 days following the end of the training session.

#### **Taxes**

#### Salary

The salary is **taxable** and must be included on the T-4 (Relevé 1 in Quebec) issued by the employer to the language assistant.

#### **Travel allowances**

Travel allowances paid at the beginning and at the end of the employment period and those paid for attendance at provincial or territorial training sessions **are not taxable** nor are they subject to CPP or RRQ, EI, or any other provincial or territorial plan because the travel is required for the job. However, mid-year travel allowances are taxable and subject to CPP, RRQ, EI, and any other provincial or territorial plan because the trips are vacations or for pleasure.

#### **TABLE OF TAXABLE AND NON-TAXABLE PAYMENTS**

SALARY TRAVEL AT BEGINNING AND END OF YEAR		MID-YEAR TRAVEL	TRAVEL FOR TRAINING SESSIONS
Taxable	Non-taxable	Taxable	Non-taxable
T-4 (Relevé 1 in Quebec) issued by the employer	Not subject to CPP* or RRQ,** EI,*** or any other provincial or territorial plan	T-4 (Relevé 1 in Quebec) issued by the employer	Not subject to CPP* or RRQ,** EI,*** or any other provincial or territorial plan

<sup>\*</sup>Canada Pension Plan (CPP) \*\* Régime des rentes du Québec (RRQ) \*\*\* Employment Insurance (EI)

## Procedure for reimbursement to employer

CMEC will make three payments to the employer during the program year. The gross monthly salary is not to exceed \$3,000, and the gross total salary is not to exceed \$27,000 for the mandate.

#### REIMBURSEMENT PROCEDURE

STEPS 1 <sup>st</sup> PAYMENT (ADVANCE)		2 <sup>nd</sup> PAYMENT	3 <sup>rd</sup> AND LAST PAYMENT
	This payment is an advance	This payment covers the actual	This payment covers the balance
	to cover the estimated	eligible expenses associated	of actual eligible costs associated
	eligible expenses associated	with the employment of a	with the employment of the
	with the employment of a	language assistant from	language assistant for the months
	language assistant from	September to the end of March	of April and May that are
	September to the end of	(less advance received) and is	included in the fiscal year of April
	November.	included in the fiscal year of the	1 to March 31.
		program from April 1 to March	
		31.	
1 <sup>st</sup> step	The coordinator prepares	The <b>educational institution</b>	The educational institution
	the Confirmation of	completes the Summary of	completes the Summary of
	completed duties up to	disbursements (Appendix H1)	disbursements (Appendix H2) for
	November 30 (Appendix G)	for the actual expenses from	the actual expenses of the
	and approves it in the	September to March (less the	months of April and May and
	database. Once approved,	advance received) and sends a	sends a signed and scanned copy
	CMEC automatically	signed and scanned copy to the	to the coordinator for approval
	receives an email	coordinator for approval by	by June 15.
	notification.	April 15.	
2 <sup>nd</sup> step	<b>CMEC</b> verifies Appendix G	The coordinator verifies the	The <b>coordinator verifies</b> the
	and prepares an Electronic	content of the Summary of	content of the Summary of
	Funds Transfer (EFT) for	disbursements (Appendix H1),	disbursements (Appendix H2),
	payment to the <b>educational</b>	approves it in the database, and	approves it in the database, and
	institution.	forwards a signed and scanned	forwards a signed and scanned
_ ual		copy to CMEC by email.	copy to CMEC by email.
3 <sup>rd</sup> step	No further action is	CMEC compares the	CMEC compares the information
	required.	information provided in	provided in Appendix H2 with
		Appendix H1 with that in the	that in the database, prepares an
		database, prepares an EFT for	EFT for payment to the
		payment to the <b>educational</b>	educational institution.
		institution.	
Remarks		If applicable, enclose a copy of	
		the <b>Appendix F</b> (Request for	
		reimbursement) along with the	
		receipts. The employer must	
		keep all original receipts for any	
		subsequent audit.	

It is important to forward the *Summary of disbursements*, as well as the *Confirmation of completed duties up to November 30*, within the timelines indicated above. Please note that if this is not complied with, the institution may not be assigned a language assistant the following year.

#### **GLOSSARY**

#### Beginning- and end-of-year travel allowances

Allowances paid to eligible language assistants toward the cost of one return trip from their permanent address to their workplace. Travel must take place at the beginning and at the end of the year.

