

Gender Diversity Recommendations Implementation Annual Report

Gender Diversity Audit Implementation Working Group
October 29, 2021

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Gender Diversity Recommendations Implementation Annual Report 2020-2021

Background:

In 2019, TRU's Provost and Vice-President Academic contracted [TransFocus Consulting](#) to conduct an audit of TRU's capacity to support transgender, non-binary, and Two-Spirit (TNB2S) students and employees. TransFocus was also tasked with making prioritized recommendations to improve TRU as an inclusive and safe environment for gender diverse individuals to work and learn.

TransFocus' final report was submitted to the University in February 2020. The report informs the development of meaningful and effective solutions to improve TRU's supports for TNB2S people across five key areas: (a) communications; (b) gendered records; (c) gender data; (d) gendered facilities (including washrooms, change rooms, and residences); and (e) programs and services. The final report can be accessed [here](#).

In early 2021, following a shift to online learning due to the COVID-19 pandemic, the Gender Diversity Implementation Advisory Group was struck to oversee the implementation of the recommendations in the report. The work of the advisory group includes annual reporting on recommendation implementation. (See Appendix One for Terms of Reference. See Appendix Two for status summary of all recommendations.)

Summary of completed recommendations (2020-2021 academic year):

Six of the recommendations have been fully implemented thus far.

Note: For more details on these completed recommendations, see Appendix Two.

- ✓ R7. Ideal: Remove collection and use of titles (Mr., Ms, Mrs.) in all official university correspondence, including correspondence related to employment, applications for admission.

An ideal recommendation and an alternative were provided in the report, and we chose the ideal recommendation

- ✓ R13. Develop and apply Facility Guidelines and Considerations document that addresses the following key components in existing and future washrooms and change rooms at TRU:
 - a. Each building should have at least one all-gender washroom (preferably multi-stall)
 - b. Eliminate all open-concept showers
 - c. Change (increase) stall to urinal ratio

- d. Floor-to-ceiling stalls with no gaps and colour-coded locks (vacant/occupied)
- e. Convert all single-occupancy washrooms to all-gender washrooms with TRUSU signage
- f. Eliminate female and male icons on signage and wayfinding. Replace with function-based icons and include message “trans people welcome”

For all new design plans: Architects apply for exemption to these guidelines along with rationale why they cannot fulfill these standards.

An excerpt from the newly updated Guidelines has been included in Appendix Three, confirming that this recommendation for development has been addressed. The advisory group will have a standing agenda item to monitor compliance with this recommendation.

- ✓ R15. Introduce TNB2S-supportive health care model at the health clinic.

The TRU Medical Centre has recently lost its regular physician that is engaged in TNB2S health care. She has moved to the Gender Care Clinic in Kamloops and is able to continue offering care to students referred out to this clinic. This change will necessitate closer attention to the nature of care that is provided to TNB2S clients while at the TRU Medical Centre. The advisory group will continue to monitor the implementation of this recommendation, including ensuring that Student Development has provided appropriate TNB2S-supportive health care training to staff and physicians.

- ✓ R16. TRU to advocate for coverage of missing gender-affirming procedures with health care providers for both students and employees.

The TRU Students' Union has ensured that students covered by the TRUSU extended health and dental plan are covered for these procedures. The TRU coverage for employees includes similar coverage. The advisory group will continue to monitor this recommendation as there are binary options only on insurance providers' forms.

- ✓ R21. Continue advocacy to make sports more inclusive of gender diversity as part of local and regional competitions and with U Sport.

As a member of U Sports, TRU must remain compliant with U Sports' [Policy for Transgender Student-Athletes](#). This applies to competition at the local, regional and national levels. The TRU Wolfpack is an active participant in Kamloops Pride activities and hosts an annual Pride Night.

- ✓ R22. Prepare content and participants in single-gender (recreation) programs for the current or eventual participation of TNB2S people. Further clarify and specify

the language used in advertisements for groups to signal to both transgender and cisgender people.

Appendix Four provides an example of updated advertising used for recreation activities. Additionally, TRU intramurals has updated gender-diverse language for team composition (see Appendix Two).

