



Healthy Choices in the Recreation Setting:

TOOLKIT

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An Initiative of:



In partnership with:



CONDITIONS LINKAGE ACTION
& RESEARCH FOR PREVENTION

An initiative of:





Getting Started: **TOOLKIT**

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Introduction

ONCE UPON A “HEALTHY CHOICES FACILITY”...

Melissa raced across the field toward her recreation centre. She couldn't wait to go swimming and play with her friends in the park afterwards. This was the highlight of her day and nothing could beat it!

Inside, the rec centre was warm and inviting and Melissa waved to the table of seniors playing cards. Sarah, her swimming instructor, walked past on her way to the change room with some posters.

“What are those Sarah?” asked Melissa.

“These are the new posters for our building; we’ve just become a ‘Healthy Choices Facility!’”

“Wow, what’s that?”

“It means that you’ll be able to find healthy foods in the vending machines and at the concession: better fuel for your body to swim and play. You’ll be able to go faster and last longer,” Sarah said.

“Really? Well, I want to be a better swimmer, but sometimes it’s nice to have a treat, like a chocolate bar or candy...” suggested Melissa. smiling.

“Well, there are plenty of fun and tasty foods that are also great for your body. Plus, we want to make sure that what you eat and do here in the recreation centre is healthy and safe.”

“Well, I guess that makes sense. Maybe that means my mom will let me eat here more often. Sometimes I’m so hungry after swimming, but she says we have to wait until we get home because there’s nothing worth eating here.”

“Well, now there’ll be things like chocolate milk, water, raisins, healthier muffins, and more fruits and vegetables, like sliced apples or grapes,” explained Sarah.

“Awesome! I like all those things and so does my mom.”

“Me too,” said Sarah. “So, let’s go swimming and maybe we can taste-test some of the new foods later!”

As Melissa walked away, she thought about which new snacks she wanted to try. She also thought about what it would be like to win her next swim meet. With healthy foods to help her swim faster, anything was possible!

The story you just read is made up, but the scenario is a reality for kids everywhere. Because facilities just like yours are starting to become part of a growing movement in Canada and throughout North America toward Healthy Choices.

That's what this Toolkit is all about: helping you turn your facility into a Healthy Choices Facility. And give kids all over Canada—kids like Melissa—a shot at reaching their dreams.



Section I:

SETTING THE STAGE FOR HEALTHY CHOICES

Why are healthy choices important?

There's no shortage of evidence showing the benefits of a diet rich in vegetables, fruits and whole grains. People who eat healthfully are less likely to be overweight, suffer from chronic diseases such as diabetes and hypertension, and have fewer dental problems. What's more, healthy eating, when combined with physical activity, improves quality of life in all dimensions—physical, emotional, mental and social.

Clearly, healthy eating is an important part of a healthy lifestyle.

It's also well documented that our environment has changed over the past 30 years, making it harder to achieve healthy lifestyles. Today, many of us spend most of our time in a built environment, in surroundings that are modified by humans: homes, schools, workplaces, parks, industrial areas and highways. These are the places where we live, learn, work and play. These are also the places—recreation facilities among them—where we can make the changes that will lead to healthier lifestyles.

What's is healthy eating?

Whenever possible, recreation facilities should be offering whole and minimally processed food from "Eating Well with Canada's Food Guide" (www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php) more often than prepackaged food, which can often be high in sodium, sugar or fat.

What's the role of recreation facilities in healthy eating choices?

Consider the following statistic: families and children make about 50 million visits each year to recreation facilities in British Columbia.

There's a significant opportunity for us to make a difference in the health of a community, not only through the social and physical activities already provided by recreation facilities, but also by becoming a Healthy Choices Facility.

What is a "Healthy Choices Facility?"

A recreation facility, sports facility or space that offers healthy food and beverage choices EVERYWHERE they are served: in vending machines, concessions, at staff and board meetings, and in child and youth programs.

Recreation is already in the business of promoting health and wellness. So it makes good sense to provide healthy food and beverage choices and influence eating behaviour in the community. Healthy individuals living in a healthy community: in a nutshell, that's what our work is all about.

Facilities are "key community settings" with the power to change people's behaviour.

How do recreation facilities fit in the big picture?

Recreational facilities are one of many potential partners already working toward Healthy Choices. This Toolkit has been developed

The Healthier Choices in Vending Machines in BC Public Buildings Policy recommends at least 50% of all food and beverage choices must come from the "sell most" category. See Appendix A.

VITAL STATS

The numbers say it all. Consider the risks associated with not providing healthy choices:

- The rising rates of overweight and obesity among children, adolescents, and adults are alarming¹. Over the past 25 years the overweight/obesity rate of 12 to 17 year-olds has more than doubled and the obesity rate tripled².
- Many chronic diseases are linked with unhealthy diet and/or obesity, putting some children at risk for early onset of Type 2 diabetes, hypertension, respiratory disorders, orthopaedic problems and psychological problems during their youth³.
- Tooth decay is one of the most common disorders of childhood, affecting 60% of 5 to 17 year-olds⁴. There are 18 teaspoons of sugar in a can of pop. Is it any wonder pop contributes to dental decay, but did you know the harmful acids in pop are also at fault? No surprise either that it takes more than an hour to burn off one can of the sugary stuff.
- Almost 60% of adults in Canada do not meet the recommendations for fruit and vegetable intake⁵.

Now consider the benefits of healthy choices:

- Children and adolescents who eat five or more servings of fruit and vegetables each day are far less likely to be overweight or obese than those who eat fewer fruits and vegetables⁶.
- The World Health Organization (WHO) predicts that if people ate the recommended five servings of fruit and vegetables a day there could be a 20% decrease in deaths from chronic disease.
- Establishing healthy eating habits in early life can contribute to healthy eating in later life⁷. Consequently, experts recommend preventive interventions begin in childhood⁸.

1 Long & Stevens, 2004

2 Shields, 2005

3 Canadian Paediatric Society, 2002

4 Act Now BC Dental Health Fact Sheet

5 Canadian Community Health Survey, 2012

6 Shields, 2005

7 Holcomb et al., 1998.

8 Baxter et al., 1997.

as part of a major movement to support healthier lifestyles in the environments where we live, learn, work and play, because we know that these environments can affect people's behaviours.

Already, the province has developed nutrient criteria for providing healthy food and beverage choices. These, supported by the Brand Name Food List (www.bnfl.healthlinkbc.ca) and Registered Dietitians, are being implemented within all public buildings and schools.

And there are other significant initiatives and partnerships within BC:

- Action Schools! BC www.actionschoolsbc.ca
- Shape Down BC <http://www.bcchildrens.ca/KidsTeensFam/HealthyWeights/Services/ShapedownBC.htm>
- Healthy Buddies <http://www.healthybuddies.ca>
- Dietitians of Canada www.dietitians.ca
- BC Healthy Living Alliance www.bchealthyliving.ca

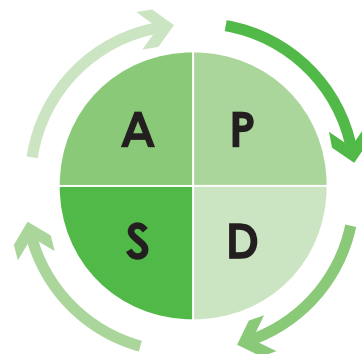
"Facilities" can include recreation or community centres, gymnasiums, pools, arenas, or sports fields.

"Recreation" refers to all staff and leaders in recreation, parks, and sport organizations.

How do I get the most out of this Toolkit?

This Toolkit was designed to inform, inspire and guide you through the steps to becoming a Healthy Choices Facility. It provides easy-to-use, step-by-step support and tools for navigating the three phases involved: Planning, Implementation and Evaluation.

To help keep the process focused and moving forward, it incorporates the PDSA (Plan, Do, Study, Act) approach.



PLAN: Establish the objectives and processes necessary to deliver results in accordance with desired outcomes.

DO: Implement the processes.

STUDY: Monitor and evaluate the processes and results against objectives.

ACT: Apply actions to the outcome for necessary improvement. This means reviewing all PDSA steps and improving the process before the next round of implementation actions or changes.

What you see here is the result of input from people like you in recreation, parks and sports facilities across BC. It is also supported by the nutritional expertise of the healthy eating community (registered dietitians).

The feedback was collected through an extensive survey and group interviews as well as comprehensive research on successful initiatives already in place across North America: recreation and parks organizations well on their way to becoming Healthy Choices Facilities.

Don't be put off by its size. When developing the Toolkit we kept the many demands on your time top of mind. We knew that this kit had to be easy to understand and use — otherwise it would collect dust on a shelf.

Keep in mind, you don't need to read it cover to cover. Nor will you need to use all the tools provided. How much of it you read and what tools you use will depend on your unique needs, your location, size, facility type and the nature of your community.

The Toolkit itself is divided into four main sections tabbed for easy navigation.

Section I, Setting the Stage answers the question “Why?” After reading it, you will have a better sense of why healthy choices are important and where recreation facilities fit in the broader scheme of things. You'll also know why this Toolkit is important and how best to use it.

Section II, How to Make the Healthy Choice the Easy Choice, is the how-to section. It guides you through the three main phases of becoming a Healthy Choices Facility.

Part A covers the planning stage, activities like recruiting a healthy choices committee, assessing your facility and setting priorities for action.

Part B guides you through the implementation phase and is divided by area. If for example you're looking specifically for ways to offer healthy choices in vending machines, there's a segment tailored to that. Or if you're interested in knowing how to offer healthy choices in concessions or at events and celebrations, you'll find the steps and tools you'll need in the segment on concessions, or the one on events and celebrations. As always, the various areas are listed in the content outline and tabbed.

Part C of Section II covers the evaluation phase and provides steps for ongoing change.

In Sections III and IV, you'll find helpful resources and valuable support information. You can choose to read these sections in their entirety or as needed. The idea is that all the information is there at your fingerprints when you need it.

For example, to support the steps in each of the planning, implementation and evaluation phases, you will often be referred to the Information Sheets or Samples Section III. These will help make reaching your healthy choice goals easier and more fun!

In Section IV, we've provided a number of Appendices. You'll find references, planning tools, Eat Smart Meet Smart, and the Healthier Choices in Vending Machines in BC Public Buildings.

Appendix A, the Healthier Choices in Vending Machines in BC Public Buildings Policy is particularly useful. See the Nutrient Criteria in the Policy for minimum nutrient standards for healthy prepackaged food and beverages. This document will help you feel comfortable in the sometimes complex world of nutrition. You don't need to be an authority to become a Healthy Choices Facility. Let the Guidelines be your expert. They were created specifically for vending machines, but they apply to all areas of food service in recreation facilities. And keep in mind that if you have questions connect with a Registered Dietitian at HealthLink BC by dialing 8-1-1 or sending an email (foodpolicy@gov.bc.ca) also help.

If you are using this toolkit in another province, you may have your own provincial guidelines. Check the 'Provincial Links' page on the www.stayactiveeathealthy.ca website for links to provincial resources.

Throughout the kit, the tips, tools, information sheets, success stories and samples are clearly marked with the following symbols:

	TIP
	INFORMATION SHEET
	TOOL
	RECREATION SUCCESS STORY
	SAMPLE



Section II:

MAKING THE HEALTHY CHOICE THE EASY CHOICE

Part A: Planning for Healthy Choices

Part B: Implementing Healthy Choices

Part C: Evaluating Healthy Choices

Part A:

Planning for Healthy Choices

Keep in mind as you work through the planning phase, that supporting healthy choices is an ongoing process. Not everything can be achieved all at once. So start small and think big! The process is a cyclical one.

Work through the steps. Adapt them according to your facility's unique needs. And take advantage of the supporting tools at the end of each one.

ACTION 1: Recruit Your Healthy Choices Committee

As a first step you'll need good people to help draft, implement and evaluate a Healthy Choices Plan through a coordinated effort. Keep in mind, you don't necessarily need to organize a new committee. An existing committee, such as an Active Communities Committee or a First Nations Health and Wellness Committee, would be an appropriate forum.

If, however, you do need to recruit a new committee:

- Consider including frontline staff, managers, board members, parents, children, teens, seniors, food service personnel, vending representatives, community nutritionists or dietitians, public health dental staff or local dental professionals, coaches, athletes and other interested community members.
- Be sure to include people:
 - o Who are interested in making changes or are responsible for some aspect of the changes; and
 - o With different perspectives, experiences, knowledge and decision-making authority.
- Let potential committee members or community partners know what your initiative is about.
- Think about creating a poster to advertise the meeting, targeting those most impacted by the possible changes (see Links and Sources on page 123 for a listing of where you can get Healthy Eating Posters).

See Planning Tool on page 19, the Healthy Choices Committee Plan. This will help you recruit more effectively.



People become really quite remarkable when they start thinking that they can do things. When they believe in themselves they have the first secret of success.

~ NORMAN VINCENT PEALE

ACTION 2: Build Strong Partnerships

It's much harder to achieve your goals without the support of partners.

They can be individuals or groups, external or internal, as long as they want your initiative to succeed and are willing to support you. It can be helpful though to have both internal and external partners.

Forming partnerships begins during the planning phase, but should continue throughout the implementation of your project.

Maintaining effective partnerships

- Communicate consistently and coordinate your efforts.
- Be creative about meetings to help maintain interest and participation. (See Appendix B, the Eat Smart Meet Smart Guidelines <http://www.health.gov.bc.ca/healthyeating/pdf/eat-smart-meet-smart.pdf> on page 173 for ideas).
- Work together during goal setting.
- Let partners know how they will benefit from being involved.
- Be realistic and keep your promises.
- Acknowledge the diversity of your members and of their ideas and beliefs. Use that diversity to ensure your goals accurately reflect the facility's needs.
- Acknowledge and reward contributions and celebrate successes.
- Keep in mind, your partnerships will likely change or grow over time to reflect ever-changing internal and external environments.

POTENTIAL PARTNERS

- Health care providers;
- Community nutritionists;
- Relevant decision makers (i.e. Board of Directors members);
- Vending companies;
- Concession/cafeteria staff or contractors;
- Schools and university representatives;
- Community partners (i.e. Neighbourhood Houses);
- Local businesses (i.e. grocery stores);
- Child care providers;
- Farmer's markets; and
- Media.

ACTION 3: Plan a Healthy Choices Meeting

- See Appendix B, the Eat Smart Meet Smart Guidelines, on page 173 to ensure your meeting is a good fit with the Healthy Choices initiative.
- Prepare an agenda and if possible distribute it in advance.
- Find and book an appropriate setting, preferably at your facility.
- Designate a chairperson to lead the meeting. A good candidate might be the person who initiated the Healthy Choices Committee.
- Early agendas could include the following:
 - o Why should we change? How can we make a difference?
 - o Challenges to offering healthy choices, and potential solutions.

- o How to organize:
 - o Smaller working groups? (Leadership, Media, Vending, etc.)
 - o One large committee?
 - o Delegating responsibilities and/or electing positions?
- How often to meet.
- How to communicate and who to organize the meetings and communication.
- Networking/partnering opportunities.



TIP

Serve healthy snacks and drinks at the meeting. For example, single-use floss packages and toothbrushes are useful reminders of the importance of dental health.



Planning Tool— Healthy Choices Committee Plan

1. Recruiting Potential Committee Members or Community Partners

People who may be interested in attending the initial meeting:

	POTENTIAL COMMITTEE MEMBERS:	WHAT THEY MAY CONTRIBUTE TO THE HEALTHY CHOICES INITIATIVE:
Vending		
Concession		
Patrons		
Recreation Staff		
Recreation Management		
Decision Makers/ Leaders		

People who may be interested as partners:

	POTENTIAL PARTNERS:	WHAT THEY MAY CONTRIBUTE TO THE HEALTHY CHOICES INITIATIVE:
Community Nutritionist		
Community Members or Organizations		
Businesses (eg. grocery stores)		

ACTION 4: Assess Your Facility

Refer to Planning Tool, the *Recreation Facilities Assessment for Healthy Choices* form (see below) to help you do your assessment.

This form will help you determine the current state of food and beverage choices in your facility, whether an area (vending, concession, or program, for example) is “Fully in Place,” “Could be Improved,” “Under Development,” or “Not in Place.”

This will also serve as your baseline assessment against which future annual reassessments will be measured. So be sure to save the results of your assessment and keep them handy for future reference.



Planning Tool—Recreation Facilities Assessment for Healthy Choices

Adapted from Heart Check, Healthy Work Place Toolkit

This assessment will help you identify and plan improvements in the recreation facility. Work through the checklist and determine whether each item is fully in place, could be improved, under development or not in place. In cases where the grading system is not entirely relevant, use the ranking number (e.g. 3, 2, 1, 0) to assess and weigh appropriately. For items not assessed as 3s, use the Priority Setting Grid and Healthy Choices Work Plan to determine which should be designated for further development. “Guidelines” refers to any guidelines in place in your province. In BC, the guidelines are called “Healthier Choices in Vending Machines in BC Public Buildings Policy” (see Appendix A).

*The pessimist sees difficulty
in every opportunity.*

*The optimist sees the
opportunity in every difficulty.*

~WINSTON CHURCHILL



FACILITIES ASSESSMENT

☐ **Baseline:** Date _____

☐ **Follow-up:** Date _____

This assessment will help you identify and plan improvements in your recreation facility's overall food environment. You may wish to complete this assessment for only one facility, or as an overall picture of many facilities. You will be assessing the following categories for your organization:

- A. Strategic Planning
- B. Supportive Environments
- C. Communication and Education

Work through the assessment checklists on the following pages and identify how closely each statement best describes your facility(s)'s current stage of development. You can return to redo the assessment year after year to track your organization's progress.

This assessment may be completed by just one person or in a group format. To begin, please fill out the following information:

What type of food sales outlets are in the facility(s)?		
Publically operated and/or funded	Privately operated by contractor	Voluntarily operated
Cafeteria	<input type="checkbox"/>	<input type="checkbox"/>
Snack Bar/Concession	<input type="checkbox"/>	<input type="checkbox"/>
Snack Vending Machines	<input type="checkbox"/>	<input type="checkbox"/>
Beverage Vending Machines	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising (e.g. bake sales or BBQs)	<input type="checkbox"/>	<input type="checkbox"/>

Community: _____
Facility(s): _____

This Assessment was completed by:

☐ **Project coordinator/staff:** _____
☐ **Consultant:** _____
☐ **Committee:** _____

Contributing members:



STRATEGIC PLANNING				
	Fully in Place	Partially in Place/ Could be Improved	Under Development	Not in Place
a) A Healthy Choices Committee has been formed.	3	2	1	0
b) A Healthy Choices Plan and goals has been written and approved by decision makers.	3	2	1	0
c) A Healthy Choices Policy has been written and approved by decision makers.	3	2	1	0
d) The facility has dedicated resources to implement the plan and/or policy.	3	2	1	0
e) The facility's healthy choices goals are monitored and evaluated annually.	3	2	1	0
Column Totals →				
Add the total points from the column totals= Category Total →				
(Category Total ÷ 15 x 100)= Category Score → This represents how close your facility comes to ideal in the strategic planning category.				
				%



SUPPORTIVE ENVIRONMENTS				
	Fully in Place	Partially in Place/ Could be Improved	Under Development	Not in Place
a) The following serve healthy choices in accordance with any Provincial or Territorial Nutrition Guideline. The BC healthy choices are based on Nutrient Criteria for 50% Sell Most, 50% Sell Sometimes*: i. Vending machines	3	2	1	0
ii. Food services (cafeteria, concession, café etc.)	3	2	1	0
iii. External recreation programs	3	2	1	0
iv. Internal recreation programs	3	2	1	0
v. Events	3	2	1	0
vi. Fundraising	3	2	1	0
b) Recreation staff members work in a healthy choice setting (e.g. food served during meetings is healthy, there is space for staff to sit and eat their meals. For example, Eat Smart Meet Smart).	3	2	1	0
c) Vulnerable populations are supported in having access to healthy foods (e.g. farmers market, community kitchen).	3	2	1	0
d) There are one or more comfortable eating spaces available in the facility (e.g. seating, drinking fountains).	3	2	1	0
e) The facility is free from any promotion or marketing of Do Not Sell* food and beverages.	3	2	1	0
Column Totals →				
Add the total points from the column totals= Category Total →				
(Category Total ÷ 30 x 100)= Category Score →				%
This represents how close your facility comes to ideal in the supportive environments category.				