#### Coordinator

Person responsible for the administration of Odyssey at the provincial/territorial level.

#### **Email address**

Language assistant's email address to allow for easy communication.

#### **Educational institution**

Establishment where the language assistant works.

#### **Employer**

The school board, division, district, authority, or educational institution for which a language assistant works.

#### **Employer's contributions**

Contributions paid by the employer to the Canada Pension Plan (CPP) or the Régime des rentes du Québec (RRQ), Employment Insurance (EI), and any other compulsory provincial/territorial plan.

#### Language assistant

Person hired by an educational institution to participate in Odyssey for a period of nine months, for 25 hours per week (20 hours working with students and 5 hours of preparation).

#### Mid-year travel allowance

Allowance paid to eligible language assistants to compensate the cost of one return trip to their home from their workplace.

#### Official Languages unit, CMEC Secretariat

Team responsible for the administration of Odyssey at the Council of Ministers of Education, Canada.

#### **Pan-Canadian Training Session**

A compulsory training activity, held at the end of August or early September(if in-person) and during two weeks of September (if online), organized by the Council of Ministers of Education, Canada and reserved for language assistants taking part in Odyssey for the first time.

#### **Pan-Canadian Training Session travel allowance**

Allowance paid to eligible language assistants for travel expenses incurred to attend the compulsory Pan-Canadian Training Session.

#### Permanent address

Address of the candidate's permanent residence as indicated on the application form. This address is used to determine travel-related reimbursements.

#### Provincial/territorial or local training sessions

Training activities organized by each respective coordinator on behalf of their ministry or department of education for language assistants. These sessions usually take place in the host province or territory but can also take place in another province or territory at the coordinator's discretion.

#### Provincial/territorial or local training session travel allowance

Allowance set by the coordinators and paid to eligible language assistants to reimburse travel and accommodation expenses incurred to attend provincial/territorial or local training sessions. These expenses must not exceed the established rates of CMEC's reimbursement policy.

#### Salary

Salary paid to language assistants. Language assistants receive a maximum of \$27,000 for nine months at 25 hours of work per week.

#### **Supervisor**

Person who supervises a language assistant and administers Odyssey at the local level.

#### **Temporary address**

A language assistant's address in the host province or territory during the employment period.

#### **APPENDIX A**

## Table of disbursements for the employer

ITEM	AMOUNT	PAYMENTS	DEDUCTIONS*	RECEIPTS
Salary	\$ 27,000 for nine months	First payment no later than one month after the language assistant takes up their duties	yes	n/a***
Interprovincial/ territorial travel allowances	Travel between province/territory of permanent residence and host province/territory (beginning- and end-of-year and mid-year travel)	<ul> <li>First payment within         20 working days after         start of employment in         September</li> <li>Second payment in         early December</li> <li>Third payment in         January</li> <li>Fourth payment 15         working days prior to         end of employment</li> </ul>	<ul><li>no</li><li>yes</li><li>yes</li><li>no</li></ul>	<ul><li>n/a</li><li>n/a</li><li>n/a</li><li>n/a</li></ul>
Travel allowance for provincial/ territorial or local training session	Determined by coordinator	As soon as possible after language assistant has submitted a request for reimbursement**	no	yes

<sup>\*</sup> The "Deductions" column indicates contributions made to the Canada Pension Plan (CPP) or the Régime des rentes du Québec (RRQ), Employment Insurance (EI), and any other compulsory provincial or territorial plan.

<sup>\*\*</sup> In some provinces/territories, reimbursements are paid automatically.

