



## PURPOSE

The Municipality of East Hants is committed to promoting respect, inclusivity, and equality for all users of Municipal buildings. The Municipality endeavors to provide space that is welcoming to everyone, regardless of social, physical, visual, auditory, and/or cognitive challenges and abilities.

The purpose of the Inclusive Washroom & Change Room Policy is to:

1. Strive for inclusivity and access to Municipal washroom and change room facilities for all users;
2. Welcome everyone with signage that emphasizes function and is clear and inclusive;
3. Ensure supportive staff operations and communications; and
4. Establish a framework for informed and sustainable decision making, consistent with the Municipality’s core values of fairness, respect, and excellence.

## SCOPE

All full-time and part-time employees, hired by the Municipality fall within the scope of this policy and must adhere to the policy statements contained within this document. This may also apply to other employees as determined by the Municipality of East Hants.

All buildings owned and/or operated by the Municipality fall within the scope of this policy. Staff are to make every effort reasonable and sustainable to implement this policy across the building portfolio.

## DEFINITIONS

Term	Definition
Barrier	Anything that hinders or challenges the full and effective participation in society including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice.
Disability	Includes a physical, mental, intellectual, learning or sensory impairment, that, in interaction with a barrier, hinders an individual’s full and effective participation in society.



Term	Definition
Gender Non-specific Washroom or Change Room	Term used to indicate spaces that can be used by a person of any gender or gender identity (a person’s own sense of what their gender is), typically focused on the function of the washroom or change room facility.
Gender Specific Washroom or Change Room	Term used to indicate spaces defined by the gender-binary, typically labelled as “Women’s Washroom” and “Men’s Washroom.”
Universal	Term used to indicate spaces that can be used by people of all abilities and gender identities.

## POLICY

### POLICY STATEMENT

It is the commitment of the Municipality of East Hants to ensure Municipal buildings are welcoming, safe, and inclusive.

#### 1. Washrooms and Change Room Facilities & The Right to Choose

- 1.1. The Municipality acknowledges that there are both gender-specific and gender non-specific washrooms and change rooms within the existing Municipal building inventory.
- 1.2. The Municipality acknowledges that some Municipal buildings only have gender-specific washrooms and/or change rooms.
- 1.3. The Municipality respects everybody’s right to choose the washroom and change room appropriate for them.

#### 2. Universal Design

- 2.1. When considering repairs, renovations, and/or new construction, staff are to consider the broader discussion and requirements of inclusive design to minimize the barriers associated with social, physical, visual, auditory, and/or cognitive challenges and abilities.
- 2.2. Staff are to refer to building codes and guidelines to ensure satisfactory compliance with applicable legislation.

#### 3. Signage

- 3.1. The Municipality acknowledges that signage can have a significant impact on accessibility and inclusivity.



- 3.2. Washroom signage is to consider the function of the space over the identity of its users.
- 3.3. Washroom signage is to be clear and easily understood.
- 3.4. Washroom signage is to carefully consider terminology and reflect best practices as language evolves.
- 3.5. Where appropriate, staff should consider additional signage within washrooms providing messaging that all people are welcome, particularly where gender-specific spaces are provided.

#### 4. Staff Operations and Communications

- 4.1. The Municipality acknowledges that staff operations and communications play a large role in ensuring inclusive spaces.
- 4.2. Staff will receive the necessary education and awareness training to equip them with the best practices, tools, and strategies necessary to orient facility users, champion conversations around inclusivity, and mitigate potential conflicts.
- 4.3. Staff will provide communications and information via multiple channels to ensure users are aware of the available amenities.
- 4.4. Staff will foster and encourage inclusive spaces.

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Projects and Policy Officer	<p>The Policy Editor will:</p> <ul style="list-style-type: none"> <li>• Ensure policy content is relevant and accurate, reviewed annually or sooner as necessary;</li> <li>• Seek and secure approval recommendation of the policy from the Policy Owner</li> <li>• Seek and secure approval of the policy from the appropriate Approver; and,</li> <li>• Provide the final approved policy document to the Assistant Municipal Clerk</li> </ul>
Policy Owner	<ul style="list-style-type: none"> <li>• Provide oversight to ensure policy content is relevant and accurate; and</li> <li>• Review the policy and make recommendation for approval to the appropriate Approver</li> </ul>
Council	<p>The Approver will:</p> <ul style="list-style-type: none"> <li>• Review Policy recommendations for approval consideration (approve, reject, edit)</li> </ul>
Municipality of East Hants Staff	<ul style="list-style-type: none"> <li>• Ensure this policy is adhered to;</li> <li>• Foster and encourage inclusive spaces;</li> <li>• Participate in appropriate inclusivity training, as per Directors' &amp; Supervisors' direction;</li> <li>• Ensure adequate and inclusive washroom and change room signage, as per policy; and</li> <li>• Consider the broader discussion and requirements of inclusive design during repairs, renovations, and/or new construction.</li> </ul>



## RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

Document Name	Document ID	Document Type
Sexual Orientation and Gender Identity Protection Act	<to be determined>	Legislation
Nova Scotia Accessibility Act	<to be determined>	Legislation
Nova Scotia Guidelines to Support Trans and Gender Variant Employees	<to be determined>	Guideline

## VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Creation of Inclusive Washroom & Change Room Policy	Projects and Policy Officer	Deputy Chief Administrative Officer	Council	May 27, 2020

## CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

Kim Ramsay  
Municipal Clerk