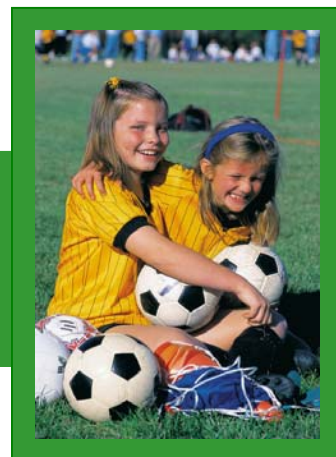


Support Healthy Eating at Work and Play

a resource guide for creating food
policies at your worksite
or recreation facility



2010

Public Health Nutritionists of Saskatchewan
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Support Healthy Eating at Work and Play

How to use this Handbook (School Nutrition Advisory Coalition, 2005).

Use this handbook to assist your community in creating and maintaining a healthy food environment within your work site and/or your local recreation facilities.

This resource provides:

- tools for developing, implementing and evaluating a nutrition policy
- tips for dealing with opposition
- standards for healthy food and beverages
- recipe ideas for food concessions and kitchens

Why is a healthy food environment important?

Nutrition plays a role in the optimal health, growth, and intellectual development of children, adolescents and adults. Nutrition also plays a role in prevention of chronic conditions such as diabetes and heart disease, some cancers, and osteoporosis. Finally, research has clearly shown that nutrition plays a significant role in athletic performance and enhanced energy for the demands of everyday life activities where we work and play (*Nutrition and Athletic Performance*, 2000).



Call to Action (School Nutrition Advisory Coalition, 2005)

One way to improve the health of people in our community is ensuring healthy foods are available. Healthy food policies guide what food is served in public settings like work sites and recreation facilities. When healthy foods are made available, it allows people to choose healthy foods more often.

Making healthy food choices is a matter of personal choice...right? That's only partly right. We do make individual choices about the food we eat based on our desire and our knowledge, but many other factors also influence our decisions. Often the lack of availability of healthy food and their prices limit our food choices.

A healthy food policy helps organizations provide:

- guidance to volunteers and employees for making decisions on what types of foods to provide within a facility or at special events
- consistency on the type of food provided from year to year
- benefits for the whole community

Don't Let Opposition Keep You From Moving Forward

Recreation facilities play an important role in helping to keep a community physically active and healthy. In the workplace, employees eat at least one meal or snack at work. Therefore it is important to ensure both work and recreation environments support all aspects of health by promoting nutritious food choices in canteens, cafeterias, snack bars and vending machines.

Often current food choices at both work sites and recreation facilities are high in fat, sugar, calories, and salt. As with any change, there may be some opposition to selling more healthy food choices. Consider these arguments and rebuttals when addressing opposition:

“Everyone has the right to choose to eat whatever they want” (Palliser Health Region Community Nutritionists, 2005)

- ✓ Yes everyone has the right to choose the foods they will eat. This includes the choice to eat healthy foods. Healthy choices need to be made as available and as appealing as unhealthy choices. Nutritious foods are not always as readily accessible and as well-promoted.

“They will buy it somewhere else anyway.”

- ✓ There are unhealthy food options in other facilities, however both work sites and recreation facilities can benefit from promoting a healthy environment.

- ✓ Serving healthy food options is part of this environment. Employers and recreation facilities have an opportunity to be leaders and/or role models for other facilities (Palliser Health Region Community Nutritionists, 2005)

“No one will buy the healthier food so there is no profit from selling these foods”

- ✓ This argument has been proved wrong time and time again, particularly in the school food environment. It has been shown that children will purchase healthy foods when they are offered, particularly if they are not competing with unhealthy foods.

For the majority of people, the cost and portion size of food are the primary factors that influence the foods they choose to purchase. By only focusing on offering more healthy foods and not addressing the issues of portion size and cost, your policy may not be a successful venture. In fact, it may actually create more frustration.

Many studies of school and work site vending machines show that more people buy healthy food options when the price is lowered. The more the price is lowered, the more these foods are purchased. If the prices return to normal, the sales also return to what they were before the price reductions.



The concern about lowering prices for healthier food to help improve their sales is valid. To offset the cost one strategy might be to raise the price of the popular energy dense low nutrient foods such as soft drinks and fried foods and snacks. This supports the consumption of the healthier foods even more by making the nutrient rich choices more attractive and the nutrient poor choices less attractive.

“They eat it at home anyway”

- ✓ There are behaviours that occur at home that do not need to occur outside the home. If children and adults eat poorly and have unhealthy beverage choices at home, it is even more important that

healthy foods be available at work and in recreation facilities (Palliser Health Region Community Nutritionists, 2005).

“The profit is used to fund other sports and social activities”

- ✓ Athletic programs and clubs encourage fitness and healthy physical activity. This cannot be accomplished while providing only high sugar, fat and salt foods.
- ✓ There is no reason to lose profit if less nutritious foods and beverages are priced higher to compensate for reduced prices for healthier choices.



Creating Healthy Food and Beverage Policy and Guidelines

A policy or written guideline outlines the standard for food sold and provided in either a work site or recreation facility. The policy ensures that positive and healthy nutrition is promoted and supports a healthy environment for all users.

There are several steps to form healthy food policy - development, implementation and evaluation (Palliser Health Region Community Nutritionists, 2005).

- ✓ Form a team. Invite input from all stakeholders such as managers, employees, volunteers, vendors and facility users of all ages. Make sure to include those making decisions regarding vending as well as your local public health nutritionist.
- ✓ As you start the process of creating a healthy food environment, it might be helpful to first survey the people who use your food services on what choices they would like. Price and food quality will affect food choices. Consider offering nutritious choices at competitive prices and make healthy choices easily accessible.
- ✓ Define what foods are considered “healthy” or “nutritious” and what foods will be considered acceptable. Use reliable resources based on Canada’s Food Guide such as *Healthy Foods for My School* (Saskatchewan Ministry of Health, 2008). Copies of this resource are available at <http://www.health.gov.sk.ca/healthy-foods-school>. Also refer to the Tools and Resources section for healthy food ideas for vending machines and snack bars, p.11, and Recipes pp. 25-36.
- ✓ Write the draft policy and share it with key stakeholders to collect their ideas. Consider making a long range plan that would provide gradual changes over a period of time. For example, the committee may desire that 75% of all vending machine items offered be healthy food options. Implementing the change over a period of time may be most successful. Here is an example:

Over the next 3 years, the amount of healthy food options found in vending machines will increase 25% each year to a total of 75% of items offered.
- ✓ Once the policy is approved, share it with staff and facility users in as many ways as possible. Try posters, pay cheque stuffers, newsletters and your business or facility web site.
- ✓ Advertise and promote new healthier food choices as they are introduced. Allow employees and consumers to taste test new products. This can help people realize that healthy foods taste great! Service providers can then decide which new products and recipes may sell the best.
- ✓ Monitor and evaluate the food changes you have made in the facility. Identify a person or a few people responsible for monitoring the impact of the changes. This could be done by informal discussions, focus groups, surveys and questionnaires. Data such as amounts ordered and amount in garbage cans can also be useful. Ask consumers what they think of the changes. Examples of surveys can be found on pp. 12-15.