<sup>\*\*\*</sup> n/a = not applicable

#### **APPENDIX B**

## Interprovincial/territorial travel allowance Information for coordinators and financial officers

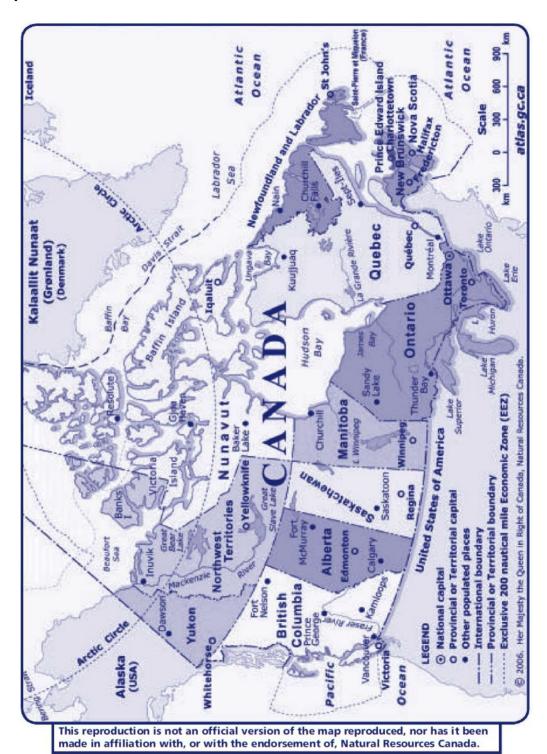
**NOTE:** These payments are made automatically to language assistants in September, December, January, and May. These amounts go toward **travel expenses** and have been calculated based on the average of travel costs at various times of the year.

	ВС	AB	SK	MB	ONS	ONN	QCS	QCN	NB	NS	PE	NL	YK	NT	NU
ВС	0	225	375	450	650	700	750	850	850	850	900	1150	625	800	1575
АВ	225	0	225	375	525	650	675	775	750	775	775	1075	675	625	1425
SK	375	225	0	225	500	550	650	700	650	675	675	975	825	775	1500
МВ	450	375	225	0	450	225	475	650	550	625	625	900	900	775	1300
ONS	650	525	500	450	0	0	225	475	375	400	450	675	1125	1000	900
ONN	700	650	550	225	0	0	375	500	475	500	500	775	1150	1125	1100
QCS	750	675	650	475	225	375	0	0	225	325	375	650	1225	1050	1000
QCN	850	775	700	650	475	500	0	0	225	375	375	775	1375	1350	1150
NB	850	750	650	550	375	475	225	225	0	225	225	550	1275	1250	1100
NS	850	775	675	625	400	500	325	375	225	0	225	500	1300	1275	1125
PE	900	775	675	625	450	500	375	375	225	225	0	550	1275	1300	1300
NL	1150	1075	975	900	675	775	650	775	550	500	550	0	1350	1350	1300
YK	625	675	825	900	1125	1150	1225	1375	1275	1300	1275	1350	0	800	1700
NT	800	625	775	775	1000	1125	1050	1350	1250	1275	1300	1350	800	0	1075
NU	1575	1425	1500	1300	900	1100	1000	1050	1100	1125	1300	1300	1700	1075	0

	Legend					
ВС	British Columbia	NB	New Brunswick			
AB	Alberta	NS	Nova Scotia			
SK	Saskatchewan	PE	Prince Edward Island			
MB	Manitoba	NL	Newfoundland and Labrador			
ONS	Ontario South	YK	Yukon			
ONN	Ontario North	NT	Northwest Territories			
QCS	Quebec South	NU	Nunavut			
QCN	Quebec North					