Other related activities in 2020-2021:

- Presentations regarding the TransFocus report and implementation of recommendations to the following groups:
 - Provost's Council
 - Faculty of Science Faculty Council
 - Faculty of Adventure, Culinary Arts and Tourism Faculty Council
 - Faculty of Arts Faculty Council
 - Faculty of Student Development Faculty Council
 - School of Business and Economics Equity Committee
 - Faculty of Education and Social Work Faculty Council
 - LRAC

- Diversity Data Strategy Project:

There are several references to the Diversity Data Strategy Project in the Workplan for 2021-2022 (below). The Diversity Data Strategy Project is an important initiative that overlaps with, and will ultimately inform, the implementation of several of the TransFocus recommendations. The Diversity Data Strategy Steering Committee was formed in February 2021 to discuss the need to standardize the collection and use of data for students and employees across various functions at TRU. Committee representation includes the Registrar's Office, Student Development, Equity and Inclusion Office, Institutional Planning and Effectiveness, and People and Culture. Throughout the course of five strategy meetings, the Steering Committee has discussed and decided on key questions to support operationalizing diversity data for both students and employees. The process has included a rigorous decision-making approach to surface trade-offs and prioritize path-dependent discussions and explored data needs across several categories, including Indigenous people, people of colour, people with disabilities, people of diverse genders and sexual orientations, and newcomers to Canada. The Steering Committee continues to meet until a holistic strategy is created, at which point further input and feedback will be solicited. Expected completion of the Strategy is December.

Workplan for 2021-2022:

The Advisory Group has determined that the following recommendations will be addressed during the 2021-2022 academic year.

Recommendations currently underway and to be substantively implemented by June 2022:	Responsible Office(s)
R8: Finalize and introduce voluntary disclosure of pronouns for employees and students in Banner for those who choose to provide this information to support smooth(er) interpersonal interactions.	People and Culture
R11: Develop “Gender Data Use Plan” to identify and explain strategic uses of gender data for students and employees. The plan will provide clear rationale for gender data and its uses along with regular report-back mechanisms for TRU community to see its meaningful use and impact.	Part of, or contingent on, Diversity Data Strategy Project activities
R19. Develop and introduce Gender Disclosure Checklist for TNB2S employees at TRU.	
R10: Clearly and centrally explain gender change process, ideally in online and self-serve options (as is the case at the University of California Los Angeles UCLA 2019).	
R6: Finalize the process for operationalizing preferred names in class lists, user names in Banner, email addresses, ID cards, correspondence, and graduation brochure. Particular focus should occur in places where names are publicly displayed or spoken. Introduce failsafe measures for legal names. Clearly and centrally explain name change processes along with sequence and timelines of changes. Aim for completed change by October 2020.	
R9: Introduce two-part gender question as recommended by BCCAT with three key changes to refine the language and approach to the questions and response options for both students and employees. TRU to advocate with the Ministry of Advanced Education (MAVED) for front-end alignment of systems for coordinated and accurate gender data transfer. Note : Adding non-binary students to an “unknown or undisclosed” category is not a suitable solution.	
R4: Revise photography guide with regard to spectrum of gender expression and consent for photography.	MarCom

Recommendation implementation to be started:	Responsible Office(s)
R5: Revise style guide for greater accuracy and representation as well as specific information about how to respectfully reference TNB2S people.	MarCom

R20. Introduce formal procedures that address travel-specific considerations for TNB2S students and employees at TRU, including: a) shared accommodation designated by gender, and b) travelling to countries where laws are prohibitive and exclusionary towards TNB2S people.		Student Development
Move forward a plan to understand this set of recommendations better and determine best approaches to implement	R3: Create and introduce clear and fair mechanism led by a key resource person for reporting and addressing persistent issues faced by TNB2S people. R12. Provide available space to TNB2S people (along with LGB counterparts) for safe space to gather. The Wellness Centre has recently been completed and was identified as a model for developing a welcoming space. R18. Ensure consistent wrap-around support for TNB2S students. R23. Dedicated staff to support the reboot of the Pride Collective in LGBT-specific space (in R12) with regular programming. Also, add TNB2S-specific issues to Career Services. (R24)	Student Development and People and Culture

Resource implications:

- The resources required to implement these recommendations have already been acquired or are part of regular updates to policies and documents.
- The resources required to implement this set of recommendations will be contingent on the approach taken. A Strategic Initiative Fund request may be required.