*Refer to Appendix 3 in the Healthier Choices in Vending Machines in BC Public Buildings Policy <http://www.health.gov.bc.ca/healthyeating/pdf/vending-policy-2014.pdf>

PLEASE CONTACT your Provincial or Territorial Coordinator for support (if applicable).



COMMUNICATION & EDUCATION					
	Fully in Place	Partially in Place/ Could be Improved	Under Development	Not in Place	
a) Nutritional training is provided for staff and volunteers.	3	2	1	0	
b) Food Safety training is provided for staff and volunteers.	3	2	1	0	
c) The public is made aware of the facility's healthy choice initiatives. (e.g. newsletter, website, posters)	3	2	1	0	
d) Workshops, classes or other educational opportunities in relation to healthy eating are offered regularly.	3	2	1	0	
e) Staff members are supported making healthy changes to the facility.	3	2	1	0	
f) Programs or initiatives are underway to educate children or the public about healthy food choices.	3	2	1	0	
Column Totals →					
Add the total points from the column totals= Category Total →					
(Category Total ÷ 18 x 100)= Category Score →					
This represents how close your facility comes to ideal in the communication and education strategy.					%

PLEASE CONTACT your Provincial or Territorial Coordinator for support (if applicable).



FACILITIES ASSESSMENT FINAL SCORE

Community: _____

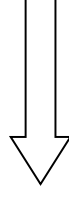
Date: _____

- Transfer the category scores from the bolded boxes for each of the three assessment areas into the tally box below.
- Compare with future, annual re-assessments to track your progress.
- Be sure to save this record of your facility's status.

Example: (15/30 = 50%)

CATEGORY	Category Total	Out of	Category Score (%)
Strategic Planning		15	
Supportive Environments		30	
Communication & Education		18	
Add top 3 scores for the TOTAL →		63	

This score represents how close your healthy choice facility comes to ideal. Use this percentage to assess your progress from year to year.



Please return completed forms to your Provincial or Territorial Coordinator (if applicable). Thanks!

ACTION 5: Set Priorities for Action

Before setting your priorities, brainstorm with your Healthy Choices Committee (or the Committee designated to lead the Healthy Choices initiative) and partners to review assessment results and ensure buy in.

Use Planning Tool on page 28, the SWOT (Strengths, Weaknesses, Opportunities, Threats) grid, which is a common method for gathering data to help you and your committee brainstorm. You can SWOT a concept, a program, a department, a school, or a new initiative. It's a highly effective tool for planning for your healthy choices facility!

Also see "Brainstorming Healthy Choices" for additional tips.

BRAINSTORMING HEALTHY CHOICES

To get the most out of your brainstorming session, you'll want to:

- Make sure a diversity of interests and people are consulted so as to identify as many strengths and barriers as possible.
- Discuss general ideas for change before developing your official priorities. You might want to consider the following questions:
 - What areas of food service could be changed (e.g. vending, concession). What could be changed first? Second?
 - Who are the key people that will be affected by the changes (e.g. contractors, sports teams)? How can their interests be aligned with your interests for healthy eating and profit?
 - What are the significant challenges or sources of resistance (e.g. space availability)? How can these challenges be addressed?
- Who are the key decision makers that need informing? And how do you go about gaining their support?
- How will you measure the success of your initiatives?

IDENTIFYING PRIORITIES

Once you've brainstormed your ideas, it's time to designate your priorities for action.

Planning Tool on page 34, the Priority Setting Grid, will help you with this part of the process.

You'll probably want to tackle first those areas where you know you can be successful. For example, if you know your vending contract is up for renewal and the person responsible for it is on your committee, re-negotiating a Healthy Choices vending contract might be a solid place to start.

Do what you can, with what you have, where you are.

~THEODORE ROOSEVELT



Planning Tool—

SWOT Brainstorming for Healthy Choices

What is SWOT?

SWOT stands for Strengths, Weaknesses, Opportunities and Threats.

When doing a SWOT analysis for the purposes of healthy choices, consider the S and W as INTERNAL to the recreation centre, and the O and T as EXTERNAL.

It's standard to begin with strengths and weaknesses and then move out to external opportunities and threats. But this is not cast in stone. If preferred, you can reverse the order: consider the external opportunities and threats first, then move on to consider how the strengths can be leveraged against these external forces to correct weaknesses. This is known as the OTSW procedure.

Methodology

To generate lots of ideas and solutions to a stated problem or question, a group is asked to think of as many responses as possible to the question/problem within a limited time (10-20 minutes per question). All the responses are written down and nothing is judged until evaluation time.

Group Size

There is no limit on the number of participants. Large groups can be broken into smaller groups of 6-10 to maximize output.

Resources

Flip chart and markers.

Procedure

1. *Explain the basic rules of brainstorming, as follows:*

- Don't evaluate the idea; defer judgment until later;
- Quantity is the goal;
- The more creative, the better;
- Record each idea verbatim; and,
- It's okay to tag on or combine ideas.

2. *Begin by asking the following questions:*

- What opportunities exist outside the community facility?
- What external threats exist outside the community facility?
- Possible prompts for identifying opportunities and threats:
 - Leadership abilities
 - Financial or funding opportunities
 - Promotional opportunities
 - Management capabilities (capacity and influence)
 - Ability to coordinate community efforts and ideas
 - Internal resistance to change
- What are the strengths of our facility?
- What are the weaknesses of our facility?
- Possible prompts for identifying strengths and weaknesses:
 - Leadership, decision making, policies
 - Market size and behaviour (e.g. patrons and their eating habits)
 - Benefits sought (health and wellness of patrons)
 - Compatible past and current initiatives
 - Negotiating conflict
 - Available space
 - Ability to preserve food

3. Write down all the ideas.

4. Wrap up at the end of the brainstorming session by:

- Identifying five core strengths that will help you meet your goals.
- Identifying five core weaknesses that are challenges to meeting your goals.
- Reducing the threats to the five most critical.
- Reducing the opportunities to the five most important.
- Consider the following when identifying the core SWOTs:
 - What will the facility and community gain if nothing is done?
What will they lose?
 - What will the facility and community gain from a successful initiative?

(Adapted from www.planonline.org)

SWOT Matrix

- What are the threats and opportunities present in the external environment?
- What are the strengths and weaknesses inside the facility and community that affect this initiative?

STRENGTHS	WEAKNESSES
OPPORTUNITIES	THREATS



Planning Tool—Priority Setting Grid

Proper prioritizing is based on the importance and feasibility of needs.

A need is judged to be important when:

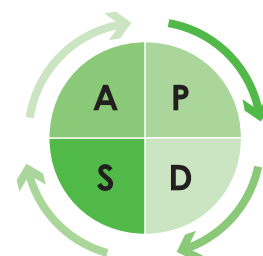
- It is relevant to your organization;
- It is urgent;
- The size of the gap is neither too large nor too small; and,
- It affects a lot of people.

A need is judged to be feasible when:

- It is acceptable to the “community;”
- You have the resources to address it;
- The probability of change is high; and
- Participants perceive it as feasible.

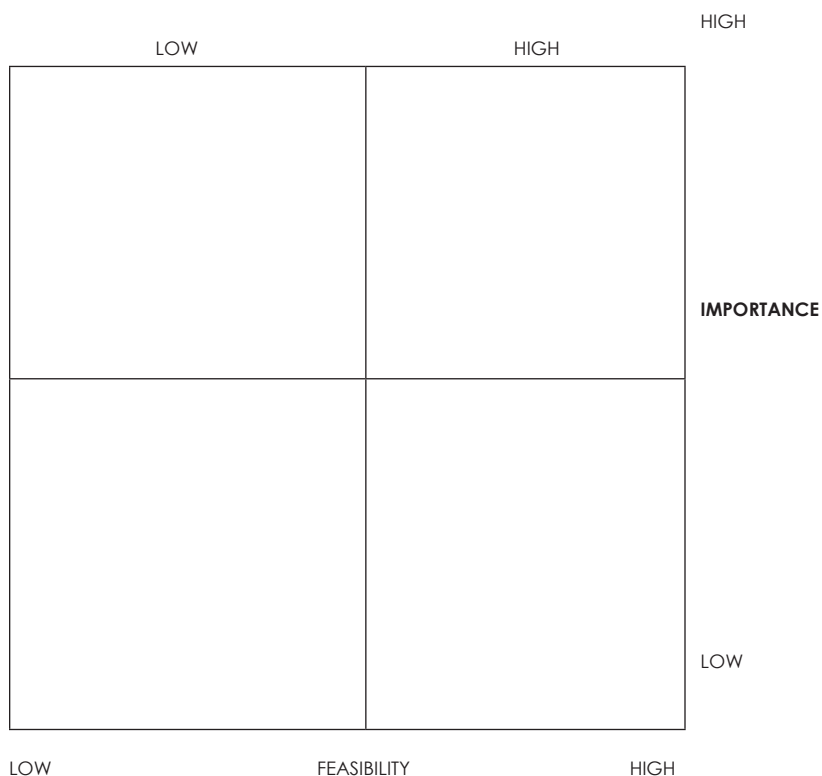
Use the ideas from the brainstorming session and organize them into the priority grid below, according to the importance and feasibility of each.

Place the ideas into the various quadrants according to high or low importance and high or low feasibility. The ideas that are both highly feasible and highly important will form your highest priorities for action planning (the DO part of the PDSA approach) and for resources and energy.



Remember: it's important early on to tackle changes that are “easy wins” (high feasibility). When a committee experiences early success they will stay motivated and positive during more difficult changes.

Priority Setting - Two-dimensional Graph of Importance and Feasibility



ACTION 6: Develop an Action Plan for Healthy Choices

You can now create an official Action Plan, using the Priority Grid you completed in Step 3.

Before tackling the Action Plan itself, you'll develop a Work Plan with the help of Planning Tool on page 31.

The Work Plan will allow you to define your priorities in more detail by expanding on things like importance, cost, time, commitment, feasibility and receptiveness.

Once you've completed the Work Plan, use Planning Tool on page 34, the Action Plan Worksheet to help you develop appropriate goals (also see Smart Goalsetting) for each priority. Make copies of the worksheet as needed.

SMART GOALSETTING

Ideally, your goals should be achievable, realistic and action-oriented. The SMART Goals model is one effective way of setting goals.

- S – specific
- M – measurable
- A – achievable
- R – rewarding
- T – time frame

Make sure each of your Healthy Choices goals is SMART. Also, be sure they align with your other recreation-related goals. You'll probably find that they complement and support one another nicely.

Optional: You might decide at this point to create policy or develop mission and vision statements. If so, see Information Sheet 3 (page 81) and Information Sheet 4 (page 83) for helpful information on developing policies. The samples on page 97 might help as well.



Planning Tool — Healthy Choices Work Plan

Use the priorities for action that were identified in the Priority Grid to plan how you will make changes. Use this worksheet to guide you through the process. Use the five-point scales defined below to rank each action on six dimensions (importance, cost, time, commitment, feasibility, receptiveness). Add up the points for each action to get total points. Use the totals to help you choose top-priority actions for implementation by your Healthy Choices Committee. Continue to use the table to plan future actions and measure progress from year to year. How important is the action to our healthy choices goals?

In life, as in football, you won't go far unless you know where the goalposts are.

~ARNOLD H. GLASGOW

IMPORTANCE	How important is the action to our healthy choices goals? 5 = Very Important 3 = Moderately Important 1 = Not Important
COST	How expensive would it be to plan and implement the action? 5 = Not Expensive 3 = Moderately Expensive 1 = Very Expensive
TIME	How much time and effort would it take to implement the action? 5 = Little or no time and effort 3 = Moderate time and effort 1 = Great time and effort
COMMITMENT	How enthusiastic would the facility staff and decision makers be about implementing the action? 5 = Very Enthusiastic 3 = Moderately Enthusiastic 1 = Not Enthusiastic
FEASIBILITY	How difficult would it be to attain or sustain the action? 5 = Not Difficult 3 = Moderately Difficult 1 = Very Difficult
RECEPTIVENESS	How receptive will staff be to using this action (if applicable) 5 = Very Receptive 3 = Moderately Receptive 1 = Not Receptive

IMPORTANCE	5	4	3	2	1	Rank
	Very Important		Moderately Important		Not Important	

Date of Planning for Action: _____

ACTIONS: STRATEGIC PLANNING	IMPORTANCE	COST	TIME	COMMITMENT	FEASIBILITY	RECEPTIVENESS	TOTAL POINTS	PRIORITY ACTION [Y/N]
1.								
2.								
3.								
4.								
5.								

ACTIONS: SUPPORTIVE ENVIRONMENT	IMPORTANCE	COST	TIME	COMMITMENT	FEASIBILITY	RECEPTIVENESS	TOTAL POINTS	PRIOR- ITY ACTION [Y/N]
1.								
2.								
3.								
4.								
5.								

ACTIONS: COMMUNICATION & EDUCATION	IMPORTANCE	COST	TIME	COMMITMENT	FEASIBILITY	RECEPTIVENESS	TOTAL POINTS	PRIORITY ACTION [Y/N]
1.								
2.								
3.								
4.								
5.								



Planning Tool—Action Plan Work Sheet

Priority _____

Goal: _____

TASKS TO COMPLETE	WHO IS RESPONSIBLE?	INTENDED COMPLETION DATE	COST
1.			
2.			
3.			
4.			
5.			

Resources you will need: _____

Key contacts: _____

Indicators of success: _____

(copy as needed)

Leadership is practised not so much in words as i attitude and in actions.

~ HAROLD S. GENEEN

ACTION 7: Get Approval for your Action Plan

If you don't have decision makers on your Healthy Choices Committee (or the Committee designated to lead the Healthy Choices initiative), you'll need to go through an approval process. Here's how:

- Identify which decision makers need to be approached for approval (e.g. Board of Directors, or Elected Officials such as Council members).
- If you haven't already done so, you might want to approach one or two decision makers likely to support your initiative and invite them to be on your Healthy Choices Committee.
- Organize a meeting with relevant decision makers, making sure it meets with the Eat Smart Meet Smart Guidelines (www.health.gov.bc.ca/healthyeating/pdf/eat-smart-meet-smart.pdf) in Appendix B.
- Prepare a presentation explaining your plans. Be sure to provide only relevant information, such as the results from your Assessment (Planning Tool on page 21) and the goals identified in your Work Plan (Planning Tool on page 31). You might also want to check out the Healthy Choices Power Point Presentation on http://dev.stayactiveeathealthy.ca/managers/present_assessment_results_and_goals.html

ACTION 8: Enhance Community Support and Build Awareness

There are a number of ways you can enhance community support and build awareness about your healthy eating initiative, but the first step is to communicate your plan to recreation patrons and the broader community. Then try the following:

- Allow for consultation and feedback about healthy choices by:
 - o Providing comment boxes in the facility; and
 - o Holding a Healthy Choices public meeting.
- Share your successes! Be proud of your facility's accomplishments, celebrate and recognize the changes you've already made by:
 - o Declaring your centre a Healthy Choices Facility, posting your goals and highlighting your healthy changes.
 - o Recognizing key contributors for their efforts.



IDEAS FOR RECOGNITION

- Write thank-you letters.
- Create an award.
- Give gift certificates.
- Hold an appreciation event.
- Post pictures of the people who have helped make the healthy choice the easy choice in your facility.



IDEAS FOR RAISING AWARENESS

- Make healthy choices a part of all your celebrations.
- Be a Best Practice Story on the www.stayactiveeathealthy.ca website (contact BCRPA for more information).
- Access the media through letters to the editor, press releases (see Samples on page 117) or by contacting a news reporter. See the Information Sheet on Working with the Media in Section III (page 85) for tips and how to's.
- Host a special event.
- Post banners around the recreation facility.

- Ask recreation staff to spread the word.

Part B: Implementing Healthy Choices

If you've followed the steps in Part A, Planning for Healthy Choices, you're now ready to start making the changes you've planned—the DO part of the PDSA approach—so as to become a Healthy Choices Facility. Congratulations on taking these first critical steps. And good luck with this next stage of your journey.

Part B is divided by food and beverage service area: vending, food services, internal recreation programs, events, fundraising, recreation staff, vulnerable populations and comfortable eating spaces. This organization is based on the BC Municipal Recreation Food Environment Survey, and more importantly on feedback from recreation staff like yourself. By breaking down the implementation phase into manageable chunks you can more easily focus your energy and resources and adapt this Toolkit to your unique needs.

For each service area, you're referred to Samples and Information Sheets to further explain or demonstrate how changes can be achieved. On occasion, you'll also be referred to www.stayactiveeathealthy.ca for inspiration. These are the many success stories, real life examples of facilities like yours that have already created effective change.

While you might not be able to address every area at once you can still make a big difference by targeting one area at a time. Once you've been successful in these, move on to your next healthy choices goal. And remember to use what you've learned in the planning phase to ensure continuous improvement. or two areas at a time. Once you've been successful in these, move on to your next healthy choices goal. And remember to use what you've learned in the planning phase to ensure continuous improvement.

1. Offering Healthy Choices in Vending

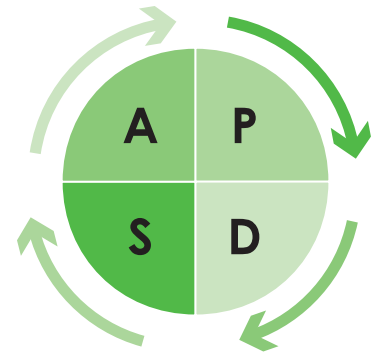
Don't think you have to be a nutritional expert to make effective changes. Healthy Choice Vending is when all vending machines offer healthier food and beverages, according to the nutrient criteria in the Healthier Choices in Vending Machines in BC Public Buildings Policy (see Appendix A) or check out www.healthlinkbc.ca/healthyeating/pdf/food-guidelines-vending-machines.pdf. Vending includes traditional machines as well as boxes or baskets with food for sale. You may have similar guidelines in your province. Check the 'Provincial Links' page on the www.stayactiveeathealthy.ca website for more information.

You can also use the Brand Name Food List (www.bnfl.healthlinkbc.ca) to determine what products meet the nutrient criteria for healthy choices. Connect with a Registered Dietitian by dialing 811, or sending an email (foodpolicy@gov.bc.ca).



Healthy Choices Tool - Vending Audit

(on the next page - pg. 38)





VENDING AUDIT

☐ **Baseline:** Date _____
☐ **Follow-up:** Date _____

This tool will help you to audit your facilities vending machines to see how the currently stocked products score according to the Nutrient Criteria in Appendix 3 of the [Healthier Choices in Vending Machines in BC Public Buildings](#). The Brand Name Food List is an online tool that uses the Criteria to score packaged products. As a part of your Healthy Food and Beverage Initiative, you may wish to audit vending in one facility or many.

This audit will require the following steps:

- STEP 1:** Create a product stock list for 2 snack and 2 beverage machines.
- STEP 2:** Complete a scorecard for these machines on the Brand Name Food List.
- STEP 3:** When you have completed the audit send a copy to your Provincial or Territorial Coordinator (if applicable) and/or keep a copy for your own records.

<http://www.health.gov.bc.ca/healthyeating/pdf/vending-policy-2014.pdf>

Community: _____ Facility(s) Included in Audit: _____
Date: _____

This Assessment was completed by the following (check all that apply and fill in name):

- ☐ **Project coordinator:** _____
☐ **Consultant:** _____
☐ **Other staff/special contract:** _____



VENDING AUDIT STEP 1: VENDING STOCK LIST

Record the code slot location by its code in the machine. Then identify the product that is in each slot according to the company that produces the product, the product's name, flavour, size and current selling price. This information will help you to find the product on the Brand Name Food List in Step 2.



Along with each stock list please **include a photo or two** of the machine that shows its current products and promotional images.

Vending Machine #1 (specify machine location so you can re-audit after changes have been made to evaluate) _____

Machine Type: ☐ Snack ☐ Beverage

Vending Machine Purpose: ☐ Cafeteria ☐ Fundraising ☐ Other

Vendor Company Name: _____

Advertising on Machine (describe): _____

Slot Location (e.g. A1 or "top left" etc.)	Company Name (e.g. Pepsi, Lays, Doritos etc)	Product Name & Flavour (e.g. Gatorade-Berry Blast, Doritos Chips-Salsa, Mars Bar)	Size (ml or g)
A1			



(VENDING AUDIT Step 1 – Machine #1 ...)