Getting Started

1. Survey Your Surroundings

It is important to assess your current situation, in order to monitor your progress (*Playing the Policy Game*, 2008). Gather information about both the foods available and the eating environment. This is an important step to guide your improvements.

a. Food

First, find out what types of foods are presently available in your facility. A sample assessment tool for foods available can be found in the Tools and Resources section, pp. 12-13. This assessment can help you identify and plan for improvements in your work site or facility. Work through the checklist to identify items that are fully in place, not in place and areas for improvement. A work plan can be created from this assessment.

b. Eating Environment

The physical eating environment can also affect your health. The presence or absence of food storage and preparation facilities can influence the type of food we eat. A sample assessment tool for the eating environment can be found in the Tools and Resources, p. 14.

c. Customers Opinions

Gather the thoughts of your customers using a survey. This may also help you find support or involvement. A sample customer survey can be found in the Tools and Resources section, p. 15.

Survey Tips:

Keep it short – ask no more than five or six questions.

Hand it out for customers to complete and return anonymously (collection box), or send electronically.

Another option is to hold a discussion group. Let the group answer your survey questions together. Take notes on their responses.

2. Make a Plan

Once you see what foods are available and what improvements could be made, it is time to make an action plan. Prioritize changes so you don't try to make too many difficult ones at one time. Draft the policy and get it approved.

3. Evaluate. How did you do?

(*Playing the Policy Game*, 2008).

An important step in creating a healthy food policy is to find out how the changes have gone and what is left to do. Complete your assessment tools again and compare them to what you did before making changes.

Consider the following questions:

- ✓ What steps did we take to get to our goal?
- ✓ Which steps worked? Which ones didn't work and why?
- ✓ Did we include the right people?
- ✓ Did the sales of healthy food/beverages increase?
- ✓ Can these changes be sustained?
- ✓ What is our next step(s)?

Making Healthy Choices

1. Healthy Options for Vending Machines

Healthy Foods for My School (HFMS) (Saskatchewan Ministry of Health, 2008) <http://www.health.gov.sk.ca/healthy-foods-school>, is a resource that provides guidelines or defined standards for packaged foods that support healthy eating. The HFMS is a useful tool to select packaged foods for vending machines, cafeterias, etc. The foods are listed in Choose Most or Choose Sometimes categories, depending on their nutrient content.

The goal is to have the majority of items in the vending machine from Choose Most or Choose Sometimes, with few or no

unhealthy choices. Changing the selection of foods can take time and it may be necessary to start the process slowly. For example, 25% of food items may come from the 2 categories to start with, and this may be gradually increased over time.

A summary table of the HFMS is below. A description of this resource in poster form, entitled *Healthy Eating Guidelines* (Saskatchewan Ministry of Health, 2008) is available in the Tools and Resources section, p. 16.

“Choose Most”

These foods tend to be lower in added fat, sugar and salt or are a source of fibre.

Vegetables and fruit

Fresh vegetables and fruit
Homemade vegetable soup
Unsweetened applesauce/fruit blends

Grain Products

Whole grain bagels, English muffins
Cold/hot cereal with 2 or more grams fibre/serving

Milk and Alternatives

Skim, 1% or 2% milk
Fortified soy beverages
Cheese or cheese strings (less than 20% M.F.)

Meat and Alternatives

Nuts without added salt or sugar
Small flavored tuna or salmon tins

“Choose Sometimes”

These foods tend to be higher in fat, sugar and salt and are lower in fibre

Vegetables and fruit

Canned vegetables and fruit
100% vegetable and fruit juices
Dried fruit
Fruit and vegetable bars and leathers.

Grain Products

Cold cereal (less than 12 grams of sugar)
Granola/cereal bars, not dipped (less than 12 grams sugar)
Baked goods (less than 10 grams fat, less than 12 grams sugar)

Milk and Alternatives

Flavoured Milk (chocolate milk)
Hot chocolate made with milk
Flavoured yogurt
Frozen yoghurt or ice milk

Meat and Alternatives

Canned beans (less than 480 grams sodium)

2. Using Food Labels (Dietitians of Canada and Canadian Diabetes Association, 2007)

All packaged foods now carry a standard Nutrition Facts table regulated by Health Canada (2003). The Nutrition Facts table allows us to compare the nutrient content of different foods in order to make an informed choice on the foods we eat.

The Nutrition Facts table shows how much of 13 “core” nutrients are in the specified serving size of the food. We benefit from choosing foods rich in nutrients like fibre, iron and calcium more often. It also allows us to choose foods with less of some nutrients such as sodium, saturated and trans fat.

While some nutrients have an actual value beside them (e.g., 2 grams fat), others have the % Daily Value. This is meant to be a simple way of evaluating if there is a lot or a little of a nutrient in a serving of the food, and is helpful if we don't know how much of a nutrient we require in a day.

Nutrition Facts			
Per 1 cup (55 g)			
Amount		% Daily Value	
Calories 220			
Fat 2 g			3 %
Saturated 0 g			0 %
+ Trans 0 g			
Cholesterol 0 mg			
Sodium 270 mg			11 %
Carbohydrate 44 g			15 %
Fibre 8 g			32 %
Sugars 16 g			
Protein 6 g			
Vitamin A 0 %	Vitamin C 0 %		
Calcium 4 %	Iron 40 %		

Marketing Healthy Choices

1. Offering healthy foods and beverages does not guarantee customers will choose them. To sell any product, a marketing plan is important. Your plan must focus on your target audience and their needs and wants.

Consider the four P's in your marketing plan (Food and Nutrition Service, 2005):

1. **Product** - what are the products that meet your customer's needs?
2. **Placement** - where are customers most likely to notice specific foods and beverages?
3. **Promotion** - how can you encourage the healthy choices through advertising, public relations, or point-of-purchase information?
4. **Price** - what is the best price to encourage a customer to purchase a healthy product or try a new one for the first time?

Here are some ideas to market healthy foods and the changes you have made:

1. Product

Note: Healthy foods in this document refer to those items that meet the nutrient criteria outlined in *Healthy Foods for My School*, Saskatchewan Ministry of Health, 2008), <http://www.health.gov.sk.ca/healthy-foods-school>.

- Ask your customer for recommendations on healthy foods that they would purchase. Ask children too! (See survey p. 17).

- Make healthy foods attractive. Consider colour, texture and flavour when planning your food selections. If it looks good and tastes great, people will buy it.
- In one survey, convenience, cost and freshness were the top reasons listed for purchasing items. Other surveys rank taste as very important to consumers, especially children. For more information on market research of Canadians visit http://www.stayactiveeathealthy.ca/managers/market_research.html

2. Placement

- Front and centre – put healthy choices where they will be seen first
- Create signs to identify healthy foods
- At the check out - a great place for some healthy options such as a bowl of fresh fruit.