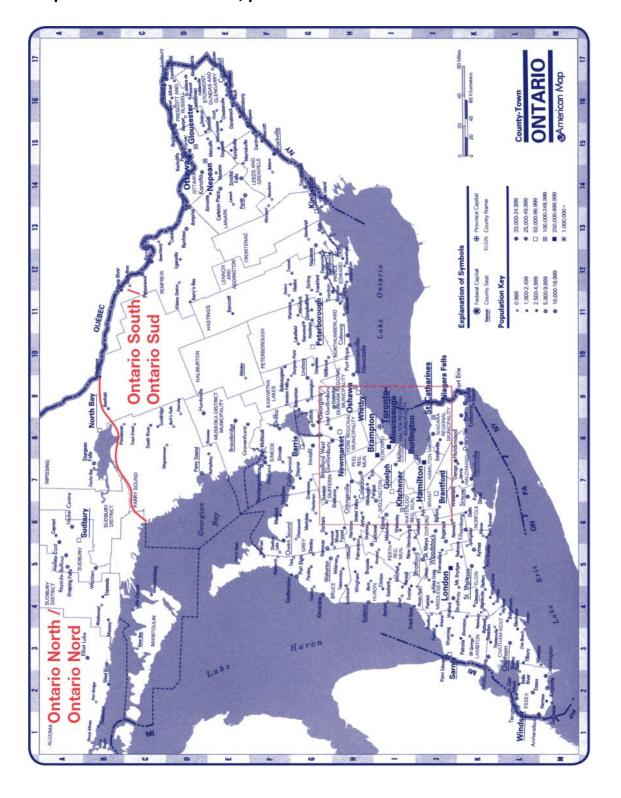
#### **APPENDIX C**

## **Map of Canada**



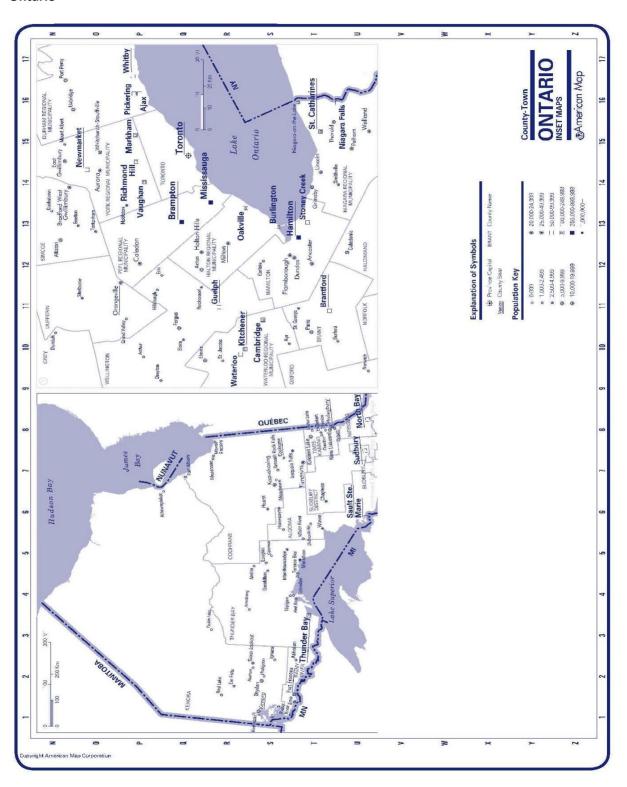
APPENDIX D

Map of Ontario - See insets, p. 25



## **INSETS**

## Ontario



## **INDEX**

#### **Map of Ontario**

#### **DIVISIONS**

Name of (50 Divisions)		Location
Division	Population	
ALGOMA DISTRICT		T-5
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BRUCE COUNTY		
CHATHAM-KENT DIVISION	109,650	L-3
COCHRANE DISTRICT		R-5
DUFFERIN COUNTY	45,657	H-7
DURHAM REGIONAL MUNICIPALIT	Y 458 616	H-9
ELGIN COUNTY	79 159	K-5
ESSEX COUNTY	350,329	L-2
FRONTENAC COUNTY	136,365	F-12
GREY COUNTY	87 632	G-5
HALDIMAND COUNTY	41 028	K-7
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LEEDS AND GRENVILLE COUNTIES	96 284	F-14
LENNOX AND ADDINGTON COUNTI		E-12
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MUSKOKA DISTFICT MUNICIPALIT	V 50.463	E-8
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IVIALI	0,100,010	

#### **CITIES AND TOWNS**

Note: The first name is that of the city or town, second, that o' the division in which it is located, then the population and location on the map.