Slot Location (e.g. A1 or "top left" etc.)	Company Name (e.g. Pepsi, Lays, Doritos etc)	Product Name & Flavour (e.g. Gatorade-Berry Blast, Doritos Chips-Salsa, Mars Bar)	Size (ml or g)



VENDING AUDIT STEP 1: VENDING STOCK LIST

Record the code slot location by its code in the machine. Then identify the product that is in each slot according to the company that produces the product, the product's name, flavour, size and current selling price. This information will help you to find the product on the Brand Name Food List in Step 2.



Along with each stock list please **include a photo or two** of the machine that shows its current products and promotional images.

Vending Machine #2 (specify machine location so you can re-audit after changes have been made to evaluate) _____

Machine Type: ☐ Snack ☐ Beverage

Vending Machine Purpose: ☐ Cafeteria ☐ Fundraising ☐ Other

Vendor Company Name: _____

Advertising on Machine (describe): _____

Slot Location (e.g. A1 or "top left" etc.)	Company Name (e.g. Pepsi, Lays, Doritos etc)	Product Name & Flavour (e.g. Gatorade-Berry Blast, Doritos Chips-Salsa, Mars Bar)	Size (ml or g)
A1			



(VENDING AUDIT Step 1- Machine #2 ...)

Slot Location (e.g. A1 or "top left" etc.)	Company Name (e.g. Pepsi, Lays, Doritos etc)	Product Name & Flavour (e.g. Gatorade-Berry Blast, Doritos Chips-Salsa, Mars Bar)	Size (ml or g)



VENDING AUDIT STEP 1: VENDING STOCK LIST

Record the code slot location by its code in the machine. Then identify the product that is in each slot according to the company that produces the product, the product's name, flavour, size and current selling price. This information will help you to find the product on the Brand Name Food List in Step 2.



Along with each stock list please **include a photo or two** of the machine that shows its current products and promotional images.

Vending Machine #3 (specify machine location so you can re-audit after changes have been made to evaluate) _____

Machine Type: ☐ Snack ☐ Beverage

Vending Machine Purpose: ☐ Cafeteria ☐ Fundraising ☐ Other

Vendor Company Name: _____

Advertising on Machine (describe): _____

Slot Location (e.g. A1 or "top left" etc.)	Company Name (e.g. Pepsi, Lays, Doritos etc)	Product Name & Flavour (e.g. Gatorade-Berry Blast, Doritos Chips-Salsa, Mars Bar)	Size (ml or g)
A1			



(VENDING AUDIT Step 1 – Machine #3 ...)

Slot Location (e.g. A1 or "top left" etc.)	Company Name (e.g. Pepsi, Lays, Doritos etc)	Product Name & Flavour (e.g. Gatorade-Berry Blast, Doritos Chips-Salsa, Mars Bar)	Size (ml or g)



VENDING AUDIT STEP 1: VENDING STOCK LIST

Record the code slot location by its code in the machine. Then identify the product that is in each slot according to the company that produces the product, the product's name, flavour, size and current selling price. This information will help you to find the product on the Brand Name Food List in Step 2.



Along with each stock list please **include a photo or two** of the machine that shows its current products and promotional images.

Vending Machine #4 (specify machine location so you can re-audit after changes have been made to evaluate) _____

Machine Type: ☐ Snack ☐ Beverage

Vending Machine Purpose: ☐ Cafeteria ☐ Fundraising ☐ Other

Vendor Company Name: _____

Advertising on Machine (describe): _____

Slot Location (e.g. A1 or "top left" etc.)	Company Name (e.g. Pepsi, Lays, Doritos etc)	Product Name & Flavour (e.g. Gatorade-Berry Blast, Doritos Chips-Salsa, Mars Bar)	Size (ml or g)
A1			



(VENDING AUDIT Step 1- Machine #4 ...)

Slot Location (e.g. A1 or "top left" etc.)	Company Name (e.g. Pepsi, Lays, Doritos etc)	Product Name & Flavour (e.g. Gatorade-Berry Blast, Doritos Chips-Salsa, Mars Bar)	Size (ml or g)



VENDING AUDIT STEP 2: SCORE FOOD & BEVERAGES

1. Go to the Brand Name Food List <https://bnfl.healthlinkbc.ca/> (register if you have not used the list before).
2. Set up a scorecard.
3. Find the products on your stock list for each machine and enter them on your scorecard →
4. Submit score cards after all items on the stock list have been added.
You will be able to save and print these scorecards.
5. Send step 1 stock lists and brand name food lists to your Provincial or Territorial Coordinator (if applicable) or and/or keep a copy for yourself.

RESULTS

Machine #	Do Not Sell	Sell Sometimes	Sell Most
1	%	%	%
2	%	%	%
3	%	%	%
4	%	%	%

Please send completed forms to your Provincial or Territorial Coordinator (if applicable).
Thanks!

Tips for your scorecard

- Enter the key word – e.g. snacks or dairy (start your search very general for best success)
- If your machine has more than one of the same product, save time by adding these to the list all at one time using the 'quantity' field

Can't find an item on the list?

- If this is a 'junk food item' likely to be rated as not recommended, enter 'generic' into the keyword field and use one of generic list entries.
- Otherwise submit item to be added to the list or score manually using the Nutrient Criteria in Appendix 3 of the Healthier Choices in Vending Machines in Public Buildings Policy. Click the submit button and provide the products ingredients and nutritional information. Obtain this information from the package or by contacting the manufacturer. When the product gets added to the list you can add it to your scorecard.

Need help?

In BC speak to a Registered Dietitian at Dietitians Services at HealthLink BC by dialing 811 or send an email to foodpolicy@gov.bc.ca.
Otherwise speak to your Provincial or Territorial Coordinator (if applicable)

ACTION: Review Existing Contracts/Create a New Contract

You'll need to review your existing contracts to determine when you can start applying the Nutrient Criteria for healthy choices to your vending (Sell Most, Sell Sometimes) to your vending. Keep in mind the following steps:

Current Contracts

- Inform the vendor of the Healthier Choices in Vending Machines in BC Public Buildings Policy (see Appendix A) and discuss the timeline for achieving compliance with the Nutrient Criteria for healthy choices (At least 50% Sell Most, Up to 50% Sell Sometimes).
- Work within the terms of the existing contract to modify the items sold in the vending machines as soon as possible.
- When renewing the contract, be sure to comply with the Nutrient Criteria for healthy choices (At least 50% Sell Most, Up to 50% Sell Sometimes).

If you don't have a current contract, review the information below to create a new contract addressing compliance with the Nutrient Criteria for healthy choices (Sell most, Sell Sometimes).

New Contracts

- Make sure the criteria in your Request for Proposal (RFP) for vending includes:
 - Healthy advertising that promotes healthy products and activities;
 - Lower prices for healthy choices;
 - Healthiest choices positioned most prominently;
 - A variety of products;
 - Consistent re-stocking of healthy products;
 - Approval by recreation staff of any new food or beverage to ensure they meet the Nutrient Criteria for healthy choices (Sell most, Sell Sometimes).; and
 - Consistent product labelling (e.g. a checkmark system which tells the customer what the healthier option is EG. one checkmark means "Sell Most, Sell Sometimes", two checkmarks means "Buy Most," etc.).
- See Sample RFPs at www.stayactiveeathealthy.ca/resources

Once you have a Healthy Choices vending contract in place:

- Install refrigerated vending machines to serve perishable items such as milk.
- Monitor prices to ensure they are affordable, encouraging sales and minimizing wasted food.
- Learn about products that are packaged to last without the use of unhealthy chemicals (e.g. modified atmosphere packaging).
- Prominently display educational and Healthy Choices promotional materials. www.stayactiveeathealthy.ca/managers/marketing_materials.html
- Ask produce suppliers for marketing materials to support your healthier products.
- Ensure that marketing to children is limited to marketing that promotes only healthy choices. www.stayactiveeathealthy.ca/m2k
- Be sure to use the "Stay Active. Eat Healthy" marketing materials available through the BCRPA website and www.stayactiveeathealthy.ca



TIP: Making a Profit

- You can offer healthy choices without losing revenue.
- Facilities with a “captive” audience, meaning they have few eating alternatives, were most profitable when offering over 80% healthier choices. In fact, the more healthy products that are offered, the more they are purchased.
- Some facilities that had to compete with many other food outlets were more successful when at least 50% of healthier choices were offered.
- In some cases there is a loss in revenue. The facility has accommodated for this when they agreed, in principle, to providing a healthy food environment for children (especially in a publicly funded building).

2. Offering Healthy Choices in Food Services

Food Services include any concession, kiosk, snack bar, or cafeteria in a recreation facility that sells foods and beverages.

Implementing the Healthier Choices in Vending Machines in BC Public Buildings Policy will vary for every recreation facility depending on whether such services are contracted out, run by staff or run by volunteers. Making the change to Healthy Choices will also depend on the type of food services involved and the available kitchen equipment and space. If you are offering healthy choices in Food Services, share this resource with your co-workers: www.healthlinkbc.ca/healthyeating/pdf/food-guidelines-cafeteria-menus.pdf

ACTION 1: COMPLETE A FOOD SERVICES AUDIT

- This identifies areas for change.



Healthy Choices Tool - Food Services Audit (on next page)

ACTION 2: Approach stakeholders

- Identify who should be approached about the changes and work with them to offer healthier choices. See Planning Tool on page 19.

If your facility has:

Contracted Food Services

- Set up a meeting with the person in charge of food services;
- Bring to his/her attention the Nutrient Criteria for healthy choices in the policy and Food Services Audit Tool Monitoring Form (Appendix A) and your Healthy Choice goals; and
- Negotiate a healthy menu in compliance with the Nutrient Criteria for at least 50% Sell Most food and beverage choices and up to 50% Sell Sometimes food and beverage choices and the Food Services Audit.

Non-Contracted Food Services

- Discuss changes with food service staff or volunteers; and
- Use the sample menu (page 115) as a guide or consult the Nutrient Criteria in the policy (Appendix A) and the Food Services Audit Tool Monitoring Form to design your own menu.

Do not let what you cannot do interfere with what you can do. Celebrate your achievements and move forward.

~ HEALTHY MEASURES AFFIRMATION

ACTION 3: Create a Healthy Choices Menu

- Connect with a Registered Dietitian at HealthLink BC by dialing 811, or sending an email (foodpolicy@gov.bc.ca) or your local nutritionist resources for expert advice.
- See the Brand Name Food List for packaged food and beverage ideas on www.bnfl.healthlinkbc.ca.

ACTION 4: Consider Pocket Markets

- Consider hosting a regular pocket market to encourage the consumption of healthy, local produce. Find out more about Pocket Markets in the segment on providing access to vulnerable populations (page 65).

Remember, affordable + visible = saleable!
So, price your healthy options accordingly and place them where people will see them.

3. Offering Healthy Choices in Internal Recreation Programs

Internal Recreation Programs include all camps or programs managed by a recreation facility, in which food is served or consumed.

If food is served in your programs:

ACTION 1: Familiarize program food providers with your Healthy Choices Criteria

Discuss the following:

- Food and beverages served;
- Portion sizes;
- Prices and affordability; and
- Promotion of Healthy Choices through advertising and educational material.
- Refer them to your provincial guidelines or the Healthier Choices in Vending Machines in BC Public Buildings Policy (Appendix A).
- Refer them to the Brand Name Food List for healthy food and beverage ideas (www.bnfl.healthlinkbc.ca).
- Also refer them to Dietitian Services at Health Link BC (811) or your local nutritionist resources for expert advice.

If food is not served in your programs:

ACTION 2: Familiarize program participants and program leaders with the Healthy Choices Criteria

- Encourage program participants to bring healthy snacks, lunches and drinks to the program. See the Sample Letter to Parents in Section III (page 121).
- Use non-food rewards to support healthy eating for kids and teens (extra time to play, Frisbees™, balls, etc).
- Consider developing a program policy covering off-site food purchases Internal Recreation Programs include all camps or programs managed by a recreation facility, in which food is served or consumed. during day trips, especially for children and teens.
- Encourage all program leaders and instructors to lead by example, by choosing healthy food and beverages.



FOOD SERVICES AUDIT

☐ **Baseline:** Date _____

☐ **Follow-up:** Date _____

Please complete this form before and after making changes if your facility's concession, cafeteria, snack bar or other food outlet is being addressed in your project's intended activities.

The goal should be to working towards your Provincial or Territorial Nutritional Guidelines. If none exist you can use the BC Nutrient Criteria for [Healthier Choices in Vending Machines in BC Public Buildings](http://www.health.gov.bc.ca/healthyeating/pdf/vending-policy-2014.pdf): at least 50% Sell Most and up to 50% Sell Sometimes options.

<http://www.health.gov.bc.ca/healthyeating/pdf/vending-policy-2014.pdf>

Community: _____

Facility(s): _____

This Assessment was completed by:

☐ **Project coordinator/staff:** _____

☐ **Consultant:** _____

☐ **Committee:** _____

Contributing members:

What best describes this food service outlet?

- ☐ Concession
- ☐ Snack bar/Café
- ☐ Cafeteria
- ☐ Restaurant

Note: If you have more than one food service outlet, it is ideal to complete this form for each outlet. This will provide a sample evaluation to represent all outlets.

Please return completed forms to your Provincial/Territorial Coordinator (if applicable). Thanks!

Description of Food Outlet

Please briefly describe your food service outlet.

How long has it been in operation? _____

Where in the facility is it located? _____

Who typically eats here? _____

Is there seating? If yes, please describe (how much, situation etc.): _____



Please attach a few photos of the food outlet, showing current menus, food placement and promotional images.



Operations

What are the regular hours of operation of this food outlet? _____

What are the regular hours of operation of your recreation facility? _____

Is this facility used as a Teaching Kitchen?

☐ Yes

☐ No

☐ Not possible

Who operates this food outlet?

☐ Staff

☐ Volunteers

☐ Contractor

If the outlet is operated by a contractor, please provide a status of your facility's contract:

Name of Contractor: _____

Time remaining in contract: _____

Is this contract negotiable?

☐ Yes

☐ No

☐ Not sure

Profits from this concession go to:

☐ Contractor

☐ Fundraising

☐ Operational Budget

☐ Other: _____

Food Storage & Preparation Tools

Where are the freshly prepared foods sold at this outlet prepared?

☐ On site ☐ Contracted and brought in ☐ Both ☐ Not applicable

Please indicate which of the following are currently present in this food outlet:

- | | | |
|-------------------------------------|--|--|
| <input type="checkbox"/> Crock Pot | <input type="checkbox"/> Rotisserie | <input type="checkbox"/> Freezer |
| <input type="checkbox"/> Deep Fryer | <input type="checkbox"/> Heating Box/ heat lamps | <input type="checkbox"/> Refrigerated Display Case |
| <input type="checkbox"/> Oven | <input type="checkbox"/> Blender | <input type="checkbox"/> Storage Fridge |
| <input type="checkbox"/> Toaster | <input type="checkbox"/> Sink (s) # _____ | <input type="checkbox"/> Display Fridge |
| <input type="checkbox"/> Grill | | |

☐ Other: Please describe _____

Promotion of Healthy Food

Are healthy foods subsidized?

☐ Yes ☐ No

Is healthy food and beverage provided at an equal or lower price than less healthy food and beverage?

☐ Yes ☐ No

Are healthy options sold in the facility identifiable with a checkmark or other marker?

☐ Yes ☐ No

Are healthy choices positioned to promote visibility?

☐ Yes ☐ No

Prepared Foods Monitoring Form

Adapted from the Planning Healthy Cafeteria Menus Fact Sheet in the Guidelines for Food & Beverage Sales in BC Schools (2013)

Please tick the appropriate boxes for what is true of this food outlet.

For any pre-packaged food & beverages, please use the Vending Audit tool to assess the Sell Most/Sell Sometimes criteria.

Indicator	Availability, e.g. "Served" or "Offered"				Comments/Notes
	Never	Occasionally 1-2 times/month	Often 1-2 times/week	Always (Most days)	
Vegetables and Fruit					
Fresh fruit is available					
Raw or cooked vegetables are served, with a minimum of added salt, fat, or sauces					
Canned vegetables and fruit are low in added salt and sugar					
Juice is 100% fruit or vegetable juice and is 360 mL or smaller					
Grain Products					
Whole grain products are served at least 50% of the time					
Replace flour with whole grain flour in recipes					
The portion size of baked goods is moderate					
Homemade, or commercial low sodium, low fat products have replaced regular instant noodle products and rice mixes					

Food Stock Monitoring Form

Indicator	Availability, e.g. "Served" or "Offered"				Comments/Notes
	Never	Occasionally 1-2 times/month	Often 1-2 times/week	Always (Most days)	
Milk and Alternatives					
Low fat dairy products are served regularly e.g.					
• milk is 2% MF or less					
• yogurt is 2% MF or less					
• cheese is 20% MF or less					
Milk or soy beverages sold meet the Sell Sometimes or Sell Most nutrient criteria					
Only unprocessed cheeses are served					
Meat and Alternatives					
Alternatives such as beans, lentils, and tofu are served regularly					
Meat, fish and poultry are lean, prepared with a minimum of added fat, and cooked in a manner that reduces total fat (e.g. baked, grilled, roasted)					
Fish is baked or grilled, rather than deep- or pan-fried					
Deli meats, cold cuts, smoked meats etc used for sandwiches, pizzas and other mixed entrees meet the Sell Sometimes or Sell Most nutrient criteria					
Preparation Methods					
Recipes are followed to avoid the unnecessary addition of salt, sugar and fat					
Lower fat cooking methods (baking, grilling, roasting, stir-fry) have replaced deep- and pan-frying					
All soft spreadable margarine and oils meet the restriction of 2% or less trans fat of total fat content					
Recipes or mixes for soups, gravies and sauces are low fat and low sodium					



Food Stock Monitoring Form

Indicator	Availability, e.g. "Served" or "Offered"				Comments/Notes
	Never	Occasionally 1-2 times/month	Often 1-2 times/week	Always (Most days)	
Preparation Methods continued					
Breaded products are baked not fried and meet the Sell Sometimes or Sell Most nutrient criteria					
Use reduced sodium options when choosing canned vegetables, tomato sauces, soups or stocks					
Ready-to-serve or heat-and-serve items are low in fat, sugar and sodium and meet the Sell Sometimes or Sell Most nutrient criteria					
Use reduced or low sodium sauces to enhance flavours					
Beverages					
Water is available to drink					
Other beverages should meet the Sell Sometimes or Sell Most nutrient criteria					
Hot chocolate is made with lower fat milk in a moderate serving size					
Regular coffee/tea are not available for sale to students					
Condiments					
Condiments are offered in small portions and students are encouraged to limit their choices to one to two portions					



Score Your Food Stock Results

Count up the number of times you have check marks in each category

	Never	Occasionally	Often	Always	Total Across
Count					
% Calculation (column number Total across) x100					

Set a goal to change your percentages

Category	% in base scan (from chart above)	Goal to Achieve
Never		
Occasionally		
Often		
Always		



Monitoring Do Not Sell Foods

Total # of Prepared Food on all menus selected for review _____

of Obvious **Do Not Sell*** Foods on these menus _____

List menu items requiring clarification. Find clarification of products by consulting with your community dietitian or by contacting your Provincial or Territorial Coordinator (if applicable).

List Item to Clarify	Do Not Sell Food/Beverage? ✓	Comment
Total #	#	

Total # Do Not Sell _____ (add # obvious and # clarified items)

% Do Not Sell _____ (total not recommended/ total # foods reviewed)

Please send completed forms to your Provincial/Territorial Coordinator (if applicable). Thanks!

*Do Not Sell Foods contain higher amounts of fat, sodium or sugar and may be less nutritious. See Appendix 3 of the Healthier Choices in Vending Machines in BC Public Buildings.

HEALTHY VENDING CHALLENGES

No change is easy. There's always some resistance and more than a few challenges (See Information Sheets #1 & #2, pages 77 and 79). But since vending can be a significant source of revenue, it's important to face them head on. Persistence, consistency and patience will go a long way to overcoming the hurdles. So will being prepared. So, here's a heads up on some of the challenges that might come your way when introducing healthy choices vending:

Exclusive Agreements

- Some facilities have exclusive agreements with suppliers (e.g. Coke or Pepsi), which restrict the changes they can make in terms of vending options. It's a good idea to:
 - Avoid exclusive agreements with suppliers;
 - Re-negotiate existing contracts as soon as possible; and
 - Ensure that RFPs and agreements reflect healthy priorities.