3. Promotion

- Choose product packaging, signage or menu boards that are eye-catching and attractive.
- If you have a public announcement system, draw attention to your new healthy products through short “commercials”.
- If your organization serves children involve them in developing signage, commercials or choosing healthy products.
- Advertise in your organization’s newsletter or website.

See samples of promotional items in Tools and Resources section, p. 17-19.

Messages. Keep messages simple, upbeat and consistent. Reinforce with repetition and catchy phrases. Consumers respond to messages about good taste, fun and increased energy rather than nutrition.

Try these:

- “Satisfy your thirst with water!” or “Water – AHH - Satisfying!”
- Want a change from hot dogs? Try our **new** submarine sandwich. **Fresh** and **Delicious**.

New Products. To successfully add a new product to the menu, it is important that your customers are aware of the new choice (Heart Healthy Partners, 2002).

- Introduce new items by adding one or two at a time.
- Advertise with signs - Pre-advertise by suggesting customers “Watch for (specific name of new product) coming soon” or “Watch for next week's new feature - Soft Taco or Beef Veggie Stir Fry”

- Offer free samples or “taste tests”.
- Have items on display.

Menu Pairings. Make healthier sides the norm:

- Vegetable or fruit options instead of French fries or chips.
- Milk or water instead of pop.
- Yogurt cup or tube instead of donut.
- Meal deals that reflect the 4 food groups. For example, try a sandwich, salad and yogurt or burger, raw vegetables/dip and milk.

Prepare staff. Do sales staff understand the changes and are they enthusiastic about the new products? Supportive staff can suggest or promote new products to customers.

Follow up. Find out how things went. Ask the customer if the food tasted good. Ask the staff about any problems stocking or preparing the items. You may not get it right the first time; make changes as needed.

4. Price

- Consider lowering prices for healthy food choices as an incentive to purchase them.
- Distribute other pricing incentives for healthy choices – such as coupons or Buy 5 – Get 1 Free cards. See Tools and Resources section, p. 18.
- Sponsor a fun contest – customers can enter a draw for purchasing a healthy item you are promoting.

You Can Make a Difference

Creating a healthy food environment cannot be accomplished overnight. Many factors must be considered before choosing healthy foods and beverages becomes a habit in your workplace or recreation facility.

Recognizing the need, dealing with barriers, and effective marketing are only part of the multi-stage approach needed to support healthy eating. A healthy policy or guideline is more likely to succeed when implemented slowly and with the dedication and input from all employees, stakeholders,

and customers. Everyone benefits from a healthy food and beverage policy whether it is at work or at play!

The following tools and resources will help you to assess the food and beverages currently being offered in your facility. Promotional and marketing materials are also provided to aid you while implementing healthier options.



Tools and Resources
To Support
Healthy Eating at
Work and Play

Survey Your Food Environment	Available in canteen/snack bar/vending daily			Would like to work towards this change
	Yes	No	N/A	
Vegetables and Fruit				
<p>Are the prices of vegetables and fruit lower than those of chips and chocolate bars?</p> <p>Packaged Foods: One or more options have:</p> <ul style="list-style-type: none"> • Less than 5 grams fat • 0 grams of trans fat • Less than 480 milligrams sodium <p>First ingredient listed is a vegetable or fruit Fruit juice available is 100% juice</p> <p>Non-packaged foods: Fresh vegetables and fruit are available</p> <p>Vegetables and fruit are prepared with little or no added fat, sugar or salt</p>				
Grain Products				
<p>Packaged Foods: One or more options have:</p> <ul style="list-style-type: none"> • Less than 10 grams fat • 0 grams of trans fat • Less than 480 milligrams sodium • Less than 12 grams sugar <p>(i.e. plain popcorn, cereal, pretzels, lower fat cookies)</p> <p>Non-packaged foods:</p> <ul style="list-style-type: none"> • Grain products are prepared with little or no added fat, sugar or salt • One or more options are whole wheat or whole grain 				
Milk and Alternatives				
<p>Skim, 1%, or 2% milk is available Is the price of milk lower than other beverages? One or more options have:</p> <ul style="list-style-type: none"> • Less than 10 grams fat • 0.5 grams or less of trans fat • Less than 25 grams sugar • 10% or greater Daily Value of calcium 				

Survey Your Food Environment (continued)	Available in canteen/snack bar/vending daily			Would like to work towards this change
	Yes	No	N/A	
Meat and Alternatives				
<p>Packaged foods: One or more options have:</p> <ul style="list-style-type: none"> • Less than 15 grams fat • 5 grams or less of saturated fat • 0.5 grams or less of trans fat • less than 480 milligrams sodium • 5 grams or more of protein <p>Sandwich fillings (i.e., tuna or egg salad) are prepared with low fat mayonnaise or other low fat salad dressing</p>				
Mixed Dishes				
<p>Packaged foods: One or more options have:</p> <ul style="list-style-type: none"> • Less than 0.5 grams trans fat <p>AND Four of the following Six:</p> <ul style="list-style-type: none"> • 2 grams or more of fibre • 3 grams or less of fat • 2 grams or less of saturated fat • 960 milligrams sodium or less • 5% or greater of at least one of Vitamin A, Vitamin C, Calcium or Iron • Sugar is not the first or second ingredient. Sugar can be from many forms: honey, molasses, corn syrup and words ending in “ose” (e.g. sucrose, fructose, maltose, dextrose, lactose, galactose) 				

Survey Your Eating Environment

Environment	Yes	No	N/A	Would like to implement
Comfortable place to sit for meal and snacks				
Eating area is cleaned daily				
Smoke- free areas for eating				
Hand washing station(s) available				
Refrigerators are available				
Microwaves are available				
Healthy food choices available in cafeteria or vending machines				
Healthy choices are identified at point of purchase in the cafeteria or vending machines				

Sample Customer Survey *(Playing the Policy Game, 2008)*

Name of your Organization _____

Date _____

We want to know your thoughts about the food served in our facility. The information will help us develop a healthy food policy. A healthy food policy will guide staff and volunteers in making decisions in the types of foods provided in our facility or at special events. Thank you for your help. Please return your survey to _____ by _____.

1. Do you think the cafeteria or snack shop sells the types of foods you like to eat at work/recreation facility? Yes/No
2. Do you think the types of foods sold at work/ recreation facility are healthy? Yes/No
3. What types of healthy foods would you like to have available at work/recreation facility? Please circle from the following list or add in your own suggestions:

Salads Raw vegetables (with dip)

Fresh fruit Fruit cups 100 % Vegetable or fruit juice

Whole wheat or whole grain products (i.e., pitas, bagels, cereal)

Milk Yogurt Cheese portions (i.e., cheese strings)

Trail mix (dried fruit & nuts/seeds) Plain nuts or seeds

Sandwiches (turkey, chicken, ham) Tuna snack packs with crackers

Granola bars


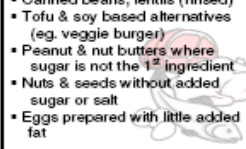
Other suggestions _____




4. If the foods you selected in question #3 were sold, how often would you purchase them?
 - a. Daily
 - b. Once per week or more
 - c. Once per month or more
 - d. Less than once per month

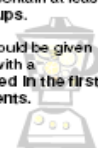
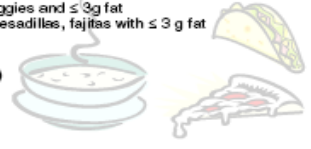


Healthy Eating Guidelines

Use the "food selection categories" to make better food choices for meals & snacks, school & classroom celebrations, special food days, fundraisers, cafeterias, vending machines, meetings, or staff rooms.