Actor Halton Regional Municipality 7 632 0-15

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Glengarry Counties, 3,531	D-17
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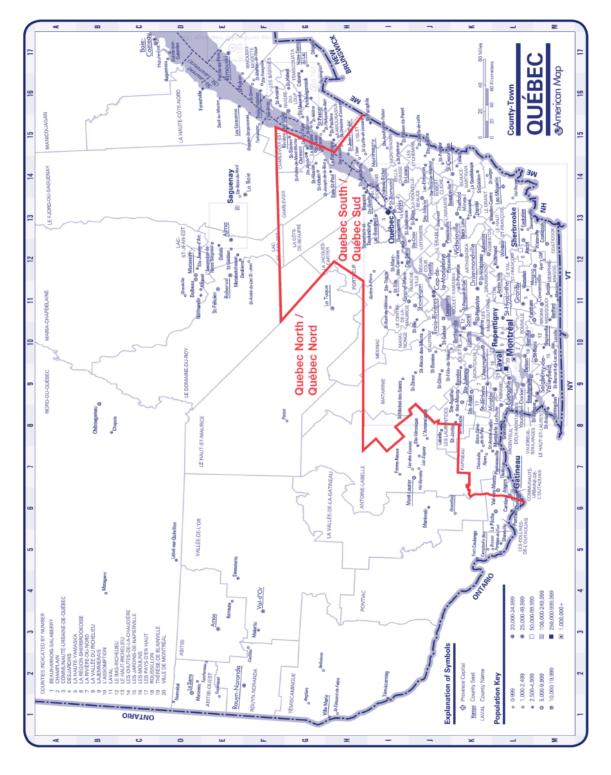
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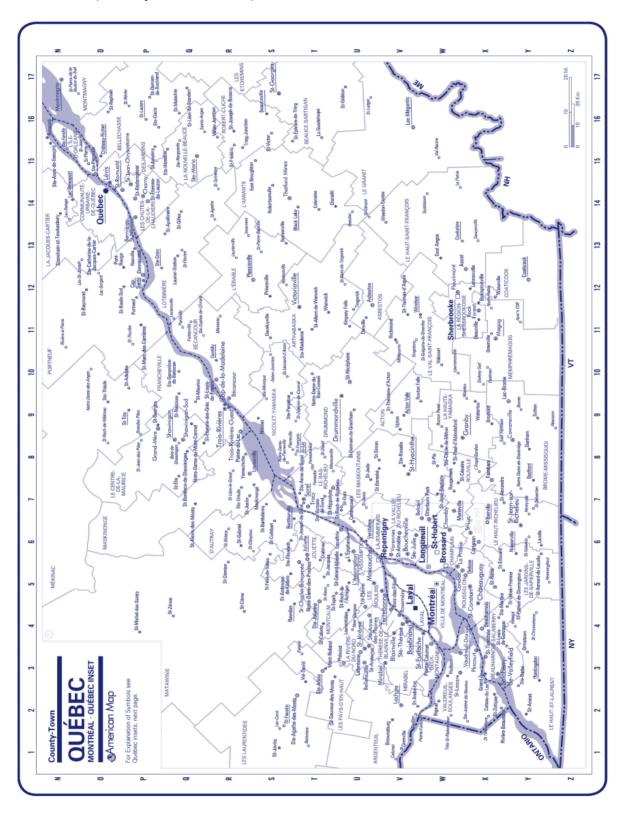
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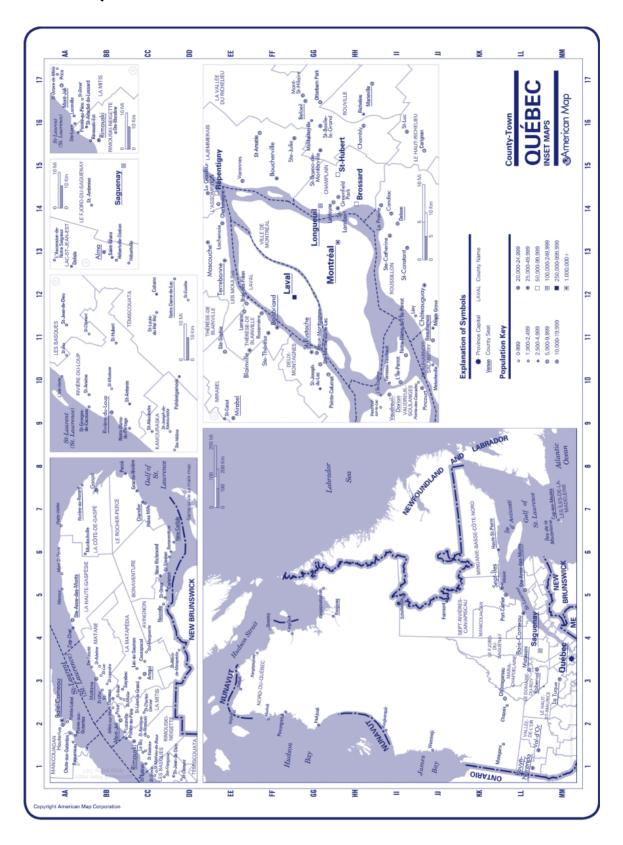
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Neuraline, Portneutr, 1,013  Norte-Dame-de-Lille-Perror.  Norte-Dame-de-Lille-Perror.  Norte-Dame-du-Bon-Conseil, Durammond, 1,343  Norte-Dame-du-Bon-Conseil, Durammond, 1,343  Norte-Dame-du-Bon-Conseil, Durammond, 1,343  Norte-Dame-du-Bon-Conseil, Durammond, 1,343  Norte-Dame-du-Portneg, Rivière-du-Loup, 1,209  Omerville, Amraphrémagog, 2,068  V-13  Omerville, Amraphrémagog, 2,068  Norte-Dame-du-Portneg, 1,578  North-Dame-du-Rivière-du-Rivière, 1,578  North-Dame-du-Rivière-du-Rivière, 1,578  North-Dame-du-Rivière-du-Nortnegrae, 1,578  North-Dame-du-Rivière-du-Nortnegrae, 1,578  Nortne-Dame-du-Rivière-du-Rivière-du-Rivière-du-Rivière-du-Rivière-du-Nortnegrae, 1,578  North-Dame-du-Rivière-du-Nortnegrae, 1,578  Nortne-Dame-du-Rivière-du	Richmond, Le Val-Saint-François, 3,053  Rigadu, Vaudrender-Boulanges, 2,448  Rimouski, Rimouski-Nelagette, 31,773  Rimien-usk-Eria Kimouski-Nelagette, 31,773  Riwien-Beraudett, Austrauli-Soulanges, 2,1381  Riwien-Beraudett, Vaudrauli-Soulanges, 1,381  Riwien-Beraudett, Vaudrauli-Soulanges, 1,381  Riwien-Beraudett, Vaudrauli-Soulanges, 1,381  Robertson-Ille, La Draine-du-Loup, 14,721  Robertson-Ille, La La Pragino-Sherbrookotes, 16,604  Rock Errael, La Draine-du-Robe, 7,11,640  Rock Errael, La Draine-du-Robe, 7,11,640  Robertson-Ille, La Pragino-Sherbrookotes, 16,004  Robertson-Ille, La Pragino-Sherbrookotes, 16,004  Robertson-Ille, Robertson-Sherbrookotes, 16,004  Rougement, Rouville, 1,229  Rouyn-Noranda, Rouyn-Norande, 28,19  Saint-Alexie-dees-Monts, Massionange, 2,741  Saint-Americ-dee-Monts, Massionange, 2,741  Saint-Americ-dee-Lessard,  Rimouski-Neigette, 2,546  Saint-Andel-Le-Lessard,  Rimouski-Neigette, 2,546  Saint-Andel-Le-Lessard,  Saint-Andel-Lessard,  Saint-Andel-Lessard,  Saint-Andel-Le-Lessard,  Saint-Andel-Le-Lessard,  Saint-Andel-Le-Lessard,  Saint-Andel-Le-Lessar