Uneven Pricing and Products

- Decreased revenues due to healthy vending are not a given. Vending revenues tend to fall only when vending machines offer healthy choices while other food services in the same facility continue to offer less healthy choices.
- According to one vending company, a 600-person school could earn about \$1000 per month from vending when pricing and products were comparable in other food services. In contrast, an 800-person school could only earn \$500-\$600 per month from vending when competing with an unhealthy concession.
- To maximize revenues—and ensure consistent messaging—it's critical that pricing and products throughout your facility, consistently reflect the Healthier Choices in Vending Machines in BC Public Buildings Policy (Appendix A).

Lack of Commitment

- While you might have the best of intentions when it comes to offering healthy choices, others—decision makers, staff and vendors—might not be so committed. To enlist the support of others:
 - Establish expectations and goals (e.g. meet once per month);
 - Stick with intentions and solve problems creatively; and
 - Provide positive re-enforcement by recognizing and rewarding commitment.
- And remember, real change takes time. If you stick with it you will see success over the long-term.

ACTION 3: Look for partnership opportunities

- Team up with a local grocery store, for example, and offer a healthy snack every month for all program participants (see the Esquimalt Success Story on page 97).

ACTION 4: Follow up

- Monitor your changes to make sure they stick and are consistent throughout all recreation programs

4. Offering Healthy Choices for External Recreation Programs

External Recreation Programs include all camps, programs, or events hosted by a recreation facility, but organized by an external group, during which food is served or consumed.

ACTION 1: Discuss your Healthy Choices criteria with program managers

If applicable, also discuss the criteria with the food providers for the program. Ensure that only healthy food and beverages are served in accordance with your provincial guidelines or use the Healthier Choices Policy (Appendix A). Include in your discussion the following:

- The foods and beverages served;
- Portion sizes;
- Pricing and affordability; and
- Promotion and advertising.

If food is not served in an external program:

ACTION 2: Encourage Healthy Choices among program participants and volunteers

- Ask program managers to encourage participants and volunteers to bring healthy snacks, lunches and drinks to the program.
- External Recreation Programs include all camps, programs, or events hosted by a recreation facility, but organized by an external group, during which food is served or consumed.
- Provide educational materials to program managers explaining the reasons for healthy choices. This will help them support your initiative.
- Encourage the use of non-food rewards to support healthy eating for kids and teens, such as water bottles, Frisbees™ or extra “free” play time.
- Encourage program managers and instructors to lead by example by making healthy food and beverage choices.

ACTION 3: Follow up

Ensure the changes are implemented consistently throughout all external programs.



TIP

Allergies are a common concern for recreation facilities, particularly for children in programs. To learn more from the experts on protecting people with allergies, call your provincial nutrition experts or if in BC, connect with a Registered Dietitian at HealthLink BC by dialing 811, or sending an email (foodpolicy@gov.bc.ca).

5. Offering Healthy Choices at Events

Events include all celebrations, children's events, birthday parties, theme days, awards ceremonies, festivals and sporting events held by the recreation facility.

A Healthy Choice Event

The YMCA-YWCA Healthy Kids Day is an annual event that combines healthy eating and activity for a fun celebration (see full story by visiting www.stayactiveeatthehealthy.ca).

ACTION 1: Discuss your Healthy Choices criteria with food providers

- Refer them to the Eat Smart Meet Smart Guidelines (Appendix B) and introduce your provincial guidelines or use the Nutrient Criteria in the Healthier Choices in Vending Machines in BC Public Buildings Policy (Appendix A).
- Consider the following in your discussions with food providers:
 - Healthy food and beverages to be served;
 - Appropriate portion sizes;
 - Pricing and affordability of for-sale healthy food choices; and
 - Promotion and advertising of healthy choices.
- If your event is also a fundraiser, be sure to read the segment on Healthy Fundraising in the following section for more ideas.
- Consider having a pocket market at your event to sell fresh local produce. See the segment on Vulnerable Populations (page 63) for more information.
- If you are hosting a sporting event, share this resource www.healthlinkbc.ca/healthyeating/pdf/food-guidelines-sporting-events.pdf

ACTION 2: Follow up

- Ensure the momentum continues and that your Healthy Choices goals are being met by volunteers and staff at all events.



TIP

- Call your local nutrition experts or if in BC, connect with a Registered Dietitian at HealthLink BC by dialing 811, or sending an email (foodpolicy@gov.bc.ca) for help with menu planning, portion sizes or any other nutrition issues.
- The www.stayactiveeatthehealthy.ca website has great recipe resources.

FUNDRAISERS TO AVOID

- Bake sales;
- Community drives (e.g. selling unhealthy products door-to-door and in front of supermarkets);
- Fast food restaurants designating a percentage of sales to the fundraiser; and
- Label-saving programs.

TIPS FOR SUCCESSFUL FUNDRAISING

- Promote healthy foods with attractive ads and pictures.
- Offer samples of nutritious items that are new.
- Adapt favourites to make them more nutritious (e.g. serve hamburgers on whole wheat buns with a side of veggies and dip).
- Price nutritious foods attractively (e.g. water, milk and 100% fruit juice \$1, sports drinks \$2).

HEALTHY FOOD CAN BE FUN

Healthier options can be just as fun, affordable and easy to prepare as their fatty or sugary counterparts. Veggie dogs, 100% beef hot dogs, or hamburgers with whole-wheat buns, and fruit, such as watermelon are good examples.

6. Healthy Fundraising

Fundraising means any facility event or program designed to raise money, with or without food, for your facility, program or team.

Why fundraise with Healthy Choices?

ACTION 1: Discuss your healthy choices criteria with fundraising organizers

If you are going to have a bake sale, share this resource www.healthlinkbc.ca/healthyeating/pdf/food-guidelines-bake-sales.pdf

ACTION 2: Encourage healthy fundraising activities or events

Consider the following:

- Sell non-food items:
 - o Healthy cookbooks;
 - o Recreation equipment (e.g. Frisbees, skipping ropes);
 - o Reusable lunch bags; or
 - o Water bottles.
- Sell healthy foods:
 - o Pre-packed apples and other local produce, or fresh turkeys or salmon (need to be properly stored);
 - o Homemade trail mix; or
 - o Picnic baskets.
- Provide a service:
 - o Car wash;
 - o Clean-up after events at stadiums or concert venues;
 - o Dog walking;
 - o Snow shovelling; or
 - o Yard work (raking, spreading compost)
- Host an event (see *Offering Healthy Choices at Events*):
 - o Bingo;
 - o Carnival (set up games and healthy snacks);
 - o Festivals;
 - o Garage sale;
 - o Talent show; or
 - o Sport tournament.

For more ideas, see *Fundraising for Schools* (www.dashbc.org).



TIP

Rather than holding a traditional bake sale, host a car wash and sell pre-packed local produce, such as boxed apples.

7. Offering Healthy Choices to Recreation Staff

Recreation Staff refers to recreation staff attending meetings and events in the work setting.

A healthy, well staff is a more productive staff; improving the health of staff is a worthy goal for any workplace. But also, many of a recreation facility's patrons are children. And children learn from observing the adults around them. Recreation staff members are important role models for healthy living.

ACTION 1: Discuss your healthy choice criteria with food providers

- Review with them the Eat Smart Meet Smart Guidelines (www.health.gov.bc.ca/healthyeating/pdf/eat-smart-meet-smart.pdf) (Appendix B) or other healthy meeting guidelines in your province. Consider the following during your discussion:
 - o Food and beverages served;
 - o Portion sizes;
 - o Pricing and affordability of Healthy Choice foods;
 - o Promotion and advertising of Healthy Choices; and
 - o The importance of leading by example.

ACTION 2: Raise awareness of Healthy Choices among staff

At meetings or events where food isn't served:

- Encourage staff to bring healthy snacks, lunches and drinks.
- If staff members bring "treats" to share, ask them to bring healthier selections, or non-food items.

ACTION 3: Follow up

- Ensure staff and food providers continue to encourage healthy role modeling.

8. Providing Access to Healthy Foods by Vulnerable Populations

Food security means having "enough of the kinds of food we want to eat," whereas moderate food insecurity is defined as "sometimes not enough food to eat," and severe food insecurity is defined as "often not enough to eat" (Canadian Institute for Health Information, 2004).

Because vulnerable populations are just that—vulnerable—they require special attention. Recreation facilities, non-threatening and inclusive, are in a unique position to impact such populations.

What's more, children form a good portion of these vulnerable populations and nutritious food is critical to their development and growth. And healthy, fully functioning children tend to become healthy, fully functioning adults.

Where to begin?

ACTION 1: Identify vulnerable groups within your community

- You'll want to ask:
 - Who has access to healthy foods?
 - Who has limited access to healthy foods?
 - Which community resources or organizations can work with us to provide healthy foods, and how?

ACTION 2: Organize sustainable ways of providing healthy foods to at-risk groups

Consider the following tried and true methods:

COMMUNITY GARDENS

Community gardens are spaces where people share the basic resources of land, water and sunlight. An allotment garden is a special type of community garden with several small plots of open land for growing vegetables, fruits and cut flowers. These allotments are tended by individual families.

Many community gardens feature a common space tended by a group of people. The benefits?

- Access to affordable, fresh fruits and vegetables in urban spaces;
- Promotion of community spirit and cooperation; and
- Maintenance of the land.

Lessons from the classroom...

Schools have started growing community gardens across BC and this model is appropriate for recreation facilities as well.

COMMUNITY KITCHENS

Community kitchens bring people together to cook in a public space. They can work in many different ways, depending on the organization and the people involved. In some, people get together to cook a single meal, while in others, people make large portions to take home to their families. Still others have special cooking times for vegetarians, different ethnic groups, or for people with special needs. The benefits?

- Lower costs;
- Increased sense of community; and
- Improved healthy cooking knowledge and skills.⁹

⁹ See <http://www.foodshare.net/community-kitchens> for more information. Or for information in Vancouver see <http://www.communitykitchens.ca/>.

POCKET MARKETS

A Pocket Market is a small, regular market of two or three tables, selling fresh local produce to the public. The Pocket Market idea was developed by Food Roots, a food co-op, which gathers local produce from farmers and sells it through the Pocket Market. The idea is that these markets make fresh, healthy food more readily available and affordable to vulnerable populations.

What differentiates Pocket Markets from other regional farmers markets is that generally they are smaller and intended to serve a specific neighborhood or community.

Pocket Markets can be organized a number of ways:

FoodRoots Pocket Market (Greater Victoria)

The community provides the location, insurance, promotion and any associated costs. One volunteer is needed to help setup and take down. FoodRoots supplies the produce and other local goodies, displays and sells the produce, deals with any leftovers and takes the financial risk.

Community Pocket Market (Anywhere)

The community provides the location, insurance, promotion and any associated costs. The community buys produce and processed goods from FoodRoots. FoodRoots supports the market by training people to track sales, order and display produce, among other things. The community sets up, runs the market and deals with any excess.

Hybrid Pocket Market (Anywhere)

FoodRoots can customize a plan that addresses your community's specific needs.

The Pocket Market model can be applied easily to recreation facilities. Esquimalt Recreation Centre in Victoria already hosts regular Pocket Markets (see Success Stories at www.stayactiveeathealthy.ca).¹⁰

SPINZ AROUND (BASED ON THE COMMUNITY KITCHEN PROGRAM OF CALGARY)

The Spinz Around program rescues perishable food from retail establishments and they "spin-a-round" what they collect to different agencies throughout the community, which then distribute the food to people in need.

See <http://www.communitykitchenprogram.com>

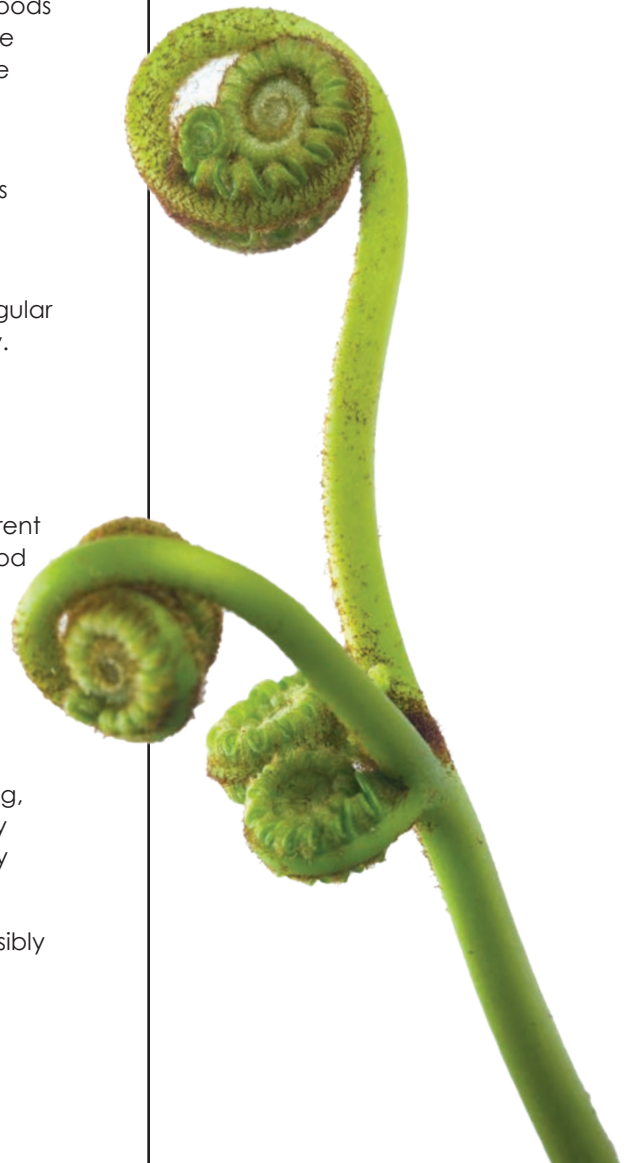
SOUPEL STARS (ALSO BASED ON COMMUNITY KITCHEN PROGRAM OF CALGARY)

This program teaches children in grades four to six about personal hygiene, basic nutrition, kitchen and food safety, grocery shopping, etiquette and vegetable and lunch preparation. Children actively participate in simple food preparation, learn how to make healthy food choices and to feel more confident in the kitchen.

The program could be applied easily to recreation programs, possibly in combination with a cooking program.¹¹

¹⁰ See www.foodroots.ca for more information or see the Pocket Market Toolkit at (http://www.foodroots.ca/pmtoolkit_index.htm)

¹¹ See http://www.communitykitchenprogram.com/index.php?option=com_content&view=article&id=55&Itemid=61 for more complete information on Calgary's Souper Stars program.



GOOD FOOD BOX

The Good Food Box runs like a large buying club where the buying and coordination are done centrally. Individuals can place orders for food boxes with volunteer coordinators in their neighbourhood. They then receive a box brimming with fresh, tasty produce at an affordable price.

For more information on the Good Food Box in BC, contact the BC Food Systems Network at <http://fooddemocracy.org/>¹²

Other helpful websites:

- Community Gardens
<http://www.lifecyclesproject.ca/>
- Access to Fresh Fruits and Vegetables
<http://www.healthyfamiliesbc.ca/home/blog/winning-way-eat-more-veggies>
- See Developing Organizational Food Policy
<http://www.fraservalleyfoodnetwork.com/userfiles/file/Food%20Policy%20Toolkit.pdf>

9. Providing a Comfortable Eating Space

Research shows that when families or communities eat together they tend to consume foods with higher nutritional value, and the risks for unhealthy weight control practices and substance abuse in children decrease.¹³

An attractive and welcoming space encourages healthy eating because it promotes communication and allows younger children to model the behaviour of their elders.

Clearly, there is an obligation to ensure that the physical space in recreation facilities encourages healthy eating.

ACTION 1: Make your eating spaces healthy by providing:

- Comfortable public seating;
- Lots of windows and natural lighting;
- Clean drinking fountains; and
- Access to healthy food and beverage choices.

Health is an affirmation of life.
Declare your strength inside and out.

¹² See the Good Food Box: A Handbook for British Columbia
<http://www.foodshare.net/good-food-box>

¹³ See The Archives of Paediatrics & Adolescent Medicine, 2004

Part C:

Evaluating Healthy Choices Programs & Continuing the Cycle of Change

Congratulations on coming this far on your journey to becoming a Healthy Choices Facility. If you've been working your way through this toolkit, most of the legwork is done. Yes, celebrate your successes, but don't stop here. Maintain the momentum you've worked so hard to build.

It's time to **STUDY** the processes and results against your objectives, as in the PDSA framework. Then to **ACT** on the results and improve the process before the next round of changes.

Make sure what you've implemented continues to be effective over the short and long-term. And you just never know, your facility might be the next Healthy Choices success story.

ACTION 1: Evaluate your Healthy Choice changes

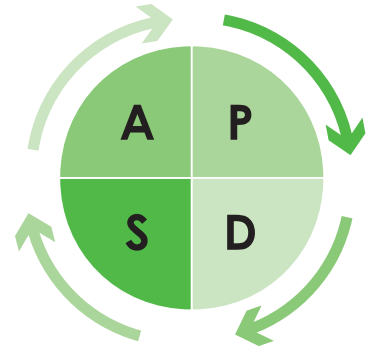
Now that you've started offering healthy choices in your facility, consider an initial review at three months, with evaluations at six and 12 months. Think about the following:

- How effective are the changes?
- Are they sustainable?
- What challenges need resolving?
- Are patrons happy with the changes?
- Are staff members satisfied with the changes?
- Other questions or concerns?

When it comes to monitoring and evaluating change, you have a number of options for gathering data, including:

- Surveys;
- Comment Boxes;
- Informal Discussions;
- Formal Meetings;
- Questionnaires; and
- Any other creative ideas you might have!

Each option has strengths and weaknesses so you'll need to decide which ones will work best for you. Keep in mind, certain evaluations are better suited to specific audiences. For example, a survey will likely work better for the adult patrons of your facility, but informal discussions are more appropriate for children in sports camps.



Possible questions for your Healthy Choices Committee (or the Committee designated to lead the Healthy Choices initiative) and/or your patrons include:

- What areas still need changing?
- What's working well?
- What's not working well?
- Are there any new healthy eating goals that we want to reach?

Each year, re-assess your facility using the Evaluation Tool #1, the Re-Assessment Form (see below) to track your progress.

ACTION 2: Continue the cycle of change

Congratulations on reaching—through effective planning and action—some of your top Healthy Choices goals!

Keep in mind that making changes is an ongoing process. It's time now to address the next achievable goals on your list.

- To help maintain progress, complete the Re-Assessment form of the Toolkit annually.
- Implement any changes needed to improve your program (the STUDY actions contained in your PDSA cycle).
- Repeat your PDSA process on a planning cycle that best meets your facility's needs and resources.
- Don't forget to celebrate the successes along the way!



Evaluation Tool #1 ~ Recreation Facilities Re-Assessment for Healthy Choices

Adapted from Heart Check, Healthy Workplaces Toolkit

This re-assessment will help you identify and plan improvements in the recreation facility. Work through the checklist below and determine whether each item is fully in place, could be improved, under development or not in place. If the grading system isn't entirely relevant for an item, use the ranking number (e.g. 3, 2, 1, 0) to assess and appropriately weigh. For items not assessed as 3s, use the Priority Setting Grid and Healthy Choices Work Plan to identify priorities for further development. "Guidelines" refers to the guidelines in your province. If you do not have any, use the Nutrient Criteria in the Healthier Choices in Vending Machines in BC Public Buildings Policy (Appendix A).



FACILITIES ASSESSMENT

☐ **Baseline:** Date _____

☐ **Follow-up:** Date _____

This assessment will help you identify and plan improvements in your recreation facility's overall food environment. You may wish to complete this assessment for only one facility, or as an overall picture of many facilities. You will be assessing the following categories for your organization:

- A. Strategic Planning
- B. Supportive Environments
- C. Communication and Education

Work through the assessment checklists on the following pages and identify how closely each statement best describes your facility(s)'s current stage of development. You can return to redo the assessment year after year to track your organization's progress.