"Choose Most Often"	Vegetables & Fruit	Grain Products	Milk & Alternatives	Meat & Alternatives
	<ul style="list-style-type: none"> Fresh/frozen/canned vegetables & fruit prepared without added sugar or salt Vegetables prepared without added fat Fruit canned in juice Vegetable soups (from scratch) Vegetable/fruit salads Unsweetened applesauce <p><i>Choose dark green and orange vegetables often</i></p> <p><i>Vegetables or fruit should be listed as the first ingredient (or second, if water is first)</i></p>	<ul style="list-style-type: none"> Whole grain bread, rolls, buns, bagels, pita bread, tortillas, baked bannock, English muffins Whole grain muffins, loaves, pancakes, waffles Whole grain unsweetened cereals or low sugar cereals with: <ul style="list-style-type: none"> ≥ 2 g fibre and < 8 g sugar Cooked whole grain unsweetened cereals Corn bread Whole grain pasta, noodles Barley, whole wheat couscous Brown or converted (parboiled) rice <p><i>Choose a variety of whole grains</i></p> <p><i>Look for foods with at least 2 grams of fibre.</i></p>	<ul style="list-style-type: none"> 2%, 1% or skim milk Yogurt (plain, unsweetened) Cheese (lower fat) Cottage cheese Milk-based soups Skim milk powder Soy beverage – fortified & low fat  <p><i>Choose milk often for vitamin D</i></p>	<ul style="list-style-type: none"> Roasted/baked/grilled chicken, turkey, fish, seafood, beef, pork, lamb, ham Canned tuna, salmon, chicken, flaked ham, crab Lean ground meat Wild meat (if butchered in an approved facility) Cooked dried peas, beans, lentils Canned beans, lentils (rinsed) Tofu & soy based alternatives (eg. veggie burger) Peanut & nut butters where sugar is not the 1st ingredient Nuts & seeds without added sugar or salt Eggs prepared with little added fat 
<ul style="list-style-type: none"> Choose these foods everyday or "most often" 	These foods are: <ul style="list-style-type: none"> sources of one or more of the following: vitamins, minerals, protein, carbohydrate and fibre generally lower in added fat, sugar and salt 			


"Choose Sometimes"	Vegetables & Fruit	Grain Products	Milk & Alternatives	Meat & Alternatives
	<ul style="list-style-type: none"> Canned/frozen vegetables and fruit with added salt, sugar, fat or sauces Canned vegetable soups with ≤ 480 mg of sodium Fruit in syrup 100% fruit/vegetable juices Dried fruit 100% fruit leather 100% fruit & vegetable bars Fruit crisps, cobbles Frozen 100% fruit juice bars Salsa 	<ul style="list-style-type: none"> Breads with ≤ 2 g saturated fat and 0 g trans fat such as enriched (white) bread, pita, bagels, rolls, tortillas, croissants, biscuits, scones, breadsticks Enriched (white) pancakes, waffles, loaves, cookies and other baked goods with ≤ 2 g saturated fat and 0 g trans fat Most pancakes, waffles, loaves, cookies, muffins etc made from scratch with enriched flour and non-hydrogenated margarine or oil Hot/cold cereals with: <ul style="list-style-type: none"> ≤ 12 g sugar White or instant rice White or enriched pasta, noodles Crackers (whole grain or enriched flour) Granola bars/cereal bars (not dipped, ≤ 12 g sugar) Plain popcorn, rice cakes, baked chips Taco shells 	<ul style="list-style-type: none"> Whole milk Flavoured yogurt Milkshakes Flavoured milks (eg. chocolate) Yogurt drinks Milk-based puddings and custards Frozen yogurt, ice milk Hot chocolate made with milk Processed cheese slices, cheese spread 	<ul style="list-style-type: none"> Lean deli meats (ham, corned beef, turkey roll, pastrami, etc.) Canned fish (packed in oil) Preformed meatballs or hamburger patties Breaded fish or meats with ≤ 15 g fat Canned beans, lentils (not rinsed) Canned beans in sauce with ≤ 480 mg sodium Nuts and seeds that are salted or sweetened
<ul style="list-style-type: none"> If a food from this category is served, balance it with a food from "Choose Most Often" category 	Vegetable or fruit must be 1 st ingredient (or 2 nd , if water is first). Select foods that have: Fat: ≤ 5 g Saturated fat: ≤ 2 g Trans fat: 0 g Sodium: ≤ 480 mg Sugar is not the first ingredient.*	Grain must be 1 st ingredient. Select foods that have: Fat: ≤ 10g Saturated fat: ≤ 2 g Trans fat: 0 g Sodium: ≤ 480 mg Sugars: ≤ 12 g	Milk must be 1 st ingredient. In milk alternatives, water may be the 1 st ingredient followed by a milk alternative such as soy. Select foods that have: Fat: ≤ 10 g Trans fat: ≤ 0.5 g Sugar: ≤ 25 g Calcium: ≥ 10%	Meat or meat alternative must be 1 st ingredient. Select foods that have: Fat: ≤ 15 g Saturated fat: ≤ 5 g Trans fat: ≤ 0.5 g Sodium: ≤ 480 mg Protein: ≥ 5g

Prepared Mixed Dishes	
A prepared mixed dish product must contain at least two food groups. Preference should be given to food items with a vegetable listed in the first three ingredients.	Select foods that have: <input checked="" type="checkbox"/> Trans fat: 0.5 g or less AND <input checked="" type="checkbox"/> Four of the following six: <input type="checkbox"/> Fat: ≤ 3 g (5% Daily Value) <input type="checkbox"/> Saturated fat: ≤ 2 g (10% Daily Value) <input type="checkbox"/> Sodium: ≤ 960 mg (40% Daily Value) <input type="checkbox"/> Fibre: ≥ 2 g (8% Daily Value) <input type="checkbox"/> At least one of Vitamin A, Vitamin C, Calcium OR Iron: ≥ 5% <input type="checkbox"/> Sugar should not be the 1 st or 2 nd ingredient*
	<ul style="list-style-type: none"> Canned soups/stews/chili with ≤ 960 mg sodium Chunky soups/bean soups with ≤ 3 g fat and ≤ 960 mg sodium Pasta and pasta salad with veggies and ≤ 3g fat Pizza, calzones, soft tacos, quesadillas, fajitas with ≤ 3 g fat Sloppy Joes Smoothies Snacks kits (eg. tuna/crackers) Stir-fry Subs, wraps, pitas Trail mix with nuts and fruit  <p><i>Read food labels to find other healthy food choices</i></p>

*Sugars can be from many forms: corn syrup, dextrin, honey, maltodextrin, molasses, sugar, syrup and ingredients with words ending in "ose".