Appendix 1

Gender Diversity Implementation Advisory Group Terms of Reference

Membership

Chairs:

- Associate Vice-President – Students (Christine Adam)
- Associate Director – People and Culture (Kiara Henning)

Members:

- Associate Vice-President, Campus Infrastructure, Sustainability, & Ancillary Services (Warren Asuchak)
- Associate Vice-President, Enrolment Management and University Registrar (Mike Bluhm)
- Associate Vice-President, Marketing and Communications (Darshan Lindsay)
- Student (Manuela Ceballos)
- Equity Coordinator, TRU Students' Union (Dylan Robinson)
- Faculty Member, TRU Faculty Association (Kellee Caton)
- EDI Specialist (Tehmina Khwaja)
- EDI Coordinator (Diana Pearson)
- Admin Support: Allysa Gredling

TERMS OF REFERENCE

In February 2020, TRU received an [audit report](#) from [TransFocus](#) Consulting regarding the university's current systems, spaces, and procedures along with the current experiences, challenges, and unmet needs of TNB2S students and employees at TRU. It was intended to inform the development of meaningful and effective solutions to improve TRU's supports for TNB2S people across five key areas: (a) communications; (b) gendered records; (c) gender data; (d) gendered facilities (including washrooms, change rooms, and residences); and (e) programs and services.

In order to ensure the implementation of recommendations provided by TransFocus TRU believes there is a need to:

- Conduct an initial inventory of work already completed or underway to implement TransFocus recommendations
- Prioritize recommendations and set annual plans for implementation
- Monitor implementation
- Advocate for resource requests to implement recommendations when required

The Advisory Group is accountable to:

- the Provost and Vice-President Academic and Research
- the Associate Vice-President, People and Culture

The Advisory Group will:

1. Establish an annual plan for the implementation of recommendations, taking into consideration prioritization suggestions from TransFocus;

2. Communicate the annual plan to relevant units at the university;
3. Meet semesterly to review process toward the implementation of recommendations;
4. Act as a resource group for units requiring clarification and/or support in implementing recommendations;
5. Review and communicate best/promising practices at other institutions when required; and
6. Report annually in June to the Provost and Vice-President Academic and Research and to the Associate Vice-President, People and Culture

Appendix 2

TransFocus Report Recommendations Implementation Status (October 14, 2021)

Recommendation implemented.

Implementation actively underway.

Implementation paused or waiting for another action.

Not started

	Quad	Responsible Area	Current State
R7. Ideal : Remove collection and use of titles in all correspondence. Alternative : Offer the option of a general gender-neutral title that is not related to a profession, such as Mx. When the title is not provided, use preferred first name.	1	ES/P&C	<p>Pronoun titles in employee communications from P&C, from the President's Office and from the Provost's Office have largely been removed.</p> <p>Pronoun titles in correspondence from Enrolment Services have also been removed.</p>
R16. TRU to advocate for coverage of missing gender-affirming procedures with health care providers for both students and employees	1	Student Devt. /TRUSU/ P&C	<p>Employee coverage is available through Manulife but based on individual circumstances and needs. Employees are encouraged to contact Manulife and/or People & Culture directly for individual considerations and support.</p> <p>Students who have not opted out of TRUSU EH&D plan have access to core affirmation surgeries that are not covered by the Provincial Plans:</p> <ul style="list-style-type: none"> • Tracheal shave • Facial feminization • Vocal surgery • Laser hair removal • Chest contouring/breast construction • Vaginal dilators

			<p>Other surgical enhancements:</p> <ul style="list-style-type: none"> • Liposuction/lipofilling • Face/eyelid lift • Nose surgery • Lip/cheek fillers • Hair transplant/implants • Gluteal lift/implants
<p>R13. Develop and apply Facility Guidelines and Considerations document that addresses the following key components in existing and future washrooms and change rooms at TRU:</p> <ol style="list-style-type: none"> a. Each building should have at least one all-gender washroom (preferably multi-stall) b. Eliminate all open-concept showers c. Change stall to urinal ratio d. Floor-to-ceiling stalls with no gaps and colour-coded locks (vacant/occupied) e. Convert all single-occupancy washrooms to all-gender washrooms with TRUSU signage f. Eliminate female and male icons on signage and wayfinding. Replace with function-based icons and include message “trans people welcome” <p>For all new design plans: Architects apply for exemption to these guidelines along with rationale why they cannot fulfill these standards.</p>	4	Facilities	<p>An excerpt from the newly updated Guidelines has been included in Appendix Three, confirming that this recommendation for development has been addressed. The advisory group will have a standing agenda item to monitor compliance with this recommendation.</p>