This assessment may be completed by just one person or in a group format. To begin, please fill out the following information:

What type of food sales outlets are in the facility(s)?		
Publically operated and/or funded	Privately operated by contractor	Voluntarily operated
Cafeteria	<input type="checkbox"/>	<input type="checkbox"/>
Snack Bar/Concession	<input type="checkbox"/>	<input type="checkbox"/>
Snack Vending Machines	<input type="checkbox"/>	<input type="checkbox"/>
Beverage Vending Machines	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising (e.g. bake sales or BBQs)	<input type="checkbox"/>	<input type="checkbox"/>

Community: _____

Facility(s): _____

This Assessment was completed by:

☐ **Project coordinator/staff:** _____

☐ **Consultant:** _____

☐ **Committee:** _____

Contributing members:



STRATEGIC PLANNING					
	Fully in Place	Partially in Place/ Could be Improved	Under Development	Not in Place	
a) A Healthy Choices Committee has been formed.	3	2	1	0	
b) A Healthy Choices Plan and goals has been written and approved by decision makers.	3	2	1	0	
c) A Healthy Choices Policy has been written and approved by decision makers.	3	2	1	0	
d) The facility has dedicated resources to implement the plan and/or policy.	3	2	1	0	
e) The facility's healthy choices goals are monitored and evaluated annually.	3	2	1	0	
Column Totals →					
Add the total points from the column totals= Category Total →					
(Category Total ÷ 15 x 100)= Category Score → This represents how close your facility comes to ideal in the strategic planning category.					
					%



SUPPORTIVE ENVIRONMENTS				
	Fully in Place	Partially in Place/ Could be Improved	Under Development	Not in Place
a) The following serve healthy choices in accordance with any Provincial or Territorial Nutrition Guideline. The BC healthy choices are based on Nutrient Criteria for 50% Sell Most, 50% Sell Sometimes*: i. Vending machines	3	2	1	0
ii. Food services (cafeteria, concession, café etc.)	3	2	1	0
iii. External recreation programs	3	2	1	0
iv. Internal recreation programs	3	2	1	0
v. Events	3	2	1	0
vi. Fundraising	3	2	1	0
b) Recreation staff members work in a healthy choice setting (e.g. food served during meetings is healthy, there is space for staff to sit and eat their meals. For example, Eat Smart Meet Smart).	3	2	1	0
c) Vulnerable populations are supported in having access to healthy foods (e.g. farmers market, community kitchen).	3	2	1	0
d) There are one or more comfortable eating spaces available in the facility (e.g. seating, drinking fountains).	3	2	1	0
e) The facility is free from any promotion or marketing of Do Not Sell* food and beverages.	3	2	1	0
Column Totals →				
Add the total points from the column totals= Category Total →				
(Category Total ÷ 30 x 100)= Category Score →				%
This represents how close your facility comes to ideal in the supportive environments category.				

*Refer to Appendix 3 in the Healthier Choices in Vending Machines in BC Public Buildings Policy <http://www.health.gov.bc.ca/healthyeating/pdf/vending-policy-2014.pdf>

PLEASE CONTACT your Provincial or Territorial Coordinator for support (if applicable).



COMMUNICATION & EDUCATION					
	Fully in Place	Partially in Place/ Could be Improved	Under Development	Not in Place	
a) Nutritional training is provided for staff and volunteers.	3	2	1	0	
b) Food Safety training is provided for staff and volunteers.	3	2	1	0	
c) The public is made aware of the facility's healthy choice initiatives. (e.g. newsletter, website, posters)	3	2	1	0	
d) Workshops, classes or other educational opportunities in relation to healthy eating are offered regularly.	3	2	1	0	
e) Staff members are supported making healthy changes to the facility.	3	2	1	0	
f) Programs or initiatives are underway to educate children or the public about healthy food choices.	3	2	1	0	
Column Totals →					
Add the total points from the column totals= Category Total →					
(Category Total ÷ 18 x 100)= Category Score →					
This represents how close your facility comes to ideal in the communication and education strategy.					%

PLEASE CONTACT your Provincial or Territorial Coordinator for support (if applicable).



FACILITIES ASSESSMENT FINAL SCORE

Community: _____

Date: _____

- Transfer the category scores from the bolded boxes for each of the three assessment areas into the tally box below.
- Compare with future, annual re-assessments to track your progress.
- Be sure to save this record of your facility's status.

Example: (15/30 = 50%)

CATEGORY	Category Total	Out of	Category Score (%)
Strategic Planning		15	
Supportive Environments		30	
Communication & Education		18	
Add top 3 scores for the TOTAL →		63	

This score represents how close your healthy choice facility comes to ideal. Use this percentage to assess your progress from year to year.



Please return completed forms to your Provincial or Territorial Coordinator (if applicable). Thanks!



Section III: **HELPFUL RESOURCES**

a) Information Sheets

1. Overcoming Resistance
2. Overcoming Other Challenges
3. Developing Mission and Vision Statements
4. Creating Food and Nutrition Policies
5. Working with the Media
6. Sponsorship and Corporate Advertising
7. Snack Ideas for Program/Camp Leaders
8. Buying Locally
9. The Facts about Sugar-Sweetened Drinks

b) Samples

1. Mission and Vision Statements
2. Esquimalt Recreation Centre Nutrition Strategy
3. City of LA Child Nutrition Policy
4. Sample Concession Menu
5. Letter to the Editor
6. Press Release
7. Letter to Parents of Kids in Programs

c) Links and Sources

(including where to get Healthy Eating posters)



Information Sheet #1: Overcoming Resistance to Healthy Choices¹³

Although it's widely recognized that healthy eating is a critical part of a healthy lifestyle, there might still be some resistance to a healthy choices initiative. And even when you have full support, there are challenges to making any change. The following will help you prepare.

CONCERN: "You're taking away my freedom to choose what I eat."

RESPONSE:

- Children and families who use recreation facilities should be supported in their efforts to make healthy choices. To become a life-long habit, healthy eating requires both knowledge and a supportive environment
- Healthy choices should be just as available and appealing as unhealthy choices. Yet nutritious foods are rarely available and seldom promoted.
- People are still free to choose less healthy foods and beverages. They just won't be available in the recreation facility, which is already supporting healthy lifestyles through the promotion of physical activity.

CONCERN: "People will just go down the street to buy junk food."

RESPONSE:

- Applying the same logic, recreation facilities could justify the sale of cigarettes and alcohol. Providing nutritious food choices makes good health sense and is consistent with recreation's promotion of physical activity.

CONCERN: "We will lose revenue, which we need to run programs."

RESPONSE:

- Fundraising for recreation programming or equipment is often simply a matter of doing things the way they've always been done. And that has meant selling sugary, fatty and salty foods and drinks, without an eye to what message that sends to patrons, staff and the community.
- Foods used for fundraising are traditionally inconsistent with the physical activity or social aspect of recreation programs.
- Fundraising efforts with healthier foods and activities are just as successful as those relying on less healthy foods.

CONCERN: "This is too difficult to implement and we don't have enough resources."

RESPONSE:

- Resources are increasingly available to support healthy eating initiatives in recreation, schools and other areas (the Healthy Choices Toolkit is just one of the resources now available).
- Funding is also available to support these efforts, for which your facility or community might qualify.
- It's often necessary to start small, continue to look for partnerships and the necessary support, and work toward more and bigger changes.

¹³ Adapted from Feeding the Future: School Nutrition Handbook, Calgary Health Region

MODIFIED ATMOSPHERE PACKAGING

Modified atmosphere packaging is a process where either the atmosphere within the package is removed entirely, referred to as vacuum packaging, or the atmosphere is altered, referred to as controlled atmosphere or gas flushed packaging. In each case, the objective is to extend the shelf life of perishable foods, while at the same time maintain or improve the quality of the product.

CONCERN: "There aren't any vending companies that meet the Healthy Choices criteria."

RESPONSE:

- As of 2007, all public schools in BC should have complied with the Guidelines for Food and Beverage Sales in BC Schools. The vending companies with school contracts must work to meet these guidelines (updated in 2013).
- As a result, many vending companies are already operating to a healthy eating agenda.
- Because of guidelines on other provinces, many vending companies have started to identify and provide healthy choice options.

CONCERN: "Refrigerated vending costs too much."

RESPONSE:

- There are healthy products that don't require refrigeration.
- Some fresh products can be packaged in Modified Atmosphere Packaging which keeps them fresh longer.

CONCERN: "People won't buy the healthy choices."

RESPONSE:

- This argument has been proven wrong over and over again. There are many success stories within recreation, schools and other community spaces, in which sales increase with the availability of healthy choices.
- Appealing, affordable healthy choices have been hugely successful sales-wise.

CONCERN: "Preparing healthy foods takes too long in the concessions."

RESPONSE:

- Healthy foods don't take any longer to prepare than less healthy options.
- Prep times can be reduced by:
 - o Planning ahead;
 - o Researching quick and easy options; and
 - o Assembling foods at the time of order (e.g. salad and sandwich bars).
- o Pre-cut, pre-washed produce is a healthy option and saves time.

CONCERN: "Recreation patrons won't accept these changes."

RESPONSE:

- The facilities with healthy eating environments have received almost entirely positive feedback about the new options.
- Most patrons are happy to have more healthy choices.

CONCERN: "The vending company never re-stocks the healthy choices correctly; it's such a hassle to monitor."

RESPONSE:

- It's the responsibility of the vending company to re-stock products that comply with the Nutrient Criteria in the Healthier Choices in Vending Machines in BC Public Buildings Policy. Perhaps a volunteer could monitor the machines to ensure this is happening.
- Significant problems—and possible solutions—should be discussed with the vendor.



Information Sheet #2 : Overcoming Other Challenges

Change is challenging. Offering healthy choices in recreation facilities is no exception. Being prepared for the potential barriers goes a long way to overcoming them. Listed below are some of the biggest challenges experienced by recreation staff already in the process of becoming healthy choices facilities—and the ways they found to overcome them.

Time Crunch

Making changes can be time consuming, particularly for recreation staff who are already busy with their primary responsibilities. Here are some timesaving and time management ideas.

- Ask supervisors for additional time to work on the healthy choices committee tasks.
- Ask other staff members to for help (e.g. researching products, meeting with vendors).
- Work with the parents, volunteers, organizations and teams that use of the facility.
- Connect with other recreation centres working on Healthy Choices initiatives to share ideas.
- Contact a Registered Dietician by dialing 811 or send an email to foodpolicy@gov.bc.ca, your own 'health' helpline or local nutritionist for more information.
- Go to the Brand Name Food List for ideas.
- Make small changes wherever possible, and plan for bigger changes over the long-term.

Funding

Accessing funding is often a challenging process, but small grants are available through a range of sources:

- Investigate grant opportunities with local municipal funding grants, hospital foundations, health coalitions, not-for-profits or other related organizations.
- Your local jurisdiction might be willing to support healthy initiatives.
- Connect with local businesses for support.

Revenues

For many facilities, food and beverage sales are an important source of income. While sales might drop initially due to Healthy Choices, these usually bounce back as patrons become more aware of their availability and their benefits. Some facilities have decided that community health is a higher priority than revenue, at least in the short-term.

You can maximize revenues by:

- Working with vendors and lease operators to meet goals for revenue and healthy choices;
- Making changes to both vending and concessions (comparable prices and products);
- Offering at least 50% 'Sell Most' Healthy Choices;
- Doing promotional activities;
- Selling healthy products at eye level;
- Making Healthy Choices more affordable than unhealthy choices; and,
- Connecting with local schools to promote healthy eating, especially when schools are located near recreation facilities.

Resistance from Lease Operators

In some facilities, food service is managed by lease operators and making changes to the food environment requires their cooperation. While initial resistance isn't uncommon, many operators are willing to work in partnership to provide healthier choices. Overcome any initial resistance by:

- Explaining the economics and the social responsibility of offering healthy choices;
- Supporting any physical changes needed (e.g. new equipment);
- Supporting knowledge exchange with other Healthy Choices concessions (see the Rutland Arena Success Story at www.stayactiveeatthehealthy.ca)

Working with Sport Clubs

Sports clubs and teams are often affiliated with recreation facilities or rent the space. Making changes to the eating environment will sometimes affect these partnerships as clubs may sell food as fundraisers or run their own concessions. It's important to work with them to implement Healthy Choices:

- Include sports teams/clubs on the Healthy Choices committee.
- Create a facility-wide policy that ensures all food services meet the guidelines (see Information Sheet #4 on creating Healthy Choice Policies).
- Promote Healthy Choices through fundraising.

Access to Suppliers and Products

The food industry sells a vast assortment of unhealthy foods and drinks. And they're everywhere. It's not always easy to find Healthy Choices to sell in vending machines or prepare in cafeterias or concessions. But they are out there, and more are being developed all the time.

In the meantime:

- Contact healthy vending companies for product ideas and supplier information.
- Research healthy products.
- Visit the Brand Name Food List website (www.bnfl.healthlinkbc.ca).
- Work with local grocery store or wholesaler to purchase products.



Information Sheet #3: Developing Mission and Vision Statements

Most organizations have Mission and Vision Statements because they inspire and focus staff, as well as give the broader community a sense of what the organization is all about in terms of its goals and values.

Your vision statement should be an idealized description of your primary reason for being, one that inspires and helps create a mental image for readers. It should also be forward looking.

Your mission statement should describe what your facility does, who you serve and your core values. A sound mission statement will guide decision-making and help keep primary goals in sight.

Do you really need a Vision and Mission Statement?

Yes! They are powerful communication tools that will inform and inspire your committee, as well as the patrons and staff at your facility. Post them near concessions and vending machines to show your dedication to healthy choices.

Who should write the Vision and Mission Statements?

The Healthy Choices Committee as a group should write them because it represents the various interests of patrons, staff, vendors and community members. A good vision and mission statement will reflect all these interests.



Information Sheet #4: Creating Food and Nutrition Policies

Policies help garner support from decision makers and guide progress. For major initiatives, such as Healthy Choices, it's a good idea to have policies in place. Many schools have created healthy-vending policies or nutrition policies to guide the changes in their facilities.

Drafting a Healthy-Eating Policy

- a. Assess current policies
 - Do current policies address food sold or served in:
 - o Vending machines?
 - o Food service outlets?
 - o Special events?
 - o Programs?
 - o Meetings?
 - o Fundraisers?
 - Do they meet the Healthier Choices in Vending Machines in BC Public Buildings Policy?
 - How are they monitored?
 - Are they evaluated? If so, how?
- b. If there are no policies in place, decide if you have the capacity at your facility to implement a Healthy Choices Policy.
- c. If so, engage your committee and relevant decision-making body to develop such a policy.
- d. Clearly indicate the parameters of your policy (what you can control), and how these will be monitored and enforced.
- e. Build on the information contained in your facility assessment (Planning Tool #2).

See the sample Child Nutrition Policy from the City of Los Angeles in Section III of the Toolkit (page 113).



WHEN DRAFTING A FOOD POLICY, BE SURE TO CONSIDER:

- Percentage of foods available from each category of the Healthier Choices in Vending Machines in BC Public Buildings Policy;
- Pricing;
- Packaging;
- Eating environment (e.g. seating, fresh water fountains);
- Food access (e.g. community gardens, pocket markets, snack programs);
- Contract criteria for vendors;
- Sponsorship and advertising (see Information Sheet #6);
- Timelines for compliance;
- Monitoring (e.g. spot checks); and
- Ensure it complies with guidelines or explains the steps to reach compliance.

WHAT IS A POLICY?

Policies are official statements adopted by a decision-making body, then enforced and supported through resource allocation.



Information Sheet #5: Working with the Media

The media can greatly influence public opinion on any one issue. Consequently, it's important to know how to work with the media to raise awareness as well as influence decision makers.

The movement to support healthy food and beverage choices has grown, and the media have played an important role in getting the message out. There are certain protocols involved when working with media however, and it helps to know what they are.

Getting in the News

- Contact local reporters at newspapers, television and/or radio stations and tell them about your healthy choices initiative.
- Keep them updated as your facility progresses. If you supply them with regular ideas for stories, they are more likely to report on your efforts.
- Connect your story with broader issues or initiatives (e.g. healthy choices in schools or public buildings).
- Be willing to give an interview.
- Write a press release (see "The ABC's of Press Releases" and the sample on page 119).
- Write a letter to the editor (see "Writing Letters to the Editor" and the sample on page 117).
- Convince your local newspaper to write an editorial about your healthy choices facility.

Giving an Interview

- Be prepared; know what type of story the reporter plans to write.
- Find out whether the interview will be in person, over the phone, or live on television.
- Set a time limit.
- Develop clear, short statements and speak with confidence.
- Be cautious about jokes, sarcasm, or exaggerations, as these can be taken out of context and be damaging.
- Never speak "off the record." Assume that anything you say will be used.

OTHER OPTIONS

Radio

Whether you choose to purchase a "spot" or ad, call into a radio talk show, or organize a public service announcement, you can reach a large audience through radio.

Web and Social Media

Blogs are an increasingly popular way to communicate with a broad audience. They are essentially online journals that are regularly updated. They are often highly personal, representing the views of individual authors. Be sure to check to see if your facility/employer has a policy on blogs.

Facility websites are common now among recreation facilities. They are often linked to other related sites. Increasingly, the public relies on websites to find out about an organization or facility, its initiatives and resources.

THE ABC'S OF PRESS RELEASES, LETTERS TO THE EDITOR AND EDITORIALS

A press release is a written announcement to the media. It should:

- Answer the who, what, when, where, and why of a story;
- Include the date, contact person and a headline;
- Ensure key points are in the first paragraph;
- Be no more than two pages in total; and
- Be sent to the appropriate editorial desk, with a follow up call to confirm receipt.

Letters to the Editor are less formal than a press release. But they should still:

- Be typewritten;
- Include a topic paragraph, a paragraph elaborating on the writer's views, and a conclusion;
- Be no more than 150-250 words;
- Be factual; and
- Point out what's going on in the broader community on the issue.

Editorials in support of your issue can be very effective for gaining community support for your initiative. You'll need to:

- Determine whether the newspaper has already published a piece on the issue;
- Make an appointment with the editor to discuss what type of editorial you'd like to see written;
- Prepare background materials for the meeting, such as information on your facility's healthy choices initiative and the rationale behind it;
- State your points clearly during your meeting; and
- Follow up with a note of thanks.

Maximize your social media avenues within your own organization to push out healthy choices messaging.

Online Newsletters are another increasingly common way to communicate with an audience. These are usually posted on the website, which people can access regularly. Often, they are PDF versions of the regular “paper” newsletter, but they allow for broader readership.



Information Sheet #6: Sponsorship and Corporate Advertising Policies

Sponsorship and corporate advertising are issues you might want to include in your nutrition policy (see Information Sheet #4 on page 83). The alternative is to draft an entirely separate sponsorship and corporate advertising policy. At the very least, it's a good idea to outline your facility's 'principles' on the issue, to guide decision-making.

Sponsorship

Many recreation facilities have contracts with food and beverage companies that sponsor programs, sports teams, or the facility in general. Usually, this sponsorship comes at a price of course, in exchange for exclusive food and beverage sales in the facility.

Recommendations:

1. Do not enter into exclusive contracts with food and beverage companies.
2. If you're already in an exclusive contract, negotiate with the sponsor to have only Healthy Choices sold in the facility, or at sponsored events or programs.

Corporate Advertising

Although not common in recreation facilities to date, corporate advertising is a reality in some places. This might be an emerging issue, so it's important to develop key principles for dealing with corporate sponsors who expect to advertise in your facility.

1. Negotiate to limit images to only 'healthy' images (posting on vending machines a picture of bottled water or an athlete, for example, rather than soda pop).
2. Work with ethical sponsors who support your healthy choices goals.



Information Sheet #7: Healthy Snack Ideas for Programs

Food

Healthy snacks¹⁴ can be delicious and fun, especially if presented in a creative way. Consider the following:

- Carrot slices apple and orange slices
- Watermelon
- Blueberries
- Mandarin oranges
- Bananas
- Cucumber slices
- Broccoli
- Kiwi
- Sliced peppers
- Cherry tomatoes
- Grapes

Or how about:

- Unsweetened apple sauce
- Yogurt (single serving)
- Cheese (single serving)
- Sliced whole grain bagels

Drinks

- Bottled water
- Milk (plain or flavoured)
- Fruit smoothies

SMOOTHIE RECIPE

1 banana
1 cup of strawberries
1/3 cup of blueberries
1 cup of low-fat milk/or soy beverage/or
100% fruit juice
½ cup of low-fat yogurt
Ice cubes (if desired)

Blend together and serve cold!

¹⁴ For snack recipes and more ideas see: www.dietitians.ca.



Information Sheet #8: Buying Locally¹⁵

Currently, much of the food consumed in North America originates and travels within a global, not a local, system. This means that for every dollar spent on food, only 20 cents on average goes back to the farmer. The balance pays for labour, packaging, transportation, retail and other associated costs—not a good situation for local farmers.