Breakfast:


- 1 serving from each of 3 or more food groups in Canada's Food Guide



Satisfy your thirst with water!


Lunch & Supper:

- 1 serving from each of the 4 food groups in Canada's Food Guide



Snack:

- 1 serving from each of 2 or more food groups in Canada's Food Guide



Based on the concepts of "Canada's Food Guide", "Healthy Foods for My School", Saskatchewan Ministry of Health (April 2005)

Promotional Items to Order:

Some food companies and health organizations have posters and promotional items that may help you advertise your healthy food options. Contact these organizations to obtain copies of the following items:



More Matters

- Vinyl Cling (11”x17”) - \$3.96 US funds + Shipping & Handling
http://www.pbhcatalog.com/acatalog/Static_Cling.html
- Balloons, ornaments, banners, danglers – varied prices
<http://www.pbhcatalog.com/acatalog/Signage.html>



Re-Think Your Drink – Posters, bookmarks, stickers, magnets, lunch bags www.calgaryhealthregion.ca/rethinkyourdrink/introduction.htm

- Go to: “resources” and then “order form”

Dairy Farmers of Saskatchewan 306-949-6999

Posters to promote milk –
(for elementary children and adolescents)

Canadian Cancer Society http://www.5to10aday.com/en_products.asp#

- Posters promoting fruit and vegetables and being active (for various age groups)
- *Eat Smart Meet Smart* a handout to inform healthy lifestyle choices for meetings (for work sites)
<http://www.health.gov.sk.ca/eat-smart-meet-smart>



Promotional Items to Make:

You can also make your own advertisements. See below and on the next few pages for samples of promotional ideas and posters. You can use these or create your own.

1. Buy One and Get One Free Promotion

This idea supports a financial reward for choosing healthy foods. The sample cards below could be printed on plain paper or card stock. Each time a person purchases a carton of milk, a mark or hole punch is made on the card. When all milk cartons on the card are covered, the customer receives a free carton of milk.



2. Posters

Advertise healthy food options with a poster or a healthy meal special. Make choosing the healthy choice the best money deal. Advertise your special with a healthy “side” like a salad or raw vegetables instead of high fat fried foods.

Today's Sandwich Special Is:

The Great \$5.00 Deal

Choose one of these Fast and Fresh Combos with your choice of drink:

Meal Combos:

Chili and Bun

Burger and Yogurt Tube

Sandwich with Veggie or Fruit

Salad in a Bag (Taco, Chef)

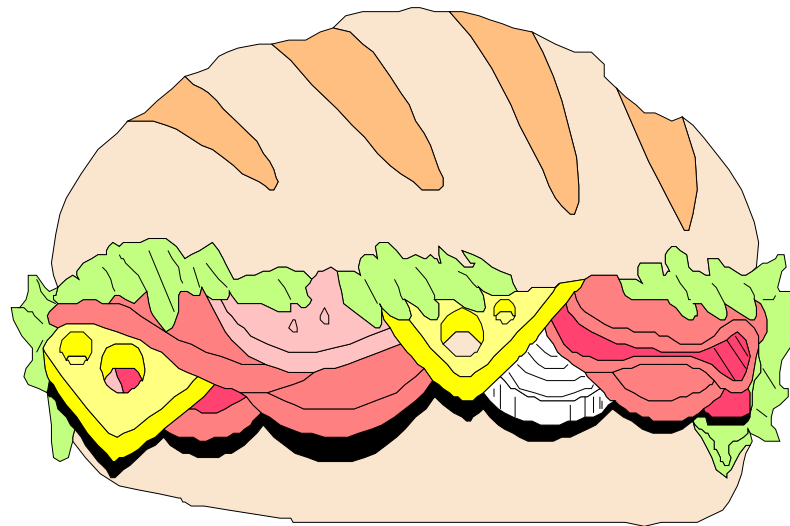
Drink Choices:

Milk

100%Fruit Juice

Yogurt Drink

Water



Invite Others to Participate in Healthy Food Policy Development

Sample Letter for Rinks (Soccer Centre, Swimming Pool, etc.) (Heart Healthy Partners, 2002)

Facility Name
Address

Date

Re: Making our Rink Better Together – An Invitation

From September to March, families spend a large portion of time at the local rink participating in hockey, skating or curling. Schedules often mean one or more meals are eaten at the rink. This may happen several times a week.

Since many people, especially youth, may be eating their main meal of the day at the rink, it is important that a variety of healthy food choices are available. Healthy eating is key to good athletic performance. In order to support our community, we are developing a healthy food policy for our facility. A healthy food policy will guide staff and volunteers in making decisions on the types of foods to provide within our facility or at special events. If you are interested in participating in discussions to form this policy, please contact (name and phone number).

You are most welcome to attend our next meeting at (time and place). We would welcome your input. We expect to have the new policy in place by (date).

Sincerely,

Sample Newsletter Article for Rinks (Soccer Centre, Swimming Pool, Etc.)

Facility Name

Address

Date

RE: Making our Rink Better Together

From September to March, families spend a large portion of time at the local rink. Schedules often mean one or more meals are eaten there, and this may happen several times a week.

Since many people, especially youth, may be eating their main meal of the day at the rink, it is important that a variety of healthy food choices be available. Healthy eating is key to good athletic performance. In order to support our community, we have developed a healthy food policy for our facility. You may notice some changes to the types of foods we provide at (locations – snack bar, vending machines or at special events) and their prices.

We hope you will try our new (fill in initiatives). We are offering these healthy choices at (details re: any special price initiatives or free samples).

If you would like more information about our healthy food policy, please contact (name and phone number).

Thank you for your support,

Sample Invitation for Work Sites

Facility Name

Address

Date

RE: Making Our Workplace Better – An Invitation

Health is influenced by many factors—some we can control and some we cannot. We know that eating healthy food is one of the best ways that we can protect and improve our health. Healthy eating is linked to:

- reduced cancer risk
- promotion of healthy weights
- delayed onset of Type 2 diabetes
- reduced risk for heart disease
- reduced risk for osteoporosis

Yet sometimes it's hard to make healthy food choices.

Can the workplace help?

Yes! The workplace can help promote healthy eating by improving access to healthy foods at work and forming **policy** that supports healthy food choices at work sites.

Work site healthy food policy is a written guide that aims to make *healthy food choices the easy choices* for employees. This is a component of our overall wellness program.

We recognize that eating habits are a very personal decision, so our policy will focus on making healthy food choices more accessible versus taking away foods that people enjoy. We need your involvement. If you would like to be part of a team that will be forming healthy food policy for our workplace, please contact (name and number). You are most welcome to attend our next meeting at (time and place). We would welcome your input. We expect to have the new policy in place by (date).

