

# Policy Development Questions

Below are questions you may want to consider when creating your community policies.

## 1) Goals

- a) What do you want to see happen in your community?
- b) What are your community values that you want to implement?  
**Sample clause – The community is committed to encouraging citizens to make healthy food and beverage choices in municipal facilities.**
- c) Describe what you would like to see with as much detail as possible. This will guide you towards your goal and make it easy for the community to understand the direction.  
**Sample clause – Pre-packaged products sold must only be offered in regular sized, single serving packages. No items marked “jumbo” shall be served**

## 2) Guidelines

- a) If you are setting your goals against your provincial or territorial nutrition guidelines, will you meet the guidelines or exceed them?  
**Sample clause – At least 70% of items offered for sale must meet the Sell Most and Sell Sometimes criteria, with no more than 40% of items from the Sell Sometimes category; and no more than 30% from the Not Recommended category; in accordance with the Nutritional Guidelines for Vending Machines in BC Public Buildings.**
- b) How will the guidelines apply to contractors? Do new agreements need to be created?  
**Sample clause – The policy requirements are to be included in all future contracts with food and vending services providers or long term leases with ongoing operations.**

## 3) Timelines

- a) What are the timelines to implementing your policy?
- b) Will you achieve your goals over a two or five year term, or will you implement 100% the first year?
- c) When is your new policy effective?  
**Sample clause – Adopt and implement a three year, phased-in, percentage transition for the large vending machines contract with the goal of providing 0% Not Recommended by the end of the three year period.**

## 4) In what food environments will your policy be implemented? Consider the following:

- a) Vending machines?
- b) Concessions?
- c) Packaged food?
- d) Prepared food?
- e) Beverages?
- f) All recreation facilities?
- g) Indoor facilities only?
- h) Year round facilities?
- i) Facilities where children are visiting?
- j) Fundraising events?
- k) All of the above?

**Sample clause – The policy targets apply to all food and beverage, pre-packaged and prepared, offered through food outlets including all vending machines, concessions and mobile concessions with ongoing operations in all community recreation facilities.**

- 5) Who will adhere to the policy?
  - a) All recreation facilities?
  - b) Only city operated facilities?
  - c) Mobile concession operators?
  - d) Caterers?
  - e) User groups?

**Sample clause – user groups will be provided with a copy of the healthy food and beverage policy and are encouraged to comply**

- 6) Promotion, Placement and Marketing - (Eg. what is your product placement strategy?)
  - a) Where or how will healthy choices be placed in vending machines or concessions?

**Sample clause – products categorized as “Sell Most” and “Sell Sometimes” must be placed more prominently than items that are not and must be sold at comparable prices.**

- 7) What messaging will be implemented to promote healthy eating?

**Sample clause – all processed foods and beverages distributed in facilities and venues shall be marked with the checkmark system according to the Brand Name Food List.**

- 8) Communication

- a) How will you communicate HFB policy to recreation staff as well as other departments?

**Sample clause – support all staff, including summer staff and instructors, in choosing healthy snack, lunch and meeting foods and beverages through education.**

- 9) How will you communicate HFB policy to the community?

**Sample clause – Support recreation programs, camps, events and birthday party patrons in making healthy snack and meal choices through the distribution of information packages**

- 10) Accountability

- a) Who will oversee your healthy food & beverage program?

**Sample Clause – Facilities managers are responsible for assigning staff to audit for compliance with the healthy food and beverage policy.**

- 11) Evaluation

- a) How will your policy be monitored?
  - b) How and when will your policy be measured?

**Sample Clause – Monitor the healthy food and beverage choices provided in vending machines and food services every six months to ensure percentage goals and guidelines are being met.**