


# POLICY

	Policy:	<b>MEET SMART HEALTHY MEETINGS POLICY</b>		
	Department:	CORPORATE SERVICES		
	Division:	Human Resources	By-Law No.:	2013-35
	Prepared For:	Michelle Rose	Approval Date:	March 22, 2013
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## **SUBJECT:**

Meet Smart healthy meetings Policy.

## **PURPOSE:**

To promote and support healthy lifestyle habits at our meetings, events and conferences.

## **SCOPE:**

This policy will apply to all full/part time permanent employees and Council Members.

## **POLICY STATEMENT:**

The food and beverages we serve and the opportunities we provide for physical activity can positively affect the health and well-being of the people who work here and the people who participate in our meetings, events and conferences.

1. Whenever meetings, events, and conferences are two hours or longer, we will include a voluntary physical activity break of at least 10 minutes for every 2 hours of sitting.
2. Whenever food and beverages are served at our meetings, events, and conferences, we will:

### **Serve balanced meals and snacks that feature vegetables and fruit by:**

- Offering at least 2 of the 4 food groups from Canada's Food Guide when snacks are served, including:
  - *the Vegetables and Fruit food group*
  - *the Milk and Alternatives or Meat and Alternatives food groups*
- Offering at least 3 of the 4 food groups from Canada's Food Guide when meals are served, including:
  - *at least two choices from the Vegetables and Fruit food group*

**Promote whole grains by:**

- Ensuring at least 50% of the Grain Products served are whole grain

**Promote lean, protein-rich foods by:**

- Offering lower fat option(s) when milk or milk alternatives are served (i.e., 2% M.F. or less for milk and yogurt; 20% M.F. or less for cheese)
- Offering meat alternatives more often, including beans, lentils, or tofu
- Offering lean or extra lean cuts of meat (e.g., chicken breast, inside round roast, pork tenderloin)
- Limiting processed meat. If processed meats are served, choose leaner meats (e.g., ham, turkey, chicken)
- Making sure all meat and alternatives are prepared with little or no added fat or salt

**Promote sensible beverage choices by:**

- Serving water at every meeting
- Not serving sugar sweetened beverages (e.g., pop, fruit flavoured drinks, iced tea)
- Providing decaffeinated or herbal options when caffeinated tea or coffee is served
- Supplying lower fat milk (i.e., 2% M.F. or less) in place of creamers, flavoured creams, and coffee whiteners

**Reduce the amount of added salt, sugar, and unhealthy fats that are served by:**

- Requesting food be prepared with little or no added salt, sugar, or unhealthy fats
- Asking for sauces, condiments, and salad dressings to be served on the side
- Requesting that lower sodium sauces, condiments, salad dressings be offered, when possible
- Ensuring all food is free from added partially hydrogenated oils (i.e., Trans fats)
- Choosing reduced sodium broth or tomato-based sauces and soups, rather than cream-based
- Asking for sandwiches to be prepared without margarine or butter
- Limiting cakes, pastries, cookies, and squares. If these foods are served, offer bite-sized versions or slice traditional sized portions in two

**Ensure all food is handled according to safe food guidelines by:**

- Making sure cold foods are kept cold (i.e., < 4°C or 40°F) and hot foods are kept hot (> 60°C or 140°F) throughout the entire serving period
- Making sure food service areas are cleaned
- Encouraging participants to wash their hands before eating
- Making sure utensils such as tongs are provided to prevent direct hand contact with food
- Visiting the Safe Food Counts health inspection reporting site [www.safefoodcounts.ca](http://www.safefoodcounts.ca) before choosing a caterer to review their inspection status and Food Safety Star Rating

**Ensure all meeting venues are smoke-free and that alcohol is not provided by:**

- Advising participants that smoking is not permitted during events held at outdoor venues (all indoor venues in Ontario are smoke-free)
- Not providing alcohol at workplace events

**OPTIONAL:**

**Support participants dietary needs by:**

- Offering foods that accommodate participants food restrictions and dietary needs
- Labeling foods that contain common allergens when participants allergies are not known(i.e., nuts, wheat, egg, fish, soy)
- Offering a vegetarian option at meals, including entrées made with beans, lentils or tofu

**Make choices that are respectful of the environment by:**

- Requesting food that has been grown or processed locally or in Ontario
- Reducing waste by recycling, choosing food and beverages that have minimal packaging, and opting for reusable tableware (e.g., plates, glasses, utensils) when possible
- Offering sustainable seafood option(s) when seafood is served