Yet buying locally grown food from local farmers has many advantages:

1. Buying locally is good for the economy: Dollars spent on locally grown food is reinvested back into the community. This reinvestment leads to a growth of small businesses and local jobs, a rise in property values and, eventually, to strong health care, education, and recreation sectors.
2. Buying locally is good for the environment: Food produced and consumed locally uses less fossil fuel for transportation and requires less material for packaging than global food distribution systems. Also, small farmers rotate a diverse set of crops, which replenishes the soil.
3. Buying locally is good for your budget: Locally produced food does not include the transportation, packaging, and marketing costs reflected in the price of imported foods.

For more information on buying locally see:

Kitchen Gardeners International

<http://www.kitchengardeners.org>

Eat Local

<http://www.eatlocal.org>

Healthy Families BC

<http://www.healthyfamiliesbc.ca/home/blog/winning-way-eat-more-veggies>

Kootenay Organic Growers Society

http://www.kogs.bc.ca/buy_local.html

BC Farmer's Market Association

<http://www.bcfarmersmarket.org>

Food Roots

www.foodroots.ca

¹⁵ Adapted from Action Schools! BC Healthy Eating

Availability Chart of BC Grown Vegetables and Fruit

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
FRUIT												
Apples												
Blackberries												
Blueberries												
Cherries												
Currants												
Gooseberries												
Hazelnuts												
Pears												
Plums												
Prunes												
Raspberries												
Saskatoon Berries												
Strawberries												
VEGETABLES												
Beans												
Beets												
Broccoli												
Brussels Sprouts												
Cabbage												
Carrots												
Cauliflower												
Celery												
Corn												
Cucumbers												
Leeks												
Lettuce												
Onions												
Parsnips												
Peppers												
Potatoes												
Radishes												
Rhubarb												
Rutabagas												
Spinach												
Turnips												
Zucchini												

Other provinces will have their own charts. Search the internet for “availability charts of fruits and vegetables in [name of province].”



Information Sheet #9: The Facts about Sugar-Sweetened Drinks¹⁶

Why limit sugar-sweetened drinks?

How about the following to start:

- For many people, drinks that contain lots of sugar—pop, sports drinks and fruit beverages—replace more nutritious options, like milk or pure fruit juices. This means less calcium and other nutrients in their diets.
- Sugar-sweetened drinks are typically high in calories and can lead to weight gain.
- Many also contain caffeine and can cause nervousness, crankiness or problems sleeping. Children are especially sensitive to caffeine's effects.
- Sugary drinks can cause tooth decay, leading to cavities or enamel break-down.
- Drinking and eating foods high in sugar, fat and/or salt can increase the risk of developing Type 2 diabetes, or other chronic diseases such as stroke, cancer, or hypertension.

What about artificial sweeteners?

- Health Canada has approved their use in small amounts for school-age children. But experts say it's best to minimize their use so that children don't get used to sweet-tasting, non-nutritious foods or drinks.
- Diet pop is not a healthier option for children than regular pop. While diet pop doesn't contain cavity-causing sugar, it's acidic and can eventually erode tooth enamel.

What about sports and energy drinks?

- Sports drinks are generally unnecessary. Only people who are training hard for 90 minutes or longer at a time benefit from them.
- And those energy drinks being heavily promoted just now? They are just "super" pops, with even more caffeine, sugar, and salt, than the regular kind.

How Much Sugar?¹⁷

DRINK	SERVING SIZE	SUGAR CONTENT
Vegetable Cocktail Juice	355 ml	1.7 tsp
1% Milk	250 ml	3 tsp
Chocolate Milk	250 ml	5 tsp
Unflavoured Soy Beverage	250 ml	1 tsp
Flavoured Soy Beverage	250 ml	6 tsp
100% Fruit Juice (unsweetened)	250 ml	7 tsp
Fruit Drink, Beverage, Cocktail, Punch	250 ml	7.5 tsp
Sports Drink	591 ml	13 tsp
Pop, Ice Tea, Energy Drink	355 ml	10 tsp
Water	Any amount	0 tsp

16 ActNow BC. How Sweet It Is! What Schools Need to Know about Sugar and Artificial Sweeteners; North West Territories, Drop the Pop Challenge; Yukon Territories, Drop the Pop Challenge.

Nutrition experts recommend that children consume only 10% of their daily calories from added sugar. For younger children, that can mean as little as ten teaspoons' worth a day. That doesn't allow for many sugary beverages.

Water is ALWAYS the best choice because it...

- Keeps your body temperature stable
- Flushes wastes from your body
- Keeps all bodily functions working well
- Helps digest food
- Moisturizes your skin
- Lubricates your brain

What about flavoured water?

Treat flavoured, sparkling waters with caution as they tend to be acidic and potentially damaging to tooth enamel. They are not simply water with flavouring as their name suggests.

If not flavoured water, then...

- Milk (plain or flavoured)
 - o Milk contains nutrients, like calcium and Vitamin A and D, which support growth and development.
 - o Flavoured milk is just as nutritious as plain milk (but it does contain more sugar).
 - o Smoothies are a healthy and tasty way to enjoy milk.
 - o Fortified soy drinks are also good substitutes for people who are allergic to milk or lactose intolerant.
- 100% Fruit Juice (unsweetened) in limited amounts
 - o Check labels to ensure that a fruit juice is 100% fruit juice with no added sugar.
 - o Children under two years old do not need juice at all.
 - o Older children and adults should limit juice to one serving per day (125ml or ½ cup).
 - o Why not add a splash of juice (1 or 2 tbsp) to your water bottle for flavour.
 - o Substitute juice with whole fruit as it has less sugar per weight than juice and contains fibre.

Decreasing potential threats to teeth

- Drink through a straw with the straw held well back in the mouth. This helps keep the liquid out of contact with the teeth.
- Do not hold the drink in the mouth, or swish throughout the mouth.
- Each sip from a sugary or acidic drink creates an environment in the mouth that favours acid production and enamel erosion. Try to avoid frequent sipping.

SAMPLES



Sample #1: Vision and Mission Statements

Esquimalt Recreation Centre

VISION: To be a catalyst for change, leading the community of Esquimalt to embrace lifelong healthy living.

MISSION: Through community partnerships, the Esquimalt Nutrition Committee's mission is to change the current food environment for Esquimalt through leadership, education, communication, policy changes, and accessibility to health friendly foods.

Department of Parks and Recreation – Washington, DC, USA

VISION: The vision for the Department of Parks and Recreation is to be the national leader in urban recreation and parks administration and to be District residents' primary source for leisure activity.

MISSION: The mission for the Department of Parks and Recreation is to maintain the District's parks and to provide diverse recreation opportunities to residents and visitors.

Action for Healthy Kids (www.actionforhealthykids.org)

VISION: All kids develop the lifelong habits necessary to promote health and learning.

MISSION: To engage diverse organizations, leaders, and volunteers in actions that foster sound nutrition and good physical activity in children, youth, and schools



Sample 2: Township of Esquimalt Nutrition Strategy

This is an abridged sample. Contact the Township of Esquimalt for a full copy of their Nutrition Strategy.

Township of Esquimalt **NUTRITION STRATEGY**

Developed: April 2007
Last Updated: May 18, 2007

Executive Summary

The development of a nutrition strategy for the Township of Esquimalt emerged from the provincial initiatives to make British Columbia (BC) the healthiest province in Canada by 2010. Act Now BC is a "province wide effort to establish a real culture of fitness and health living embraced by British Columbians of all ages... Act Now! BC is about (each of us) making small choices that can result in big improvements to our quality of life."¹⁸ The goals of Act Now BC are to:

- increase the percentage of the B.C. population that is physically active by 20 percent;
- increase the percentage of B.C. adults who eat at least five servings of fruits and vegetables daily by 20 percent;
- reduce the percentage of B.C. adults who are overweight or obese by 20 percent;
- reduce tobacco use by 10 percent; and
- increase the number of women who receive counselling about the dangers of alcohol and tobacco use during pregnancy by 50 percent.

The Recreation Department with an existing focus on active living will be expanding to include a nutrition strategy, working towards a sustainable healthy community.

On March 21, 2007 representatives from local businesses, community groups and Esquimalt Recreation staff brainstormed initiatives for the development of a nutrition strategy. Dr. P.J. Naylor, Assistant Professor from the School of Physical Education – Institute of Applied Physical Activity and Health Research, at the University of Victoria led this informative planning session. As a result of the planning session the group established guiding principles for the implementation of a nutrition strategy. These principles include:

- Make an impact on the whole community
- Combine efforts of different community members, groups and resources
- Recognize that a healthy living, sustainable strategy requires continuing innovation, evaluation and renewal

By capitalizing on our strengths, recognizing and addressing our barriers we have developed opportunities for growth, by building on existing resources and developing new resources that support a sustainable nutrition strategy.

An annual survey on nutrition awareness and behaviour will be used to measure the success of this strategy. This annual survey will indicate residents' knowledge in relation to nutrition based on Eating Well with Canada's Food Guide. Subsequently, individual initiatives will have specific, relative goals to ultimately achieve our purpose.

¹⁸ Ministry of Health News Release, March 19, 2005:
BC Communities Act Now to Meet the 2010 Challenge – Premier Gordon Campbell

Introduction and Rationale

The consequences of an unhealthy diet include: greater risk of obesity, heart disease, stroke, osteoporosis, lethargy, high blood pressure, joint pain and shorter life expectancy. Thus, education and the promotion of healthy eating, affects our community's health and well-being.¹⁹ Educational initiatives should provide information on the nutritional values of foods and beverages, appropriate portion sizes, and caloric intake, to encourage the public to make healthier food choices.

Healthy eating is essential for optimal health and well-being. It is of particular importance for children, as they have specific nutritional needs for optimal growth and development. Eating less nutritious food choices, combined with a lack of physical activity, leads to childhood and adult obesity including potential complications such as Type 2 Diabetes and some types of cancer.²⁰

Inadequate nutrition in early years negatively impacts cognitive development and school performance, which can manifest as irritability and low energy levels. Children who skip meals or do not meet the recommended dietary in-take show decreased readiness to learn, decreased speed and accuracy of information retrieval, limited working memory, and the child's attention span and behavior are negatively affected. Educating the caregiver is also essential in addressing these issues.²¹

It is imperative that adults make healthy food choices; not only for themselves but also because of their role in shaping their child's eating behavior. In 2004, Statistics Canada documented that 26% of Canadian children aged 2-17 are overweight or obese; this is a 70% increase from 1978/79.²² In 2004, according to a Statistics Canada Survey, 23.1% of Canadians aged 18 or older, (estimated 5.5 million adults), had a body mass index (BMI) of 30 or more, indicating that they were obese. Only 38.9% of those surveyed in 2004 were within normal weight, all others were either underweight (2%) or overweight – but not obese (36.1%). Over 90% of those surveyed with high blood pressure were overweight or obese.²³

Eating Well with Canada's Food Guide focuses on making wise food choices to minimize the risk of nutrition related chronic diseases such as high blood pressure. The food guide divides foods into four categories: grain products; vegetables and fruits; milk products; and meat and alternatives. It states "the amount of food you need every day from the four food groups and other foods depends on your age, body size, activity level, whether you are male or female and if you are pregnant or breastfeeding."²⁴ The guide also emphasizes eating a variety of foods, as well as ensuring that healthy diets include grain products, vegetables and fruits, lower-fat dairy products, leaner meats and food prepared with little or no fat, and limiting salt, alcohol and caffeine. This nutritional information is essential for changing the eating environments in recreation facilities, and enabling the public to make healthy eating choices.

19 Long, J., & Stevens, K. (2004). Using technology to promote self-efficacy for healthy eating in adolescents. *Journal of Nursing Scholarship*, 36 (2), 134-139

20 & 21 Health Canada Website, Canada's Food Guide to Healthy Eating, http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index_e.html, 11 December 2006

22 Statistics Canada, Notable Rise Among Adolescents, <http://www.statcan.ca/english/research/82-620-MIE/2005001/articles/child/cobesity.htm>

23 Statistics Canada Website, Adult Obesity in Canada: Measured Height and Weight, <http://www.statcan.ca/english/research/82-620-MIE/2005001/articles/adults/aobesity.htm>, 19 December 2006

24 Health Canada Website, Canada's Food Guide to Healthy Eating, http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index_e.html, 11 December 2006

Vision

To be a catalyst for change, leading the community of Esquimalt to embrace lifelong healthy living.

Mission

Through community partnerships the Esquimalt Nutrition Committee's mission is to change the current food environment for Esquimalt through leadership, education, communication, policy changes and accessibility to health friendly foods.

Key Partners

To successfully implement, maintain and build on the Municipal Nutrition Strategy the Recreation Department of Esquimalt will be looking for support from:

- Politicians
- University of Victoria
- Community Involvement:
 - o Esquimalt Neighborhood House
 - o Life Cycles and Food Roots
- Community Representatives, potentially:
 - o Parents
 - o Older Residents
 - o Youth
 - o Children
- Health Services, potentially:
 - o Vancouver Island Health Authority
 - o Lifemark Health
 - o Naturopath
- Local Businesses, potentially:
 - o Country Grocer
- School representatives, potentially:
 - o L'ecole Brodeur
- Communications, potentially:
 - o Media—Victoria/Esquimalt News
 - o Melissa Darou

Goals

The foundation of the Township of Esquimalt's Nutrition Strategy is education and the promotion of healthy eating. Educating the community and promoting healthy eating in all areas of food service will best allow for sustainable results. The specific objectives are:

1. Increase public and staff awareness of the benefits of healthy eating, and promote healthy eating practices.
2. Increase public and staff awareness of the health risks associated with poor eating.
3. Increase the number of home, school and community environments in which healthy eating is promoted and supported.
4. Increase the numbers of residents and staff whose eating habits are within the guidelines of Canada's Food Guide to Healthy Eating.

We have identified the following specific initiatives to achieve these goals:

(Note: First priority is to determine funding options and research grant opportunities so that we have the financial resources to implement initiatives.)

Leadership

1. Form a Nutrition Committee with representatives from key partners
 - Funding implications: \$0
 - Measurement: Committee Formed
 - Timeline: May 15, 2007
2. Form discussion groups as needed with specific target groups, i.e. Older Adults, Aboriginals, and Economically Disadvantaged.
 - Funding implications: \$0
 - Measurement:
 - Timeline:
3. Determine what Health/Nutrition resources, programs and services exist in Esquimalt.
 - Funding implications: \$0
 - Measurement:
 - Timeline:
4. Determine how to utilize existing nutrition programs/services in local schools (Action Schools BC, Healthy Buddies, BC School Fruit and Vegetable Snack Program) and through the Vancouver Island Health Authority to promote healthy eating in the municipality.
 - Funding implications: to be determined
 - Measurement:
 - Timeline:
5. Develop a reliable, valid survey to measure impact of nutrition strategy on the municipality for changing healthy eating behaviors.
 - Funding implications: to be determined
 - Measurement:
 - Timeline:

Access and Policy

6. Determine ways to address food security issues in Esquimalt.
 - Funding implications: \$0
 - Measurement:
 - Timeline:
7. Determine feasibility of a community garden
 - Funding implications: to be determined
 - Measurement: to be determined
 - Timeline:
8. Determine feasibility of pocket markets
 - Funding implications: to be determined
 - Measurement: to be determined
 - Timeline:
9. Provide healthy snacks/lunches at municipal meeting/events that meet the requirements of Eating Well with Canada's Food Guide
 - Funding implications: to be determined
 - Measurement: Foods at municipal meetings are in line with Canada's Food Guide
 - Timeline:

10. Ensure all foods prepared through township programming (i.e. recreation cooking classes) are approved by a registered dietician
 - Funding implications: to be determined
 - Measurement: Dietician on contract to complete this initiative
 - Timeline:
11. Increase advertising on resource websites, including Fit in Fitness that connect people to healthy recipes and meal ideas
 - Funding implications: to be determined
 - Measurement: Visits to fitinfitness.ca continually increase
 - Timeline:
12. Adopt new BC School Nutrition Guidelines for healthy eating into the Recreation and Sports Centres
 - Funding implications: to be determined
 - Measurement:
 - Timeline:
13. Work with Ryan Vending to select "choose most" product for vending machines
 - Funding implications: to be determined
 - Measurement:
 - Timeline:
14. Create a Reward/Recognition system for food services/businesses in Esquimalt that promote healthy eating
 - Funding implications: to be determined
 - Measurement:
 - Timeline:
15. Communicate with BCRPA to acknowledge Township of Esquimalt's Nutrition Strategy as a Best Practice
 - Funding implications: \$0
 - Measurement:
 - Timeline:

Education

16. List nutritious values of food on products at the Recreation and Sport Centre
 - Funding implications: to be determined
 - Measurement:
 - Timeline:
17. Develop a general information package on Health and Wellness (listing Health Services available in Esquimalt from information gathered, see initiative 3).
 - Funding implications: to be determined
 - Measurement:
 - Timeline:
18. Develop a nutrition bulletin at Country Grocer
 - Funding implications: to be determined
 - Measurement:
 - Timeline:

19. Develop a nutrition bulletin/display at Library with books on health and nutrition
 - Funding implications: to be determined
 - Measurement:
 - Timeline:
20. Partner with Vancouver Island Health Authority, the Arthritis Society, Lifemark Health and Registered Dietician to host education workshops at the Recreation/Sport Centres
 - Funding implications: to be determined
 - Note: Active Communities Funding for this initiative
 - Measurement:
 - Timeline:
21. Establish a healthy eating week hosted at Bullen Perk/Atrium.
A part of the healthy eating week could include a Dietician on site answering residents' questions and handing out samples of nutritious food (during the month of March – Dieticians of Canada Nutrition Month)
 - Funding implications: to be determined
 - Measurement: Over 350 people partake in the Healthy Eating Week
 - Timeline:
22. Include a "nutrition corner" in the corporate newsletter for staff
 - Funding implications: \$0
 - Measurement:
 - Timeline:
23. Include a "nutrition corner" in the community newsletter for residents
 - Funding implications: \$0
 - Measurement:
 - Timeline:
24. Partner with Country Grocer to develop nutrition shopping tours
 - Funding implications: to be determined
 - Measurement:
 - Timeline:
25. Develop relationships with media
 - Funding implications: to be determined
 - Measurement:
 - Timeline:
26. Determine community locations to display nutrition information.
 - Funding implications to be determined
 - Measurement:
 - Timeline:
27. Develop nutrition displays boards that can be rotated throughout different community locations
 - Funding implications to be determined
 - Measurement:
 - Timeline:

28. Utilize existing resources (see initiative 4) to engage the municipality in healthy eating (including nutrition related activities from Esquimalt Recreation Summer Active Campaign currently being developed)

- Funding implications: to be determined
- Measurement:
- Timeline:

29. Add a nutrition component to Municipal Website

- Funding implications: to be determined
- Measurement:
- Timeline:

30. Develop a nutrition slogan/logo to brand municipal nutrition initiatives

- Funding implications: to be determined
- Measurement:
- Timeline:

31. Ensure existing applicable tools/resources (i.e. Eating Well with Canada's Food Guide, Healthy eating materials from the Heart & Stroke Foundation) are available to all residents

- Funding implications: to be determined
- Measurement: to be determined
- Timeline:

Parks and Recreation

32. Incorporate socials that serve nutritious snacks within designated programs, i.e. once-a-month a new program "hosts" a social

- Funding implications: to be determined
- Measurement: Socials are well received by clients as determined in informal survey
- Timeline:

33. Incorporate nutrition awareness into Teen Night's

- Funding implications: to be determined
- Measurement:
- Timeline:

Appendix A

Definitions

Active Living:

Active Living is a way of life where people choose to be physically active every day in their community; whether they are at school, at work, at home, or at play.

Active Living is based on the belief that regular physical activity has many life long benefits. It means something different for everyone. Active Living is playing with the kids, walking the dog, dancing with friends, walking at noon with co-workers, gardening, berry picking, fishing, splitting wood, cycling to work or school, or enjoying active times alone or with friends and family.

Active Living also involves organized activities such as competing in your favorite sport or participating in an activity class of your choice.²⁵

Healthy Community

As adopted in the BC Healthy Communities Vision and Mission:

Vision: All BC communities continually create and improve the social, environmental and economic assets that promote health, well-being and the capacity to develop to our full potential.