R21. Continue advocacy to make sports more inclusive of gender diversity as part of local and regional competitions and with U Sport.	2	Athletics	U SPORTS has introduced a new Transgender Policy that permits participation with either gender assigned at birth, or gender an individual identifies with. Training on inclusion with student athletes to continue at TRU.
R15. Introduce TNB2S-supportive health care model at the health clinic.	4	Student Devt	Previous TNB2S-supportive physician is now providing care through new Gender Care clinic off-campus. Members of the TRU community can be referred there.
R22. Prepare content and participants in single-gender programs for the current or eventual participation of TNB2S people. Further clarify and specify the language used in advertisements for groups to signal to both transgender and cisgender people.	?	Athletics	(Website information) “Throughout the week, Wolfpack Recreation organizes a variety of non-competitive, leisure team sports in the TRU Gym. Teams will receive a playing schedule with allocated playing times. Playing times will vary from week to week. The playing time for each sport will be approximately one hour in duration. Sport equipment will be provided for each of the sports except for goalie gear for intramural soccer and intramural floor hockey. This category welcomes all individuals to participate regardless of gender identity; however, all teams must have a minimum of one individual that self-identifies as Woman, Two-Spirit, Trans, Gender Non-Conforming playing on the court always. Wolfpack Recreation is all about people having fun! Anyone who is not in accordance with safe and fair play will be asked to leave. Wolfpack Recreation is Open to All. We are committed to providing an inclusive, accessible, and respectful experience for all its patrons, volunteers, and staff.”
R8: Finalize and introduce voluntary disclosure of pronouns for employees and students in Banner for	1	ES/P&C	Currently working with TransFocus to create a diversity data strategy, inclusive of gender and sexual orientation, for both faculty/staff and students.

those who choose to provide this information to support smooth(er) interpersonal interactions.			
R11: Develop “Gender Data Use Plan” to identify and explain strategic uses of gender data for students and employees. The plan will provide clear rationale for gender data and its uses along with regular report-back mechanisms for TRU community to see its meaningful use and impact.	2	ES/P&C	Currently working with TransFocus to create a diversity data strategy, inclusive of gender and sexual orientation, for both faculty/staff and students.
R19. Develop and introduce Gender Disclosure Checklist for TNB2S employees at TRU.	1	P&C	Currently working with TransFocus to create a diversity data strategy, inclusive of gender and sexual orientation, for both faculty/staff and students.
R10: Clearly and centrally explain gender change process, ideally in online and self-serve options (as is the case at the University of California Los Angeles UCLA 2019).	1	ES/P&C	Currently working with TransFocus to create a diversity data strategy, inclusive of gender and sexual orientation, for both faculty/staff and students.
R6: Finalize the process for operationalizing preferred names in class lists, user names in Banner, email addresses, ID cards, correspondence, and graduation brochure. Particular focus should occur in places where names are publicly displayed or spoken.	2	ES/P&C	Currently working with TransFocus to create a diversity data strategy, inclusive of gender and sexual orientation, for both faculty/staff and students.

Introduce failsafe measures for legal names. Clearly and centrally explain name change processes along with sequence and timelines of changes. Aim for completed change by October 2020.			
R9: Introduce two-part gender question as recommended by BCCAT with three key changes to refine the language and approach to the questions and response options for both students and employees. TRU to advocate with the Ministry of Advanced Education (MAVED) for front-end alignment of systems for coordinated and accurate gender data transfer. Note : Adding non-binary students to an “unknown or undisclosed” category is not a suitable solution.	1	ES	June 2021 – BC Government has released its new gender identity format; TRU aiming for implementation by fall 2021; new format differs slightly from the BCCAT recommendation but very closely aligned.
R4: Revise photography guide with regard to spectrum of gender expression and consent for photography.	1	MarCom	Design manager is reviewing the department’s ‘visual guidelines for photography’ and as well as the consent form. Deadline for implementation of changes, March 2022
R12. Provide available space to TNB2S people (along with LGB counterparts) for safe space to gather. The Wellness Centre has recently been completed	3	Facilities/ Student Devt.	Wellness Centre and SWAT leaders have offered/received training on safety and welcome for TNB2S members in that space; identification of exclusive space for TNB2S on hold currently

and was identified as a model for developing a welcoming space.			
R23. Dedicated staff to support the reboot of the Pride Collective in LGBT-specific space (in R12) with regular programming. Also, add TNB2S-specific issues to Career Services. (R24)	2	TRUSU Student Devt	Not started.
R18. Ensure consistent wrap-around support for TNB2S students.	2	Student Devt	Wellness Centre engaged in some training; otherwise not underway.
R3: Create and introduce clear and fair mechanism led by a key resource person for reporting and addressing persistent issues faced by TNB2S people.	3	P&C/Student Devt	Not started
R20. Introduce formal procedures that address travel-specific considerations for TNB2S students and employees at TRU, including: a) shared accommodation designated by gender, and b) travelling to countries where laws are prohibitive and exclusionary towards TNB2S people.	1	P&C/Student Devt	Not started. Could be done in scheduled review of student travel policy.
R1: Create a policy or Community Standard that clearly outlines the university's expectations related to gender, pronouns, names, washroom usage, shared accommodations designated by gender, and respect for privacy.	2	MarCom/Fac	Not started

