



Healthy Meetings Policy

Policy Number: G-GEN-005

Authority: 102/13

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Department Responsible: Council Services

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Status: Active

1. Policy Statement

- 1.1 The Town of LaSalle is committed to promoting and supporting healthy lifestyle habits at meetings, events, and conferences.
- 1.2 The Town understands that the food and beverages served and the opportunities provided for physical activity can positively affect the health and well-being of employees and those who participate in Town hosted meetings, events, and conferences.

2. Scope

- 2.1 This Policy applies to Town hosted meetings, events, and conferences.

3. Definitions

- 3.1 None.

4. Policy

- 4.1 A voluntary physical activity break of at least 10 minutes will be provided for every two (2) hours of sitting at a meeting event or conference.
- 4.2 When food and beverages are served at meetings and conferences, the food options shall:
 - 4.2.1 Be balanced, featuring vegetables and fruit by:
 - a. 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
 - b. 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
- 4.2.2 Promote whole grains by ensuring at least 50% of the Grain Products served are whole grain.
- 4.2.3 Promote lean, protein-rich foods by:
- a. 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)
 - b. Offering meat alternatives more often, including beans, lentils, or tofu
 - c. Offering lean or extra lean cuts of meat (e.g. chicken breasts, inside round roast, pork tenderloin)
 - d. Limiting processed meat. If processed meats are served, choose leaner meats (e.g. ham, turkey, chicken)
 - e. Making sure all meat and alternatives are prepared with little or no added fat or salt
- 4.2.4 Promote sensible beverage choices by:
- a. Serving water at every meeting
 - b. Providing decaffeinated or herbal options when caffeinated tea or coffee is served
 - c. Supplying lower fat milk (i.e. 2% M.F. or less) in place of creamers, flavoured creams and coffee whiteners
- 4.2.5 Reduce the amount of added salt, sugar and unhealthy fats that are served by:
- a. Requesting food be prepared with little or no added salt, sugar, or unhealthy fats
 - b. Asking for sauces, condiments and salad dressings to be served on the side
 - c. Requesting that lower sodium sauces, condiments, salad dressing be offered, when possible

- d. Ensuring all food is free from added partially hydrogenated oils (i.e. Trans fats)
 - e. Choosing reduced sodium broth or tomato-based sauces and soups, rather than cream-based
 - f. Asking for sandwiches to be prepared without margarine or butter
 - g. Limiting cakes, pastries, cookies and squares. If these foods are served, offer bite-sized versions or slice traditional sized portions in two
- 4.3 Ensure all food is handled according to safe food guidelines by:
- 4.3.1 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
 - 4.3.2 Making sure food service areas are cleaned
 - 4.3.3 Encouraging participants to wash their hands before eating
 - 4.3.4 Making sure utensils such as tongs are provided to prevent direct hand contact with food
 - 4.3.5 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
- 4.4 Ensure all meeting venues are smoke-free and that alcohol is not provided by:
- 4.4.1 Advising participants that smoking is not permitted during events held at outdoor venues (all indoor venues in Ontario are smoke-free)
 - 4.4.2 Not providing alcohol at workplace events

5. Roles and Responsibilities

- 5.1 All departments are responsible for adherence to the Policy.

6. References and Related Documents

Meet Smart Certified

7. Attachments

None