



Healthy Meetings Policy

Policy Manual Section: Governance - General

Policy Number: G-GEN-005

Authority: 102/13

Date Approved: March 26, 2013

Department Responsible: Council Services

Revision Dates: March, 2019

Review Date: March, 2023

Status: Active

Purpose:

The Town of LaSalle is committed to promoting and supporting healthy lifestyle habits at all meetings and events.

Policy Statement:

The Town of LaSalle is committed to promoting and supporting healthy lifestyle habits at our meetings, events and conferences.

We understand that 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. Accordingly, the following policy has been adopted by the Town of LaSalle.

Scope:

1. Whenever meetings, events and conferences are 2 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, and conferences we will:

Policy:

3. 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 or 4 food groups from Canada's Food Guide when meals are served, including:
 - at least two choices from the Vegetables and Fruit food group
- 3. Promote whole grains by:
 - Ensuring at least 50% of the Grain Products served are whole grain
- 4. 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 breasts, 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
- 5. Promote sensible beverage choices by:
 - Serving water at every meeting
 - 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
- 6. 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 dressing 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
- 7. 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 safefoodcounts.ca before choosing a caterer to review their inspection status and Food Safety Star Rating
8. 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

Responsibilities:

All departments.

Policy Review

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

References and Related Documents:

Policy #150
Meet Smart Certified

Attachments:

None.