Sincerely,

Sample Newsletter Article for Work Sites

(Use in emails, bulletin boards or pay stub messages)

Facility Name

Address

Date

RE: Making Our Workplace Better

Health is influenced by many factors—some we can control and some we cannot. We know that eating healthy food is one of the best ways that we can protect and improve our health. Healthy eating is linked to:

- reduced cancer risk
- promotion of healthy weights
- delayed onset of Type 2 diabetes
- reduced risk for heart disease
- reduced risk for osteoporosis

Yet sometimes it's hard to make healthy food choices.

Your workplace wants to help

In an effort to support employees, a workplace team has developed a **healthy food policy** for our facility. Work site healthy food policy is a written guide that aims to make *healthy food choices the easy choices* for employees. We recognize that eating habits are a very personal decision so our policy focuses on making healthy food choices more accessible versus taking away foods that people enjoy.

You may notice some changes to the types of foods we provide at (locations – snack bar, vending machines or at special events) and their prices.

We hope you will try our new (fill in initiatives). We are offering these healthy choices at (details re: any special price initiatives or free samples).

If you would like more information about our healthy food policy, please contact (name and phone number).

Thank you for your support,

Contracts for Food Service Providers

Contracts are specific to each facility and intended to outline the responsibility of both the facility and the food service provider. Some points to consider may include any or all of the following:

Facility Provider:

1. Arranges for an inspection of the Concession by the Environmental Health Division of Public Health and prior to its opening obtains a Certificate of Approval issued by the Medical Health Officer.
2. Checks that all equipment is in proper working order and is responsible to maintain concession equipment.
3. Specifies whether water, electricity and heat are provided at no cost to the Food Service Provider.
4. Outlines insurance and liability concerns.
5. Specifies length of contract and termination details.
6. Provides guidance on types of foods that are allowed to be served. For example,

“Healthy Food according to Canada’s Food Guide shall be available at all times to customers”.

7. Specifies if the facility is to be smoke free, and whether smoking products can be sold.
8. Provides containers for garbage.
9. Determines if other groups renting the facility can bring in their own food.

Food Service Provider:

1. Obtains all necessary licenses.
2. Operates all equipment in a safe manner. Keeps all equipment clean and reports any safety issues to the facility operator.
3. Provides a list of items to be served and their prices.
4. Ensures staff adheres to Food Safe principals; are neat, clean and polite to customers.
5. Keeps the area clean and places garbage in designated containers.



Healthy Options for Canteens and Snack Bars - Recipes

Try this collection of healthy recipes which produce larger quantities than household recipes. Many take very little preparation time and use healthy food ingredients.

Soups

Chicken Lemon Rice Soup	28
Macaroni and Beef Soup	29
Mennonite Soup.....	30
Minestrone Soup.....	31
Potato Chowder	32

Baked Goods

Baking Mix (for making biscuits, muffins, cookies).....	33
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Chicken Lemon Rice Soup

(Self Study Course for Nutrition Coordinators, 2008)

Yield: 25 - ¾ cup/175 mL servings

Ingredients

1 Tbsp/ 30 mL	non-hydrogenated margarine
1 c / 250 mL	onions, diced
6 c / 1.5 L	chicken stock, hot
4 c / 1 L	chicken, cooked, diced
4 c / 1 L	rice, cooked
12	egg yolks
3 Tbsp/ 45 mL	chicken soup base
5	lemons, juiced

Equipment

Soup pot with heavy bottom.

Method

1. Sauté onions in margarine over medium high heat for about 2 minutes.
2. Add hot chicken stock. Simmer 45 minutes. Add cooked chicken and cook 10 minutes.
3. Add cooked rice.
4. Warm soup up again and remove from heat.
5. Combine a small amount of the chicken soup to the egg yolks, whipping briskly to avoid cooking the yolks. Add yolk/soup mixture back to pot of soup.
6. Add lemon juice.
7. Add seasonings (salt and pepper) as needed.
8. Serve.

Macaroni and Beef Soup

(Self Study Course for Nutrition Coordinators, 2008)

Yield: 100 – ¾ cup / 175 mL servings

Ingredients

1/4 c / 50 mL	oil or non-hydrogenated margarine
2 lb/ 908 g	lean ground beef
1.5 l / 675 mL	onions, diced
1 lb/ 450 g	celery, diced
1/4 c / 50 mL	flour, all purpose
20 c / 5 L	beef stock
1 1/2 lb/ 675 g	macaroni, uncooked
32 oz / 960 mL	crushed tomatoes
	salt, pepper as needed

Equipment

Soup pot with heavy bottom.

Method

1. Heat oil or margarine until hot.
2. Add ground beef and cook thoroughly.
3. Add onions and celery and sauté until onions are clear.
4. Add flour and cook 8-10 minutes.
5. Add beef stock, macaroni and tomatoes.
6. Simmer for about an hour.
7. Add seasonings (salt and pepper) as needed.
8. Can be kept warm in a crockpot until served.

Mennonite Soup

(Self Study Course for Nutrition Coordinators, 2008)

Yield: 60 – ¾ cup / 175 mL servings

Ingredients

8 c/ 2 L	beef stock
8 oz/ 225 g	carrots, cubed
1 1/2 lb/ 675 g	onions, chopped
1 lb/ 450 g	beets, fresh, peeled and grated
1 lb/ 450 g	cabbage, chopped fine
8 oz/ 225 g	green pepper, diced
1 lb/ 450 g	potatoes, cubed
6-8 sprigs	dill, fresh or 1 Tbsp dried dill weed
3 Tbsp / 45 mL	chopped fresh parsley
48 oz /1440 mL	canned tomato soup
28 oz /840 mL	ketchup
24 oz /720 mL	milk
1.5 lb/ 675 g	farmer sausage, diced
	salt, pepper as needed

Equipment

Soup pot with heavy bottom.

Method

1. Bring stock to a boil and reduce to simmer.
2. Add all vegetables except potatoes. Cover and cook 10 minutes.
3. Add potatoes, dill and parsley.
4. Cook until potatoes are tender. Add the diced sausage.
5. Stir in canned tomato soup and ketchup.
6. Just before serving add the milk and adjust seasonings (salt and pepper) as needed. **Do not boil.**
7. Can be kept warm in a crockpot until served.