## **APPENDIX F**

## **Example of** *Request for reimbursement*

APPENDIX F / ANNEXE F						
	Request for reimb	ursement	t / Demande de re	nboursement		
Name / Nom				Host province or territory / Province ou territoire d'accueil		
Position / Fonction				Reimbursement for / Remb	oursement pour :	
Name of employer / Nom de l'employeur				Training / Formation		
Mailing address / Adresse postale				Other (specify) / Autre (préci	iser)	
For instructions on expenses, control Please print legibly. / Écrire lisible	act your coordinator. / Pour obtenir des renseignements su ement en lettres moulées s.v.p.	les condition	s de remboursement, comn	uuniquer avec votre coordonn	ateur.	
Date	Details / Détails	Receipts / Reçus*	Transportation / Transport	Living expenses / Frais de séjour	Other / Autre	TOTAL
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
	TOTAL		0.00	0.00	0.00	0.00
	true statement of my expenses and that reimburse le dépenses est exact et que le remboursement d'u					
Name / Nom	e depended est extret et que le removationneme à u		Signature	or dessus no sera pas erre	octae par air tier.	,
	(Please print. / En lettres moulées s.v.p.)					
DateYYY	TY/MM/DD AAAA/MM/JJ	-				
For employer's use only / F	Réservé à l'usage de l'employeur					
Name / Nom	(Palatanana)	Title / Titre				
Signature / Signature	e print. / En lettres moulées s.v.p.)					
Date		_	Amount paid / Montant pa	yé		
YYY	'Y/MM/DD AAAA/MM/JJ					
For coordinator's use only	/ Réservé à l'usage du coordonnateur					
Coordinator / Coordonnateur		-	Date	YYYY/MM/DD AAAA/MM/JJ		
	attach original receipts for transportation and lodging, lez joindre les reçus originaux du transport et de l'héb		il y a lieu.	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		