R2: Comprehensive and continuous communications and education plan supported by systemic changes (covered in Sections 4 to 7) for students and employees.	4	MarCom	Not started
R5: Revise style guide for greater accuracy and representation as well as specific information about how to respectfully reference TNB2S people. Expressly state avoidance of gender icons in TRU communication materials and reports.	1	MarCom	MarCom has assigned a staff member to lead this work, with a start no later than January 2022 with input from key campus stakeholders (TRUSU, Pride at Work, FSD); Implement Summer 2022.
R14 : Update to Campus Living Centres' application form and procedures to improve and support experiences of TNB2S students in TRU residences: a) Roommate matching methods b) Proper gender category c) Additional preferred name field d) Increased privacy measures, including locks e) Official mid-year change procedures due to gender disclosure	4	Ancillary	No update provided

Appendix 3: related excerpt from Facilities Services Design Guidelines



Thompson Rivers University
Facilities Services

Design Guidelines

July 2021

Overview

This document outlines design considerations for key areas that are of interest to the University in our desire to move forward and try new processes, or to address issues that have been problematic with our existing buildings. The considerations presented have been provided by the Facilities department management team and members.

The intent of the considerations presented is to provide ideas and create discussion with designers on aspects we would like to see in buildings while at the same time allowing designers to be creative. Our expectation is that designers will review these considerations and incorporate ideas into the design and specifications where practical to do so.

Efforts should be made in design to provide maximum natural light and views to outdoors whenever possible. Space should be designed to provide for current requirements and allow for the expected growth for the next 3 to 5 years. One of the strategies is to place small departments adjacent to two larger departments that have potential for growth so in the future small department may be relocated to provide additional space. Finishes should be chosen to minimize future replacement and maintenance.

All new construction projects are to be certified LEED Gold. Particular effort has to be made to design envelope and building systems to be energy efficient, use of alternative building materials, optimization of the building program.

Items provided by TRU:

- Window Blinds
- Postboard integrated in public areas
- Whiteboards
- Privacy film on classroom, meeting rooms and office glazing
- Signage
- Wall graphics

Mandatory contractors:

Flooring – Kami Carpets or United Floors

Glazing – Southwest Glass

A/V – GK Sound

Electrical – Advanced Electric

----- relevant excerpt -----

Washrooms

- It is desirable that washrooms have walk around doorways rather than doors that open and close
- All washrooms should be completely hands-free operation
- All single washrooms to be gender-inclusive (signage provided by TRUSU)
- Each building to have a gender-inclusive washroom
- Eliminate male/ female icons
- Floor-to-ceiling washroom stalls, no gaps, colour coded locks (vacant/ occupied)
- Gender-inclusive signage (From TRUSU)
- Change ratio of urinals
- No open concept showers
- Washroom walls should have ceramic tile or other durable wall protection
- Use dense-glass board in shower rooms and Janitor rooms
- Consider using finished concrete floor, do not use linoleum flooring in WC

- Washroom stalls should be vandal resistant using products such as solid phenolic partitions
- Wall mount partitions (vs. floor mounted) to be sturdy, hinged doors to be solidly mounted
- Wall mount toilet fixtures (vs. floor mounted)
- Consider continuous one-piece counters with integrated built-in sinks, no built in soap dispensers
- Accessories to be provided by TRU:
 1. Wall mounted and lavatory mounted automatic soap dispenser
 2. Toilet paper holder
 3. Paper towel dispenser
 4. Zero waste stations
- Provide a shelf for medication preparation in accessible washrooms
- Provide automatic door operator for accessible / all-gender WC, refer to hardware section
- The designer should consider acoustic isolation techniques in the choice of walls surrounding WC, particularly if adjacent to classrooms.
- A janitor's closet should be located in the vicinity of toilet rooms. The doors to be outfitted with closer (smoke separation). The walls around the service sink to have durable waterproof surface, extend one foot past the edge of the sink. Electrical outlets to be GFI

Appendix 4: Sample advertisement for recreational programming



TRU RECREATION
KICKBOXING

**Women, Two-Spirit, Trans,
Gender Non-Conforming only.**

Increase strength, coordination and confidence
while learning a non-competitive martial arts.

Saturdays
January 18 - February 29, 2020
10:15 - 11:15 am
\$30 (includes instruction and equipment)

Location: Ladies Only Fitness - 1055 Victoria Street
Register at the TRU Gym by: Friday, January 17, 2020

tru.ca/recreation