Minestrone Soup

(Self Study Course for Nutrition Coordinators, 2008)

Yield: 48 – ¾ cup / 175 mL servings

Ingredients

4 oz/ 125 mL	olive or canola oil
2 lb	onions, sliced thin
1 lb/ 450 g	celery, small dice
1 lb/ 450 g	carrots, small dice
4 tsp/ 20 mL	garlic, chopped
1 lb/ 450 g	green cabbage, shredded
1 lb/ 450 g	zucchini, medium dice
2 lb/ 900 g	canned crushed tomatoes
10 quarts/ 10 L	chicken or vegetable stock
2 tsp/ 10 mL	dried basil leaves
12 oz/ 345 g	macaroni, uncooked
3 lb/ 1.36 kg	drained cooked cannelloni or kidney beans (canned is fine)
½ c / 125 mL	chopped parsley
	Parmesan cheese, grated, to taste

Equipment

Soup pot with heavy bottom

Method

1. Heat oil in pot over medium heat.
2. Add onions, celery, carrots and garlic. Cook them in the oil until they are almost tender. Do not brown them.
3. Add the cabbage and zucchini. Stir to mix the vegetables. Continue to cook over medium heat for another 5 minutes.
4. Add tomatoes, stock and basil. Bring to a boil, reduce heat and simmer until the vegetables are almost cooked. Do not overcook.
5. Add pasta and continue to simmer soup until the pasta is cooked (about 10 -15 minutes).
6. Add the beans and bring the soup back up to a boil.
7. Add parsley. Season to taste with salt and pepper.
8. Can be kept warm in a crockpot until served.
9. Just before serving, top with parmesan cheese.

Potato Chowder

(Self Study Course for Nutrition Coordinators, 2008)

Yield: 50 – ¾ cup / 175 mL servings

Ingredients

1 lb/ 454 g	non-hydrogenated margarine
3 lb/ 1.36 kg	onions, diced
12 oz/ 340 g	celery, diced
8 oz/ 227 g	flour, all purpose
24 c/ 6 L	chicken stock
12 c/ 3 L	potatoes, small diced
8 c/ 2 L	milk, hot
30 slices	bacon, cooked and cut in half
1 lb & 9 oz/ 700 g	cheddar cheese, grated

Equipment

Soup pot with heavy bottom

Method

1. Heat non-hydrogenated margarine and add onions and celery.
2. Sauté until tender.
3. Add flour and cook 3-4 minutes but do not brown.
4. Add 3 quarts/litres of chicken stock gradually, stirring until slightly thickened and smooth.
5. Cook the potatoes in the remaining chicken stock until done. Add potatoes and stock to first mixture. Blend.
6. Add hot milk. Season to taste.
7. Can be kept warm in a crockpot until served.
8. Garnish each serving with ½ strip of bacon (crumbled if you wish) and grated cheese.

Biscuit Mix

(Public Health Nutritionist Working Group of Saskatchewan, 2007)

This mix can be made ahead of time and used for a variety of recipes, including muffins, pancakes and cookies. For those uses, call your local public health nutritionist. The recipe for biscuits follows.

Biscuit Mix

Yield: 12 cups

Ingredients

4 cups/ 1000 mL	whole wheat flour
4 cups/ 1000 mL	all purpose flour
5 tablespoons/ 75 mL	baking powder
2 teaspoons/ 10 mL	salt
1 cup/ 250 mL	instant skim milk powder

Equipment

Large mixing bowl
Store in container with tight fitting lid

Method

1. Mix flour, baking powder and salt.
2. Add skim milk powder and stir until thoroughly mixed.
3. Store in covered container in refrigerator or other cool place.

Tea biscuits

Yield 16 biscuits

Ingredients

3 cups/ 750 mL	biscuit mix (recipe above)
2/3 cup/ 150 mL	water
½ cup/ 125 mL	margarine

Method

1. Cut margarine into biscuit mix.
2. Add water to make soft dough.
3. Turn out on floured board and knead gently.
4. Roll to ¾ inch (2 cm) thickness.
5. Cut in 2 - inch (5 cm) rounds.
6. Bake about 10 minutes at 425°F (220°C).

Cheddar Apple Muffins

(Self Study Course for Nutrition Coordinators, 2008)

Yield: 36 muffins

Ingredients

9 c/ 2.25 L	all purpose flour (try 1/2 whole wheat flour)
2 c/ 250 mL	white sugar
2 tsp/ 10 mL	salt
4 Tbsp / 60 mL	baking powder
2 tsp/ 10 mL	cinnamon
6 c/ 1.5 L	shredded cheddar cheese
4	eggs, beaten
4 c/ 1 L	pure apple juice
1/3 c/ 75 mL	oil or melted margarine
4 c/ 1 L	finely chopped and peeled apple

Equipment

Mixing bowls
Mixing spoons
Measuring cups
Measuring spoons
Muffin tins
1/3 cup (85 mL) scoop

Method

1. Preheat oven to 375°F.
2. Grease muffin tins or line with paper cups.
3. Combine flour, sugar, baking powder, salt and cinnamon in a large bowl. Stir well to blend.
4. In another bowl combine the shredded cheese, eggs, apple juice, oil and apples. Mix well.
5. Add cheese mixture all at once to dry ingredients, stirring until just moistened.
6. Portion into muffin cups using a 1/3 cup (85 mL) scoop.
7. Bake for 20-25 minutes or until golden brown.
8. Cool on racks. Store in an airtight container or freeze until needed.

Ever Ready Oat Muffins

(Self Study Course for Nutrition Coordinators, 2008)

Yield: 60 large muffins

Unused batter can be stored in the refrigerator for up to 2 months. Batter can be used directly from refrigerator but increase baking time by about 5 minutes.

Ingredients

2 c/ 500 mL	boiling water
2 c/ 500 mL	natural bran
5 c/ 1.25 L	all purpose flour
5 tsp/ 75 mL	baking soda
1 tsp/ 5 mL	salt
1 c/ 250 mL	shortening
3 c/ 750 mL	white sugar
4	eggs, beaten
4 c/ 1 L	buttermilk
4 c/ 1 L	oats (not instant)
2 c/ 500 mL	raisins

Equipment

Mixing bowls
Mixing spoons
Measuring cups
Measuring spoons
Muffin tins

Method

1. Preheat oven to 400°F.
2. Grease muffin tins or line with paper cups.
3. Pour boiling water over natural bran; let stand 5 minutes.
4. Combine flour, baking soda, salt and in a large bowl. Stir well to blend.
5. Cream shortening and sugar together thoroughly. Add in eggs and buttermilk. Mix well.
6. Add liquid ingredients to flour mixture. Mix well.
7. Add oats, raisins and bran. Stir well to blend.
8. Fill muffin tins $\frac{3}{4}$ full.
9. Bake for 15 - 20 minutes.
10. Loosen edges and turn muffins out onto racks. Store in an airtight container or freeze until needed.

Melt Your Heart Blueberry Oat Muffins

(Self Study Course for Nutrition Coordinators, 2008)

Yield: 48 large muffins

Ingredients

8 c/ 2 L	rolled oats (not instant)
8 c/ 2 L	buttermilk
4 c/ 1 L	all purpose flour
4 c/ 1 L	whole wheat flour
8 tsp/ 40 mL	baking powder
4 tsp/ 20 mL	baking soda
4 tsp/ 20 mL	salt
6 c/ 1.5L	lightly packed brown sugar
8	eggs, beaten
2 c/ 500 mL	vegetable oil such as canola
8 c/ 2 L	blueberries, fresh or frozen, thawed and drained

Equipment

Mixing bowls
Mixing spoons
Measuring cups
Measuring spoons
Muffin tins

Method

1. Preheat oven to 400°F.
2. Grease muffin tins or line with paper cups.
3. Combine oats and buttermilk; let stand 5 minutes.
4. Combine flour, baking powder, baking soda, salt and brown sugar in a large bowl. Stir well to blend.
5. Add in egg and oil to buttermilk mixture. Mix well.
6. Lightly coat blueberries in some of the flour mixture. Coating them prevents them from falling to the bottom of the muffin.
7. Add oat mixture all at once to dry ingredients, stirring until just moistened.
8. Fold in coated blueberries.
9. Portion generously into muffin cups, filling to the top.
10. Bake for 20-25 minutes or until golden brown.
11. Cool on racks. Store in an airtight container or freeze until needed.