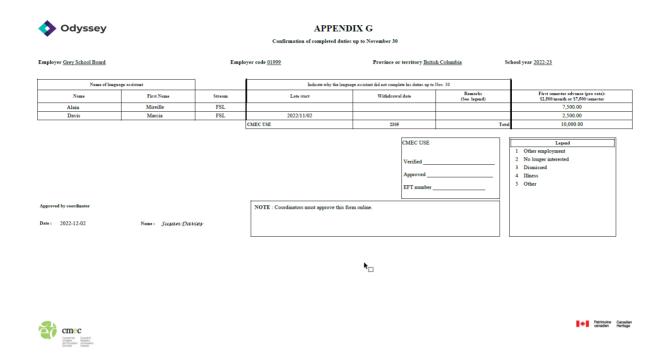
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## **APPENDIX G**

## **Example of Confirmation of completed duties up to November 30**

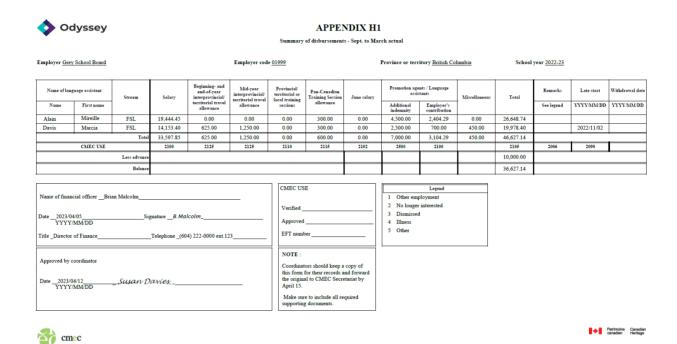
(The exact format of this appendix is subject to change)



#### **APPENDIX H**

## **Example of Summary of disbursements**

(The exact format of this appendix is subject to change)



#### **APPENDIX I**

#### List of coordinators

#### **BRITISH COLUMBIA**

Mr. Marc Labelle Coordinator French Education Branch

Ministry of Education

P.O. Box 9887, STN PROV GOVT

Victoria BC V8W 9T6

Tel.: (778) 677-4286 Fax: (250) 387-1470

Email: EDUC.Explore.Clic.Odyssey@gov.bc.ca

#### **ALBERTA**

Mr. Théodorique Zidzou Coordinator Official Languages in Education Programs Ministry of Education 9th Floor, Commerce Place 10155 102 Street NW

Tel.: (780) 415-0614 Fax: (780) 422-1947

Edmonton AB T5J 4L5

Email: EDC.Officiallang@gov.ab.ca

#### **SASKATCHEWAN**

Ms. Megan Cottenie Coordinator Programs Branch Ministry of Education 409A Park Street Regina, SK S4N 5B2

Tel.: (306) 787-6048 Fax: (306) 787-2029

Email: prog.fedprov@gov.sk.ca

#### QUEBEC

Ms. Myriam Saint-Yves Coordinator Ministère de l'Enseignement supérieur Édifice Marie-Guyart 1035 rue de la Chevrotière, 26e étage Québec QC G1R 5A5