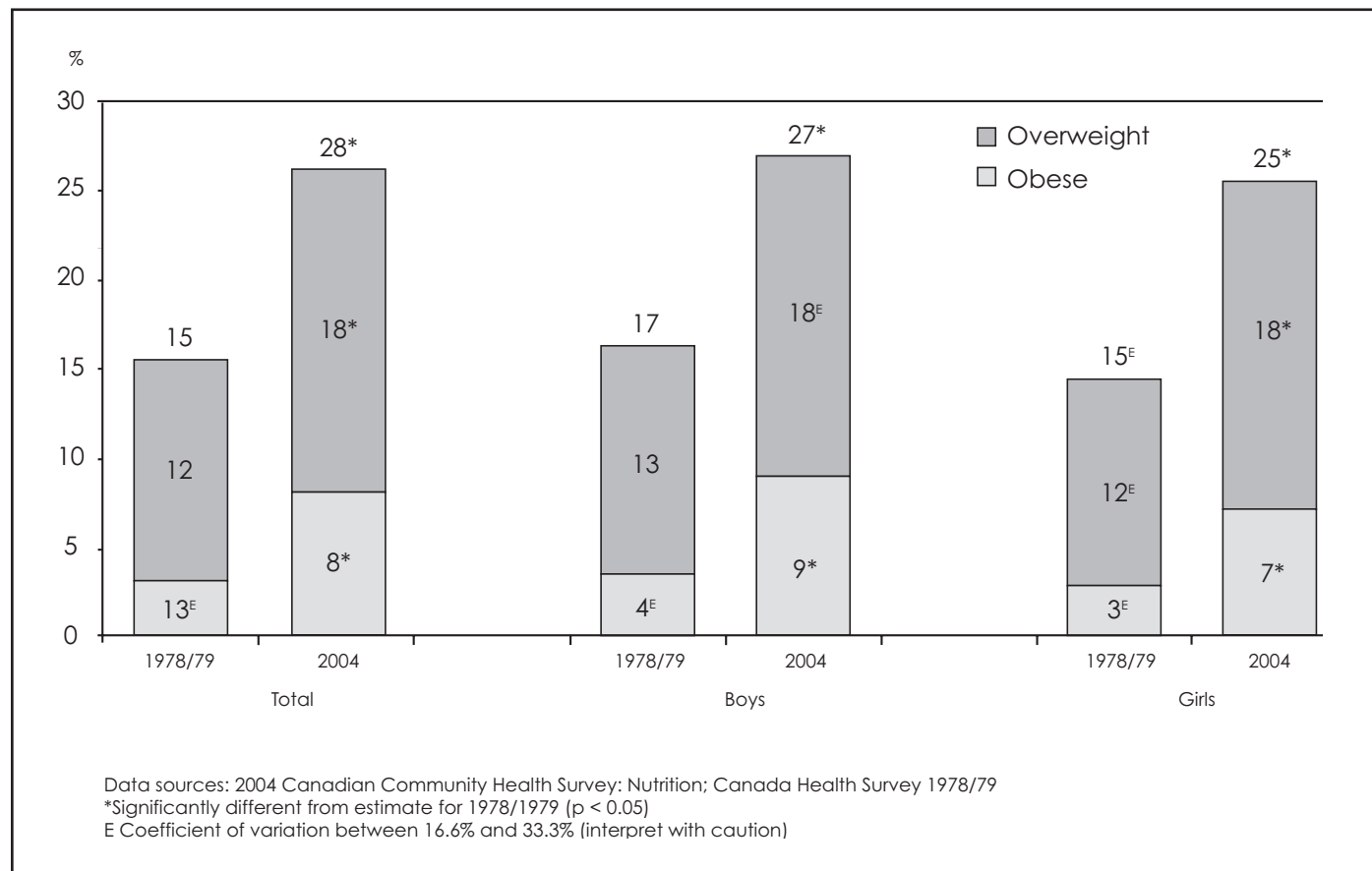
Mission: To act as a catalyst to strengthen the capacity of B.C. communities to enhance individual and collective health, well-being and development by promoting and supporting the Healthy Communities approach.²⁶

²⁵ Government of Canada Website, Definition of Active Living, http://www.hltss.gov.nt.ca/Features/Programs_and_services/getactivenwt/2006/definition.html, 14 February 2007

²⁶ BC Healthy Communities Website, Our Vision, <http://www.bchealthycommunities.ca/Content/About%20BCHC/Index.asp>, 14 February 2007

Appendix B

Figure 2: Overweight and obesity rates, by sex, household population aged 2 to 17, Canada excluding territories, 1978/79 and 2004



Appendix C

BODY WEIGHT CLASSIFICATION FOR ADULTS ²⁷		
Body Mass Index (in kg/m ²)	Classification	Risk of Developing Health Problems
< 18.5	Underweight	Increased risk
18.5 to 24.9	Normal weight	Least risk
25.0 to 29.9	Overweight	Increased risk
≥ 30.0: 30.0 to 34.9 35.0 to 39.9 ≥ 40.0	Obese: Obese Class I Obese Class II Obese Class III	High risk Very high risk Extremely high risk

²⁷ Government of Canada Website, The Obesity Epidemic in Canada,
<http://www.parl.gc.ca/information/library/PRBpubs/prb0511-e.htm>, 2 April 2007



Sample #3: City of Los Angeles Child Nutrition Policy

The City of Los Angeles Child Nutrition Policy aims to improve the health and well-being of children in Los Angeles by reducing their consumption of unhealthy food and beverages at City facilities and City programs and increasing their intake and knowledge of healthy food and beverages. The Task Force recommends that this policy apply to pre-school and school-aged children. There is also consensus that policies should not apply to special events. Special events are those that are scheduled for a specific purpose apart from the regular program schedule.

To improve the health and nutrition of Los Angeles children, the City of Los Angeles shall Increase Access to nutrition programs. City Departments should:

- Provide healthy meals and snacks at City-funded programs where children participate in programs and services.
- Increase the availability of fruits and vegetables available at City facilities where food is served and sold.
- Explore collaboration with local farmers' markets to ensure quality and freshness.
- Conduct outreach to encourage eligible pre-school and school-aged children to participate in City nutrition programs. Eligibility will be determined by each program's eligibility criteria.

To improve the health and well-being of children in Los Angeles, the City should provide Healthy Meals and Snacks that encourage healthy choices. City Departments should:

- Increase use of federal and state funding to provide meals and snacks at City facilities with eligible programs following nutrition guidelines set by United States Department of Agriculture.
- Increase the amount of fresh fruits and vegetables available in current meal and snack programs. Ensure foods are available in child-friendly sizes.
- Evaluate foods offered at facilities with City sponsored to ensure compliance with nutrition standards for fat and sugar content as required by SB 19*. The legislation holds that any snack sold outside federal meal program must have no more than 35% of its calories from fat; no more than 10% of its calories from saturated fat; and no more than 35% sugar by weight.
- Increase healthy choices such as:
 - o 100% fruit or vegetable juice
 - o Beverages that contain at least 50% fruit juice with no added sweeteners
 - o Water
 - o Healthy snacks as defined by SB 19 (low fat/low sugar items)
- Healthy items will make up 50% of total items offered in vending machines and sales at City facilities, with increases in healthy choices each year linked to increases in sales.
- At 175 Recreation Centres, the Task Force will conduct annual evaluations to recommend incremental increases to the percentage of healthy choices with the goal of reaching 100%.
- Encourage healthy choices by reducing promotion and availability of junk foods at City facilities that provide organized activities for pre-school and school-aged children.

To improve children's knowledge, attitudes, and behaviours related to healthy eating and physical activity and work to create environments in which practicing these behaviours is both easy and acceptable to create lifelong healthy habits. City of Los Angeles shall provide nutrition education to children participating in City programs that provide meals or snacks. City Departments should:

- Collaborate with physical activity and nutrition education providers.
- Provide nutrition education programs for children participating in City meal, snack and child care programs.
- Promote physical activity and nutrition education among pre-school and school-aged children.
- Provide physical activity and nutrition education training for City staff working with pre-school and school-aged children.
- Encourage gardening at program sites.

The Task Force recommends that the Nutrition Policy be adopted immediately to assess the efficacy of the policy and its fiscal implications in the initial phase of implementation. The Task Force will provide ongoing oversight and support to City departments and City-sponsored programs to ensure the programs and facilities serving children are in compliance with the child nutrition policy.

*SB 19 – California Senate Bill 19 on school nutrition



Sample #4: Concession Menu

Milk – 2%, small/medium/large

Milk – skim, small/medium

Milk – Flavoured, medium/large

banana, chocolate, strawberry, vanilla, coffee

Aquafina, large/extra-large/extra, extra large

Aquafina Splash, large

SunRype 100% Juice – Variety

Orange, small/medium/large

Apple, small/medium/large

Wild Berry, medium/large

Fruit Medley, medium/large

Ruby Red Grapefruit, small/large

Dole 100% Juice, medium

Club Soda, 355 mL can

Pepsi, 355 mL can or 591 mL bottle

Diet Pepsi, 355 mL can or 591 mL bottle

Diet Decaf Pepsi, 355 mL can or 591 mL bottle

Coffee

Decaf Coffee

Tea

Herbal Teas (3)

Hot Chocolate (mix)

Chocolate Milk, heated

Hot Dog

Chili Dog

*all with a healthier wiener, served on multigrain bun

Hamburger

Cheeseburger

Mushroom Burger

*all burgers are lean, 3 oz burger served on multigrain bun with
lettuce, tomato, cucumber

Salads:

Side Salad

Caesar Salad, lite

Caesar Salad, regular

Greek Salad

Veggies & Dip, small/large

Fruit Salad Cup, unsweetened

Garlic Toast, multigrain

Fries, small/large

Fries with gravy

*We deep fry in low-trans fat oil

Yogurt

Cheese Strings

(In background, on display):

Chips

Chocolate Bars, regular

Chocolate Bars, mini

Nut Mixes

Energy Bars

Ice Cream



Sample 5: Letter to the Editor

Date

Name (Editor of newspaper's opinion page)

Address

To the Editor:

As (name of paper) has recently reported, childhood obesity is rapidly increasing, which puts children and youth at risk for chronic diseases, such as Type 2 diabetes, stroke, or cancer. In addition, many children are not consuming enough fruits and vegetables each day, which negatively affects their health.

There is a growing trend in (name of town or province) to improve the eating environments where we live, learn, work, and play. By changing the environments, we can support people to make healthier choices. Recreation facilities, whether they are pools, arenas, or community centres, should take this opportunity to support the health and well-being of our community.

Recreation facilities already support healthy lifestyles through physical activity and social networking, so they should also be a key place to support healthy choices of food and beverages. Furthermore, research studies have shown that offering healthy food and beverages in vending machines, concessions, and cafeterias can earn the recreation facility a profit! Many believe that offering healthy choices will only result in revenue losses, but that is not always the case. If done strategically, according to the facility's needs, healthy choices can also lead to profits.

(Recreation facility) in our community should support healthy choices in the concession.

Or

(Recreation facility) in our community has begun offering healthy choices, and they deserve to be recognized for helping our community have more opportunities to lead healthy lifestyles.

Sincerely,

Your name

Your title (if applicable)

Your organization

Your address and phone number



Sample 6: Press Release

For Release on (day/month/year)

Your Name

Your Phone number

RECREATION CENTRE OFFERS HEALTHY CHOICES IN VENDING AND CONCESSION

Launch Party at (date, time)

The Healthy Choices Committee at (recreation centre) in (town) has succeeded in offering healthy choices to patrons in vending machines and in the concession. This move to healthy choices is part of a larger trend across (province) to improve the eating environments in schools, public buildings, and now recreation facilities.

The vending machines will now offer choices such as milk, bottled water, diet pop, 100% fruit juices, yogurt, sliced fruits and vegetables, some baked chips, and some granola bars. These healthier choices will be launched on (date), and provide an opportunity to taste test the new options, learn more about healthy eating, and provide suggestions to the vendors about the healthy products you would like to have available.

In addition, the concession stand has started offering healthy choices. Like the vending machines, it will offer milk, water, diet pop, and 100% fruit juices to drink. They will also have coffee and tea available. To eat, you can expect to see choices that are low in fat, sodium, and sugar, and high in nutrients. The salad and sandwich bar will provide a nice option for people spending meal-times at the facility. Other options will include choices like fresh fruits and vegetables, or hamburgers and 100% beef hot dogs on whole wheat buns.

By offering healthy choices the (recreation facility) can support the health and well-being of the community. This is a great opportunity to make a difference, and (recreation facility) has provided a great example.

Please join us on (date) at (place) to launch the new healthy choices vending machines and concession! This tasty event is another step toward becoming a healthier community.



Sample 7: Letter to Parents for Camps and Programs²⁸

Dear Parent,

(Name) Recreation wants to create an environment in which children attending our summer camp programs are supported to make healthy food choices.

Meal and Snack Times at Camp

Children have small tummies and high calorie needs and therefore should be offered a meal or snack every two to three hours. Each day your child is at camp we will be stopping to eat lunch and one snack.

Here are some tips to make easy healthy lunches your kids will eat.

Tips for Healthy Meals and Snacks

Use Eating Well with Canada's Food Guide (www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php) to help you and your child plan and prepare balanced meals and snacks.

- A balanced meal includes:
Three of the four food groups
- A balanced snack includes:
Two to three of the four food groups

Hydration

- Children should have plenty of liquids; water is best.
- Provide a water bottle that can be refilled during camp hours and washed out at home.
- Limit juice to ½ to 1 cup per day of 100% fruit or vegetable juice.

Other Tips

- Ask your kids for their ideas – they will be more likely to eat it!
- Pack things that are easy to eat, ones that don't require peeling or special tools and are packed in easy to open packages.

Other Items

- Backpack
- Shoes
- Clothing

For more information on:

Our Camp Programs, please contact...

Eating Well with Canada's Food Guide (www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php) or obtain additional copies from your local Health Unit.

Ideas and Tips for Lunches visit www.dietitians.ca or <http://www.phac-aspc.gc.ca/chn-rccs/index-eng.php>

These guidelines were developed by a Registered Dietitian and are supported by the Health & Recreation Alliance of Victoria.

THE FOUR FOOD GROUPS ARE:

- Grain Products
- Vegetables & Fruit
- Milk Products
- Meat & Alternatives

SAFETY FIRST

Keep hot foods hot and cold foods cold by using insulated bottles and insulated lunch boxes

REMEMBER THE TEETH

Choose foods that are low in sugar or don't cling to the teeth such as cheese, nuts and vegetables. Drink plenty of water to rinse food particles out of the mouth.

²⁸ Adapted from Esquimalt Recreation Centre (developed in cooperation with VIHA).



Section IV: **APPENDICES**

Appendices

Appendix A: Healthier Choices in Vending Machines
in BC Public Buildings Policy (full document)

Appendix B: Eat Smart Meet Smart Guidelines

Appendix C: References

Appendix D: Planning Tools

Healthy Choices Committee Plan

Recreation Facilities Assessment for
Healthy Choices

SWOT Brainstorming for Healthy Choices

Priority Setting Grid

Healthy Choices Work Plan

Action Plan Work Sheet

Vending Audit

Food Services Audit

Evaluation Tool #1—Recreation Facilities
Re-Assessment for Healthy Choices

Appendix A:

*Healthier Choices in Vending Machines in
BC Public Buildings Policy —*

Full Document

www.health.gov.bc.ca/healthyeating/vending.html

www.healthlinkbc.ca/foodguidelines

Healthier Choices in Vending Machines in BC Public Buildings



HealthyFamiliesBC 

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3. **POLICY**
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1. **VENDING MACHINES UNDER
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2. **CONTRACT RENEWAL**
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4. **VENDOR PROCUREMENT
PROCESS**

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APPENDIX 3: NUTRIENT CRITERIA FOR HEALTHIER CHOICES IN VENDING MACHINES IN BC PUBLIC BUILDINGS POLICY

OVERVIEW

*Why do we need a Policy?
What is the Policy?
What's New in 2014?*

ABOUT THE NUTRIENT CRITERIA

*Scoring Prepackaged Food
and Beverages Using the
Nutrient Criteria*

NUTRIENT CRITERIA

*Vegetables and Fruit
Grain Products
Prepackaged Hot and Cold
Breakfast Cereals
Milk and Alternative-Based Food
Meat and Alternatives
Vegetable and Fruit Juices
Milk and Alternative Beverages
Other Beverages
Mixed Entrees
Side Dishes
Soups
Snack Bars and Trail Mixes
Condiments, Dressings, Dips
and Spreads
Confectionery*

NATURAL HEALTH PRODUCTS



The Government of British Columbia is committed to helping British Columbians make healthy choices where they live, learn, work and play.

Healthier Choices in Vending Machines in BC Public Buildings Policy

1. OBJECTIVES

- » Promote an environment in Public Buildings that encourages healthier eating by increasing the range of healthier food and beverage choices available in vending machines
- » Assist vending operators in identifying healthier food and beverage choices
- » Support growth of markets in the area of healthier food and beverages
- » Provide a best practice model in implementing healthier choices in vending machines for those not captured by the Policy

2. GENERAL

In November 2006, the *Healthier Choices in Vending Machines in BC Public Buildings Policy* (Policy) was introduced to replace junk food with healthy food and beverages in vending machines. The Policy supports government's priority to help British Columbians make healthy choices where they live, learn, work and play.

DEFINITIONS

- » **"Policy"** refers to this policy titled *Healthier Choices in Vending Machines in BC Public Buildings Policy*.
- » **"Nutrient Criteria"** refers to the *Nutrient Criteria for Healthier Choices in Vending Machines in BC Public Buildings Policy (Appendix III)*. The Nutrient Criteria define the minimum nutritional standard for prepackaged food and beverages and unprocessed vegetables and fruit allowed in vending machines in Public Buildings.
- » **"Provincial Public Bodies"** means Her Majesty the Queen in Right of British Columbia and ministries, health authorities, public post-secondary institutions, and Crown corporations.
- » **"Public Buildings"** means buildings owned or leased or occupied by Provincial Public Bodies. The Clarification Grid (*Appendix I*), clarifies which building circumstances are considered in or out of scope.
- » **"Primary Tenant"** means a Provincial Public Body occupying the most space in a building where there are multiple Provincial Public Bodies in the same building.
- » **"Vendor"** means the supplier of vending services.

3. POLICY

- » Vending machines in Public Buildings will contain at least 50% Sell Most and up to 50% Sell Sometimes food and beverage choices within a vending machine or bank of vending machines in any given location according to the Nutrient Criteria.
- » Vending machines in Public Buildings will contain no food or beverage choices from the Do Not Sell” category according to the Nutrient Criteria.
- » The interpretation of this Policy is the responsibility of the Ministry of Health.

EXEMPTIONS

The Policy does not apply to:

- » Buildings owned by Provincial Public Bodies that are leased to a third party providing non-government services.
- » Residential facilities, including post-secondary, long-term care and correctional facilities, except in common areas used by the public or staff which are included in the Policy.

All owners or tenants of buildings open to the public are strongly encouraged to comply with this Policy.

4. IMPLEMENTATION GUIDELINES

Policy implementation is based on the existing decentralized procurement model in which each Provincial Public Body manages its own vending arrangements.

Where there are multiple Provincial Public Bodies in the same building and it is unclear who has responsibility, the Primary Tenant is responsible for ensuring that the Policy implementation occurs in shared common spaces.

For further information on implementation, see the General Guidelines for Contractual Obligations (*Appendix II*).

ROLES AND RESPONSIBILITIES

- » *All Ministries* are responsible for implementing this Policy in their respective organizations.
- » *Ministry of Health* is responsible for the Nutrient Criteria referenced in this Policy and for overseeing implementation of this Policy in health authorities. The Ministry of Health is responsible for providing the monitoring and reporting framework used with health authorities as an example for other Public Bodies implementing the Policy.

- » *Health Authorities* are responsible for implementing, monitoring and reporting compliance with this Policy.
- » *Crown corporations* are responsible for implementing this Policy in their respective organizations.

5. FURTHER INFORMATION

For further information on this Policy:

- » Find the Policy on the Ministry of Health website (www.health.gov.bc.ca/healthyeating/vending.html);
- » Email the Ministry of Health (healthier.choices@gov.bc.ca);
- » Visit HealthLink BC online (www.healthlinkbc.ca/healthyeating); or
- » Connect with a Registered Dietitian at HealthLink BC by dialing 8-1-1, or sending an email (foodpolicy@gov.bc.ca).