Six Week Bran Muffins

(Self Study Course for Nutrition Coordinators, 2008)

Yield: 60 large muffins

Unused batter can be stored in the refrigerator for up to 6 weeks. Batter can be used directly from refrigerator but increase baking time by about 5 minutes.

Ingredients

4 c/ 1 L	bran flakes cereal
2 c/ 500 mL	all bran cereal
2 c/ 500 mL	boiling water
1 c/ 250 mL	butter or margarine
1 ½ c/ 375 mL	each white and brown sugar
4	eggs, beaten
4 c/ 1 L	buttermilk
¼ c/ 50 mL	molasses
5 c/ 1.25 L	all purpose flour
2 Tbsp / 30 mL	baking soda
1 Tbsp/ 15 mL	baking powder
1 Tbsp/ 15 mL	salt
2 c/ 500 mL	raisins

Equipment

Mixing bowls
Mixing spoons
Measuring cups
Measuring spoons
Muffin tins

Method

1. Preheat oven to 400°F.
2. Grease muffin tins or line with paper cups.
3. Pour boiling water over cereals; let stand 5 minutes.
4. In a mixing bowl, cream butter and sugar together thoroughly. Add in eggs one at a time, beating well after each addition.
5. Mix in buttermilk. Add molasses and cereal mixture and mix well.
6. In another bowl, combine flour, baking soda, baking powder, salt and raisins. Stir well to blend.
7. Add dry ingredients to liquid mixture. Mix well.
8. Fill muffin tins $\frac{3}{4}$ full. Bake for 15 - 20 minutes.
9. Loosen edges and turn muffins out onto racks. Store in an airtight container or freeze until needed.

Quick-to-Make Meals

(Public Health Nutritionist Working Group of Saskatchewan, 2000)

Beans in Tomato Sauce:

For a hearty soup - heat 1 can browned beans, 1 can tomatoes, sliced onions, season with parsley and basil. Top with grated low fat cheese and serve with bagels.

Baked Potatoes:

Bake potatoes in microwave or foil-wrapped in the oven. Split and offer one or more of the following: chili, canned baked beans or lentils, spaghetti sauce, salsa, vegetables in cheese sauce or canned cream of broccoli or cheddar cheese soup, or frozen vegetables.

Pizza Variations:

Use Italian or French bread, pizza shells or Pita bread. Lightly brush or spray the bread base with oil to keep the bread crisp. Top with pizza sauce, meat or beans, peppers, mushrooms and low fat cheese. Broil until cheese is browned lightly.

Sub Buns:

Serve cold or hot.

Cold: low fat deli meats or leftover cooked meats, salad dressing, shredded lettuce, vegetables and cheese.

Hot: omit lettuce and add sautéed onions, peppers, tomatoes; top with meat and low fat cheese. Broil.

Tortilla Wraps or Quesadillas:

Prepare choice of toppings and store in fridge until serving. Toppings could include chopped mushrooms, green onions, peppers, chopped and seeded tomatoes, chopped ham, chicken, and grated low fat cheese.

Just prior to serving, place toppings on half of a tortilla shell. Top with grated low fat cheese. Fold other half to cover, and pan fry on both sides or microwave on high until cheese has melted. Cut wrap into wedges and serve with salsa and low fat sour cream.



Sample Regional Health Authority Food & Nutrition Policy

POLICY STATEMENT

All functions within the _____ Health Region (RHA) facilities and/or supported by RHA funds, will offer healthy food choices to be consistent with *Canada's Food Guide* (see Appendix ____). Food served at social events, supported by the RHA, will also strive to be consistent with this policy.

PURPOSE / GOALS

1. To create an environment that supports healthy eating at RHA meetings, workshops and educational sessions.
2. To take a leadership role in health promotion and disease prevention as outlined in our mission/vision/value statement.
3. To apply *Canada's Food Guide* and acknowledge the importance of healthy food choices to long-term health.
4. To have a variety of food choices, in accordance with *Canada's Food Guide*, readily available for RHA employees, volunteers, clients, and the public.

GUIDELINES

1. Healthy and culturally acceptable food options will be provided.
2. Attempts will be made to support local agriculture.
3. Food costs will be kept within budget allocations.
4. Safe food handling will be practiced. Caterers will be required to comply with current food safety legislation.
5. Waste from food, food packaging and disposable dishes will be minimized to protect the environment. Food containers (i.e., cans, glass bottles) will be recycled whenever possible.

BACKGROUND

The _____ Health Region, as part of its vision/mission/values/goals in the promotion of wellness, strives to create a healthier environment for its employees, volunteers, clients and the public by offering a variety of healthy food choices in accordance with *Canada's Food Guide*. Since all foods can fit into a healthy diet, it should be noted that the concept of “choice” has been entrenched in the _____ Health Region Food and Nutrition Policy. There are no “forbidden” foods outlined by this policy. Rather, the policy emphasizes the importance of providing a variety of nutritious foods. This will enable individuals to make choices based on *Canada's Food Guide* (see Appendix _) and to meet their specific needs.

Nutrient dense foods and beverages which have moderate or reduced levels of fat, sodium and sugar, and higher levels of dietary fibre should be included in the variety of choices offered (see Appendix C for examples).

PROCEDURE / SPECIFICS OF POLICY

1. The responsibility for administering the policy rests with the _____ Health Region. As such, the Health Region will be responsible for the implementation of the policy, its efficient administration, operation and control. A Public Health Nutritionist or a Community Dietitian will be available to support and assist in the implementation of the policy.
2. At Health Region- sponsored events, when food or beverages are provided for employees, volunteers, clients, or the public, at least **__% of the choices** should reflect *Canada's Food Guide* (see Appendix _). When coffee is served, 100% fruit juice and/or water should also be available. See Appendix _ for examples of food choices for meetings, recognition teas, public forums, or workshops.
3. At least __% of the food choices available in vending machines and snack boxes located in RHA facilities should be nutritious (See Appendix _ for examples).
4. Pop machines in Health Region facilities should offer 100% fruit juice and water (where possible) in addition to the usual soft drink choices.
5. Caterers, vending and pop machine vendors will be asked to adhere to the policy by providing food choices consistent with this policy.
6. Food-related fund-raising initiatives coordinated or supported by the Health Region need to comply with this policy and meet *Canada's Food Guide*.
7. Foodservices within the RHA should comply with this policy within their menus, cafeterias and catering services.

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