Tel.: (418) 781-6531 Fax: (514) 686-1993

Email: Odyssee-Quebec@mes.gouv.qc.ca

#### **MANITOBA**

Ms. Michelle Landry-Nanka

Coordinator

Bureau de l'éducation française

Ministry of Education and Early Childhood Learning

1181 Portage Avenue, Suite 509

Winnipeg MB R3G 0T3

Tel.: (204) 945-6935 Fax: (204) 945-1625

Email: languesofficielles@gov.mb.ca

#### **ONTARIO**

Ms. Catherine Teixeira Coordinator

French-Language Education Policy and Programs Unit

Ministry of Education

315 Front Street West, 14th Floor

Toronto, ON M7A 0B8

Tel.: (416) 566-3657 Fax: (416) 325-2472

Email: odyssey.program@ontario.ca

#### QUEBEC

Mr. Aurèle Veczan Coordinator

Ministère de l'Enseignement supérieur

Édifice Marie-Guyart

1035 rue de la Chevrotière, 26e étage

Québec QC G1R 5A5

Tel.: (418) 644-1259 ext. 2875

Fax: (514) 686-1993

Email: Odyssee-Quebec@mes.gouv.qc.ca

#### PRINCE EDWARD ISLAND

Ms. Cécile Arsenault

Coordinator

Ministry of Education and Lifelong Learning

**Holman Centre** 

250 Water Street, Suite 101 Summerside PE C1N 1B6

Tel.: (902) 439-1630 Fax: (902) 438-4884

Email: ccarsenault@gov.pe.ca

#### **NEW BRUNSWICK**

#### French as a second language

Ms. Julie McAllister Coordinator

Department of Education and Early Childhood

Development

P.O. Box 6000 / E3B 5H1

250 King Street, Place 2000, 2nd Floor

Fredericton NB E3B 9M9

Tel.: (506) 470-0022 (celliphone)

Fax: (506) 457-7835

Email: odyssee.odyssey@gnb.ca

## English as a second language and French as a first language

Mr. Marc-André Comeau

Coordinator

Department of Education and Early Childhood

Development

Francophone educational services 250 King Street, Place 2000 Fredericton NB E3B 9M9

Tel.: (506) 444-4348 Fax: (506) 457-2969

Email: odyssee.odyssey@gnb.ca

#### **NOVA SCOTIA**

Mr. Brian Marchand Coordinator French Language Programs and Services Branch Department of Education and Early Childhood

Development

2021 Brunswick Street P.O. Box 578 Halifax NS B3J 2S9

Tel.: (902) 424-8073 Fax: (902) 424-3937

Email: moniteur@novascotia.ca

#### **NORTHWEST TERRITORIES**

Ms. Caroline Roux Coordinator

Curriculum development and Student Assessment Department of Education, Culture and Employment P.O. Box 1320, Lahm Ridge Tower, 2nd Floor

Yellowknife NT X1A 2L9

Tel.: (867) 767-9342, ext: 71293

Fax: (867) 873-0109

Email: caroline\_roux@gov.nt.ca

#### **NEWFOUNDLAND AND LABRADOR**

Ms. Emanuela Mascarin

Coordinator

Programs and Services Division Department of Education

P.O. Box 8700 St. John's NL A1B 4J6

Tel.: (709) 729-6041 Fax: (709) 729-1400

Email: emanuelamascarin@gov.nl.ca

#### YUKON

Ms. Katherine Tiede (until end of October)

Coordinator, French Programs Department of Education 1000 Lewes Boulevard Whitehorse YK Y1A 3H9

Tel.: (867) 667-8237 Fax: (867) 393-6339

Email: katherine.tiede@gov.yk.ca

#### YUKON

Mr. Pascal St-Laurent Coordinator, French Programs Department of Education 1000 Lewes Boulevard Whitehorse YK Y1A 3H9

Tel.: (867) 332-0485 Fax: (867) 393-6339

Email: Pascal.St-Laurent@gov.yk.ca

#### COUNCIL OF MINISTERS OF EDUCATION, CANADA

Mr. Marcel Courchesne National Coordinator, Official Languages Council of Ministers of Education, Canada

95 St. Clair Avenue West, Suite 1106 Toronto ON M4V 1N6

Tel.: (416) 962-8100, ext. 264

Fax: (416) 962-2800

Email: m.courchesne@cmec.ca

#### NUNAVUT

Ms. Martine St-Louis Director Éducation en français division Department of Education P.O. Box 1000, STN 960 Iqaluit NU XOA 0H0

Tel.: (867) 975-5627 Fax: (867) 975-5605 Email: MStlouis@gov.nu.ca

#### **COUNCIL OF MINISTERS OF EDUCATION, CANADA**

Mr. Youssouf Sammi Senior Bookeeper Council of Ministers of Education, Canada 95 St. Clair Avenue West, Suite 1106 Toronto ON M4V 1N6

Tel.: (416) 962-8100 Fax: (416) 962-2800 Email: y.sammi@cmec.ca

Mr. Jeremy Putt Manager, Official Languages Council of Ministers of Education, Canada 95 St. Clair Avenue West, Suite 1106 Toronto ON M4V 1N6

Tel.: (416) 962-8100, ext. 230

Fax: (416) 962-2800 Email: j.putt@cmec.ca



