

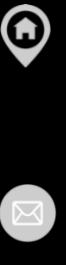


**XAAD KIL NEE**

Haida Language House

247 Eagle Avenue  
P.O. Box 644  
gaw tlagee (Old Massett), BC  
V0T 1M0

xaadkiloffice@gmail.com



### **Xaad Kil Nee - Haida Language Office** **Translation Policy**

Xaad Kil Nee - Haida Language Office will provide translations to individuals, organizations, and offices (referred to as "Community partners" from here on out) under the following agreement.

*The Xaad Kil Nee is committed to providing translations of documents in the official Haida language, by ensuring the proper terminology and usage of official language in public documents we are adhering to the gaw tlagee-xaad kil values of inclusion and respect.*

Xaad Kil Nee will provide Community partners; Old Massett Haida Language - Gaw Tlagee Xaad Kil - translations only. Within our office resources, there are multiple northern dialects that are recognized and respected. There is a small percentage of difference between Northern Xaad Kil dialects, all under the umbrella of Gaw Tlagee Xaad Kil (Old Massett Haida Language.) Community partners should be understanding of these differences.

Xaad Kil Nee will use the most recent Xaad Kil Orthography.

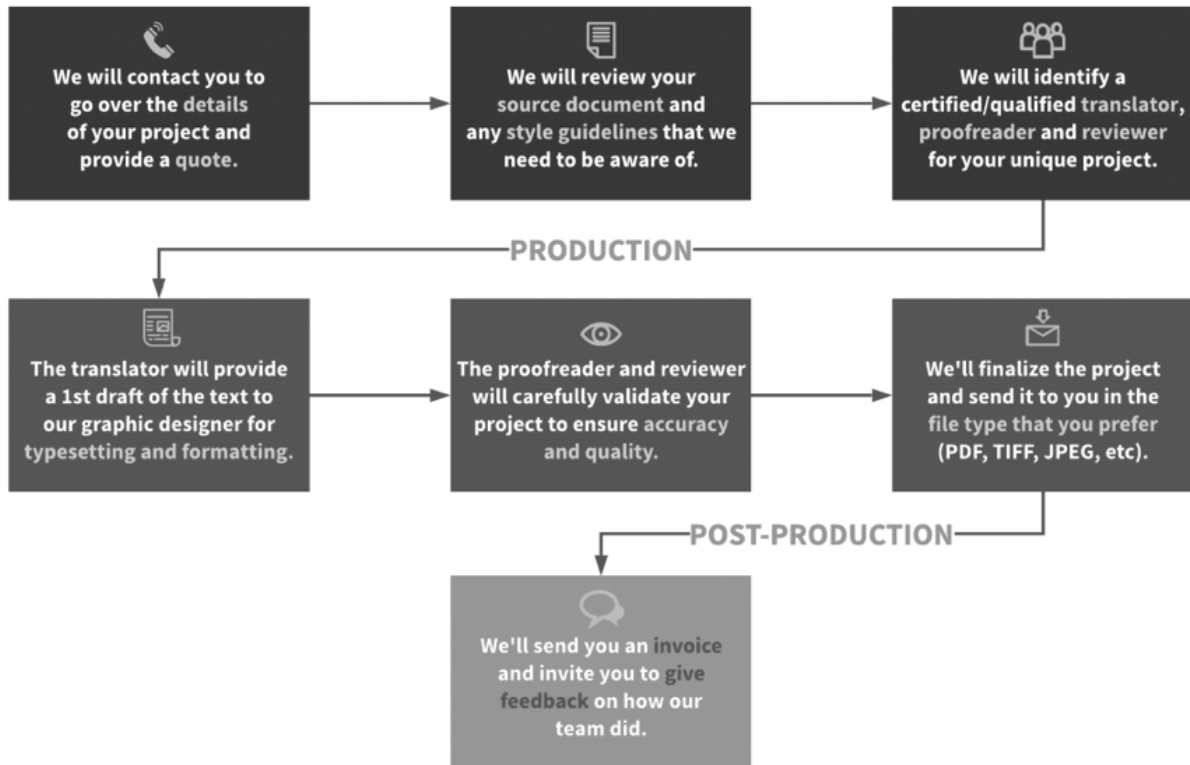
#### **Timeliness of Translation Request**

Translation requests will be made in a timely manner: requests should be made to the Haida Language office a minimum one week before needed.

*The following time-frame will apply to request for the translation of letters, reports and advertisements under normal circumstances:*

- Letters or Singular Word(s): Two to three working days; (Level 1)
- Texts/phrases of less than 10 words: Three working days; (Level 2)
- Texts between 10 and 50 words: Five working days; and additional 2 working days for review (Level 3)
- Texts between 50 word or more: ten to twenty working days; and additional 5 working days for review (Level 4)

## What happens when you submit a translation request?



Translation requests will be made at the same time as requests to other offices/programs representing other dialects and will be adhering to the guidelines of Level 1 to 4 as outlined above.

Community partners will provide Xaad Kil Nee with the English word or phrase, or full description of what they would like translated outside of a specific English word or phrase.

Community partners should provide a draft where translation is featured for Xaad Kil Nee to review before publication or release.

Community partners should understand that our written orthography, or alphabet, is in the final stages of finalization. As such, there may be small changes to orthography convention over time.

**Compensation**

Community partners agree to compensate the Xaad Kil Nee for translation services in the amounts corresponding with appropriate translation level below.

*All provisions shall apply to the administration, payment and processing of costs associated with translation services.*

- Level 1 = \$30/hour
- Level 2 = \$40/hour
- Level 3 = \$45/hour
- Level 4 = \$50/hour

**Translation request details**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Original Language: English Haida \_\_\_\_\_

Target Language: Haida English \_\_\_\_\_

Word: \_\_\_\_\_

Phrase: \_\_\_\_\_

Estimated Number of Word(s)-Phrase: \_\_\_\_\_

Determine a Deadline: (date you require) Month: \_\_\_\_ Day: \_\_\_\_ Year: \_\_\_\_

Comments: \_\_\_\_\_

**OFFICE USE**

Level: 1  2  3  4

Date Begun: \_\_\_\_/\_\_\_\_/\_\_\_\_ Completed by: Staff \_\_\_\_\_

Date Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reviewed by: \_\_\_\_\_

Number of Hours \_\_\_\_\_ Date Sent: \_\_\_\_/\_\_\_\_/\_\_\_\_

Translation Completed and Sent by: Email

Payment Received:  Cash

Cheque payable to: Old Massett Village Council