*The Healthier Choices
in Vending Machines
in BC Public Buildings
Policy contributes
to healthy eating
environments in B.C.
Public Buildings.*

Appendix 1: Clarification Grid

The following grid is provided to clarify which Provincial Public Bodies are in and out of the Policy scope and who is responsible for contract negotiations to implement the Policy.

BUILDING CIRCUMSTANCE	POLICY SCOPE	RESPONSIBLE FOR POLICY IMPLEMENTATION
Building is owned by a Provincial Public Body and occupied by a Provincial Public Body.	In scope	Each Provincial Public Body is responsible for vending machines in their area. The Primary Tenant is responsible for machines in shared common areas.
Building is owned by a Provincial Public Body but leased in part to a private business or entity.	In scope	Each Provincial Public Body is responsible for vending machines in their area. The Primary Tenant is responsible for machines in shared common areas and for communicating the Policy to private lessees.
Building 100% leased by a Provincial Public Body on behalf of one or more Provincial Public Bodies.	In scope	Each Provincial Public Body is responsible for vending machines in their area. Responsibility for shared common areas is with the Primary Tenant.
The building is partially leased by a Provincial Public Body from a private owner on behalf of one or more Provincial Public Bodies.	In scope: All machines located in areas leased by Provincial Public Bodies and/or contracts are managed by a Provincial Public Body.	Each Provincial Public Body is responsible for implementation of the Policy for all vending machines in the leased spaces under their responsibility. For machines in shared common areas within Provincial Public Bodies leased space and where it is unclear who has the responsibility, the Primary Tenant is responsible.
Common areas in long-term care residential facilities, post-secondary residential facilities, and correctional facilities.	In scope	
Real estate investment buildings (owned by a Provincial Public Body) and leased to a private sector tenant providing non-government services.	Out of scope	
Residential areas in Public Buildings, including long-term care facilities, post-secondary residential facilities, and the residential portion of correctional facilities.	Out of scope	



By adopting the Healthier Choices in Vending Machines in BC Public Buildings Policy, your organization is supporting the public to choose healthier food and beverage options.

Appendix 2:

General Guidelines for Contractual Obligations

Recognizing that each Provincial Public Body, including but not limited to health authorities, public post-secondary institutions, and Crown corporations, may have different contractual relations with those providing vending services, the following is provided to assist you in addressing your Provincial Public Body's particular situation.

1. VENDING MACHINES UNDER EXISTING CONTRACT

Provincial Public Bodies should work within the terms of the existing contract to modify the items sold in vending machines to comply with the Policy, including the most current Nutrient Criteria.

If the existing terms of the contract do not allow changes to the vending machine items, then Provincial Public Bodies may continue with the terms of the existing contract until the expiration date at which time new products should comply with the Policy, including the most current Nutrient Criteria. Provincial Public Bodies should develop a procurement strategy to ensure the next contract reflects the requirements of the Policy, including the most current Nutrient Criteria. The earliest possible compliance is strongly encouraged.

2. CONTRACT RENEWAL

For contracts which contain optional renewal terms, Provincial Public Bodies should ensure the renewal terms allow for items to reflect the Policy, including the most current Nutrient Criteria.

For contracts with no renewal terms, Provincial Public Bodies should ensure their procurement documents reflect the requirements of the Policy, including the most current Nutrient Criteria.

3. NO FORMAL CONTRACT EXISTS

For Provincial Public Bodies which have informal arrangements for the supply of vending machine items, a procurement strategy should be developed to ensure that contracts are formalized and in line with the Policy, including the most current Nutrient Criteria.

4. VENDOR PROCUREMENT PROCESS

Provincial Public Bodies currently in the process of looking for a Vendor should ensure that their procurement documents include the Policy, including the most current Nutrient Criteria.



The Policy supports healthy eating at work and in the community by increasing access to healthy food and beverages choices in vending machines.

Appendix 3: Nutrient Criteria for Healthier Choices in Vending Machines in BC Public Buildings Policy

OVERVIEW

The Government of British Columbia is committed to helping British Columbians make healthy choices where they live, learn, work and play. The *Healthier Choices in Vending Machines in BC Public Buildings Policy* (Policy) contributes to healthy eating environments in B.C. Public Buildings.

The minimum nutrition standard for prepackaged food and beverages for the Policy is defined by the Nutrient Criteria outlined in this document. The Nutrient Criteria are aligned with the *Guidelines for Food and Beverage Sales in British Columbia Schools (2013 Edition)* with adaptations for a broad age range. The Nutrient Criteria are used to score food and beverages as Sell Most, Sell Sometimes or Do Not Sell items.

WHY DO WE NEED A POLICY?

The Policy supports healthy eating at work and in the community by increasing access to healthy food and beverages choices in vending machines. Increasing the availability of healthier prepackaged food and beverages is one way to help create healthier food environments. Food environments that provide access to healthy food and beverages reinforce healthy choices and help to shape health behaviours.¹

By adopting the Policy, your organization is supporting the public to choose healthier food and beverage options. This can help individuals attain and maintain their optimal health and wellbeing.

Many of us rely on prepackaged food and beverages for snacks or meals at least once in a while. Unfortunately, prepackaged food and beverages is often higher in calories and of poorer nutritional quality compared to less processed options. Over time, excessive calorie intake and poor nutrition can contribute to obesity and many chronic diseases and cancers. Today, over half of Canadian adults² and nearly one-third of Canadian children³ are above a healthy weight. Healthy food environments support all British Columbians in optimal health.



- ¹ Heart and Stroke Foundation of Canada. (2010). *A Heart and Stroke Foundation built environment toolkit for change*. With assistance of the Canadian Institute of Planners and the Canadian Urban Institute.
- ² Statistics Canada (2012). Health indicator profile, annual estimates, by age group and sex, Canada, provinces, territories, health regions (2012 boundaries) and peer groups. Table 105-0501. <http://www5.statcan.gc.ca/cansim/a47>
- ³ Statistics Canada. (2012). *Overweight and obesity in children and adolescents: Results from the 2009 to 2011 Canadian Health Measures Survey*. Retrieved November 20, 2012, from: www.statcan.gc.ca/pub/82-003-x/2012003/article/11706-eng.pdf



WHAT IS THE POLICY?

Since 2006, the Healthier Choices in Vending Machines in BC Public Buildings Policy has guided all Provincial Public Bodies to ensure that all food and beverages vended in B.C. Public Buildings are Sell Most or Sell Sometimes products as defined by the Nutrient Criteria outlined in this document.

The Policy requires vending machines to contain:

- » At least 50% Sell Most food and beverage choices;
- » Up to 50% Sell Sometimes food and beverage choices; and
- » No Do Not Sell food or beverage choices .

See the Policy for a full description of the requirements.

WHAT'S NEW IN 2014?

The wording of the Policy has been updated and simplified. The intention and interpretation of the Policy have not changed.

The Nutrient Criteria have been updated to align with those of the *Guidelines for Food and Beverage Sales in BC Schools (2013 Edition)*. The 2014 Nutrient Criteria reflect new evidence in nutrition standards, product availability and feedback from consultations with stakeholders.

ABOUT THE NUTRIENT CRITERIA

The Nutrient Criteria define the Policy's minimum nutrient standard for prepackaged food or beverage products. Food and beverages with an **ingredient list** and **Nutrition Facts table** can be scored with the Nutrient Criteria. These products are scored as Sell Most, Sell Sometimes or Do Not Sell.

The scoring categories refer to items sold, but can also be applied to foods that are offered in a community setting or workplace.

SELL MOST	SELL SOMETIMES	DO NOT SELL
Food and beverages in this category are healthier options. They tend to be higher in essential nutrients and lower in sodium, sugar and fat.	Food and beverages in this category provide essential nutrients but have higher amounts of sodium, sugar or fat than those in the Sell Most category.	Food and beverages in this category contain higher amounts of fat, sodium or sugar, and may be less nutritious.

SCORING PREPACKAGED FOOD AND BEVERAGES USING THE NUTRIENT CRITERIA

The following are helpful steps in scoring your prepackaged food and beverage products.

1. *Inventory your products.*

Make a list of the prepackaged products currently found in each of the vending machines in your community setting or workplace. Prepackaged food and beverage products found in other settings such as concession stands, stores or food service establishments can also be scored using this Nutrient Criteria.

The Scorecard feature of the Brand Name Food List is a useful tool for inventorying your products. It also provides the score for your products. You can also use an audit form such as the Food and Beverage Stock List (www.bced.gov.bc.ca/health/stocklist_tool.pdf).

2. *Score each product.*

There are two ways to score your prepackaged food and beverage products:

- a) Use the Brand Name Food List to select pre-scored products for the Sell Most and Sell Sometimes categories. If your product has not yet been scored request a Registered Dietitian to score your product and add it to the list by using the online 'submit an item' feature on the Brand Name Food List website (www.brandnamefoodlist.ca).

Connect with a Registered Dietitian at HealthLink BC by dialing 8-1-1, or sending an email (foodpolicy@gov.bc.ca).

- b) Score the product yourself using the Nutrient Criteria (see *How do I score a product using the Nutrient Criteria?* below).

3. *Strategize how to improve your product offerings.*

If a product scores as Do Not Sell, consider what Sell Sometimes or Sell Most products could be offered in its place. If more than half of your products are Sell Sometimes, consider what Sell Most products could be sold instead. At least 50% of the products at each location need to score as Sell Most. You can explore products on the Brand Name Food List to get an idea of the types of products that are Sell Most.

What is the Brand Name Food List?

The *Brand Name Food List* (<https://bnfl.healthlinkbc.ca>) is an online tool where prepackaged and franchised food and beverages available in B.C. are scored using the Nutrient Criteria. The products listed are based on user submissions. Anyone can submit products to add to the Brand Name Food List.

How do I score a product using the Nutrient Criteria?

You can choose to score your own prepackaged food and beverage products using the Nutrient Criteria. You will need the **Nutrition Facts table** (or specifications sheet) and an **ingredient list** to score your products using the Nutrient Criteria.





The exception to this is unprocessed vegetables and fruit , which may not have Nutrition Facts tables or ingredients lists. These are scored under the Vegetables and Fruit food category and automatically score as Sell Most.

- » Use the **A-Z Food and Beverage List** to determine which category to score your product in. Skip to the category and then read the description, and look at the example food or beverages in that group. If it doesn't fit, try another category or connect with a Registered Dietitian at HealthLink BC by dialing 8-1-1, or sending an email (foodpolicy@gov.bc.ca). Some foods may fit into more than one category. Choose the category where your food scores the best.
- » Once you have selected the appropriate category, compare the information in the Nutrition Facts table and ingredient list on the product package with the Nutrient Criteria. The standards are per portion size sold, unless otherwise indicated. Your food or beverage will score as Sell Most, Sell Sometimes or Do Not Sell.

A-Z Food and Beverage List

FOOD OR BEVERAGE	FOOD CATEGORY	PAGE #
Almond Beverage, fortified	Milk and Alternative-Based Beverages	22
Almonds, roasted, seasoned	Meat and Alternatives	20
Applesauce	Vegetables and Fruit	16
Bagels	Grain Products	17
Banana Bread	Grain Products	17
Beef Jerky	Meat and Alternatives	20
Brownies	Grain Products	17
Burrito	Mixed Entrees	24
Cakes	Grain Products	17
Candy	Confectionery	29
Cereal Bars (e.g. Rice Krispie Squares)	Snack Bars and Trail Mixes	27
Cereal, cold, prepackaged	Prepackaged Hot and Cold Breakfast Cereals	18
Cereal, hot, instant, prepackaged	Prepackaged Hot and Cold Breakfast Cereals	18
Cheese	Milk and Alternative-based Food	19
Chicken Noodle Soup	Soups	26
Chocolate Bars	Confectionery	29
Chocolate Milk	Milk and Alternative-Based Beverages	22
Cinnamon Buns	Grain Products	17

FOOD OR BEVERAGE	FOOD CATEGORY	PAGE #
Coconut Water or Juice	Vegetable and Fruit Juices	21
Coffee	Other Beverages	23
Cookies	Grain Products	17
Corn Chips	Grain Products	17
Crackers	Grain Products	17
Cream Cheese	Condiments, Dressings, Dips and Spreads	28
Croissants	Grain Products	17
Custard	Milk and Alternative-Based Food	19
Danishes	Grain Products	17
Doughnuts	Grain Products	17
Dried Fruit	Vegetables and Fruit	16
Electrolyte Replacement Drinks	Other Beverages	23
Energy Bars	Snack Bars and Trail Mixes	27
Energy Drinks	Other Beverages	23
English Muffins	Grain Products	17
Frozen Fruit Bars	Vegetables and Fruit	16
Frozen Soy-based Desserts	Milk and Alternative-based Food	19
Frozen Yogurt	Milk and Alternative-Based Food	19
Fruit (canned; dried; fresh; frozen)	Vegetables and Fruit	16
Fruit Bars	Snack Bars and Trail Mixes	27
Fruit and Nut Bars	Snack Bars and Trail Mixes	27
Fruit Chips	Vegetables and Fruit	16
Fruit Cups	Vegetables and Fruit	16
Fruit Flavoured Beverages	Other Beverages	23
Fruit Gummies	Vegetables and Fruit	16
Fruit Juice (100% fruit)	Vegetable and Fruit Juices	21
Fruit Smoothies with milk or yogurt	Milk and Alternative Beverages	22
Granola	Prepackaged Hot and Cold Breakfast Cereals	18
Granola Bars	Snack Bars and Trail Mixes	27
Gum	Confectionery	29
Hot Chocolate made with milk, milk ingredients or plant-based beverages.	Milk and Alternative Beverages	22
Hummus	Condiments, Dressings, Dips and Spreads	28
Ice Cream	Milk and Alternative-Based Food	19
Iced Tea	Other Beverages	23

FOOD OR BEVERAGE	FOOD CATEGORY	PAGE #
Instant Cream of Rice	Prepackaged Hot and Cold Breakfast Cereals	18
Instant Cream of Wheat	Prepackaged Hot and Cold Breakfast Cereals	18
Instant Oatmeal	Prepackaged Hot and Cold Breakfast Cereals	18
Jello	Confectionery	29
Juice, 100% fruit, vegetable or blend	Vegetable and Fruit Juice	21
Juice, fruit-flavoured, punch, drink	Other Beverages	23
Ketchup, served on the side	Condiments, Dressings, Dips and Spreads	28
Lemonade	Other Beverages	23
Meal Replacement Bars	Snack Bars and Trail Mixes	27
Milk, plain and flavoured	Milk and Alternative Beverages	22
Milkshakes	Milk and Alternative Beverages	22
Muffins	Grain Products	17
Noodles, in a cup with broth	Soups	26
Noodles, seasoned	Grain Products	17
Noodle Soup	Soups	26
Nuts (plain, seasoned, sugared)	Meat and Alternatives	20
Oatmeal, prepackaged, ready-to-eat	Prepackaged Hot and Cold Breakfast Cereals	18
Pastries	Grain Products	17
Peanuts (plain; roasted; seasoned)	Meat and Alternatives	20
Pepperoni Stick	Meat and Alternatives	20
Pies and Tarts	Grain Products	17
Pita Chips	Grain Products	17
Pop	Other Beverages	23
Popcorn (plain, flavoured or seasoned)	Grain Products	17
Popsicle, fruit based	Vegetables and Fruit	16
Popsicles, fruit juice based	Vegetable and Fruit Juices	21
Popsicle, non-fruit based	Confectionery	29
Potato chips	Vegetables and Fruit	16
Pretzels	Grain Products	17
Pudding	Milk and Alternative-Based Food	19

FOOD OR BEVERAGE	FOOD CATEGORY	PAGE #
Rice Beverage, fortified	Milk and Alternative Beverages	22
Rice Cakes	Grain Products	17
Sandwiches	Mixed Entrees	24
Scones	Grain Products	17
Seeds (plain, seasoned, sugared)	Meat and Alternatives	20
Smoothies (with milk ingredients)	Milk and Alternative Beverages	22
Smoothies (with fruit and vegetable ingredients)	Vegetable and Fruit Juices	21
Soft Drinks	Other Beverages	23
Soup, hearty, meal-sized	Mixed Entrees	24
Soup, vegetable-based soups served as a side dish (e.g. cream of asparagus; cream of carrot; lentil; etc)	Soups	26
Soy Beverage, fortified	Milk and Alternative Beverages	22
Soy Sauce, served on the side	Condiments, Dressings, Dips and Spreads	28
Sports Bars	Snack Bars and Trail Mixes	27
Sports Drinks	Other Beverages	23
Stew, small portion	Side Dish	25
Tea	Other Beverages	23
Tempeh	Meat and Alternatives	20
Toaster Pastries	Grain Products	17
Tofu (plain; seasoned; dessert-style)	Meat and Alternatives	20
Tomato Juice	Vegetable and Fruit Juices	21
Tomato Sauce, canned or jarred	Vegetables and Fruit	16
Tortilla Chips	Grain Products	17
Trail Mix	Snack Bars and Trail Mixes	27
Vegetable Chips	Vegetables and Fruit	16
Vegetable Juice Cocktail	Vegetable and Fruit Juices	21
Vegetable Salads	Vegetables and Fruit	16
Vegetable Soup	Soups	26
Vitamin Enhanced Water	Other Beverages	23
Water (plain; flavoured; still; sparkling)	Other Beverages	23
Yogurt (plain; flavoured; frozen)	Milk and Alternative-Based Food	19
Yogurt Drinks	Milk and Alternative Beverages	22



Vegetables and Fruit

Examples of Food Scored in this Category: unprocessed vegetables and fruit (for example, carrots, apples, bananas, oranges), applesauce, dried seaweed, dried fruit, frozen fruit bars, fruit cups, fruit gummies, fruit or vegetable chips and vegetable-only salad with dressing.

NUTRIENT CRITERIA

VEGETABLES AND FRUIT

Food in this category has a fruit or vegetable as the first ingredient (not including water).

- » Juice and concentrated fruit juice are scored in the 'Vegetable and Fruit Juice' beverage category.
- » All fresh and unprocessed vegetables and fruits score as Sell Most

Does the prepackaged product meet the Nutrient Criteria?

All amounts are per portion size sold, unless indicated.

	SELL MOST	SELL SOMETIMES	DO NOT SELL
Fat	5 g or less		More than 5 g
Trans Fat	5% or less of total fat		More than 5% of total fat
Sodium	140 mg or less	300 mg or less	More than 300 mg
Sugars	20 g or less	30 g or less	More than 30 g
Sugar Ingredients	First ingredient may not be a sugar		First ingredient is a sugar
Sugar Substitutes	NO Sugar Substitutes	May contain Sugar Substitutes	
Caffeine	No limit		
Additional Ingredients	NO cautionary statements and NO specific quantity of botanical ingredients listed on the label		Food label has a cautionary statement or a specific quantity of botanical ingredients listed on the label

GRAIN PRODUCTS

Food in this category has a grain listed as the first or second ingredient (not including water). Some examples of grain ingredients include flour, oats, barley, rice, and bran.

- » Granola bars and cereal bars are scored in the 'Snack Bars and Trail Mixes' category.
- » Breakfast cereals are scored in the 'Prepackaged Hot and Cold Breakfast Cereals' category.

Does the prepackaged product meet the Nutrient Criteria?

All amounts are per portion size sold, unless indicated.

	SELL MOST	SELL SOMETIMES	DO NOT SELL
Whole Grain	First ingredient must be a whole grain (not including water, fruit or vegetable)	No whole grain criteria	
Fat	5 g or less	7 g or less	More than 7 g
Saturated Fat	3 g or less		More than 3 g
Trans Fat	5% or less of total fat		More than 5% of total fat
Sodium	350 mg or less	450 mg or less	More than 450 mg
Sugars	6 g or less *If fruit is the first or second ingredient, may have up to 14 g sugar	16 g or less *If fruit is the first or second ingredient, may have up to 20 g sugar	More than 16 g *If fruit is the first or second ingredient, product has more than 20 g sugar
Sugar Ingredients	First ingredient may not be a sugar		First ingredient is a sugar
Sugar Substitutes	NO Sugar Substitutes	May contain Sugar Substitutes	
Caffeine	No limit		
Additional Ingredients	NO cautionary statements and NO specific quantity of botanical ingredients listed on the label		Food label has a cautionary statement or a specific quantity of botanical ingredients listed on the label



Grain Products

Examples of Food Scored in this Category: bagels, bread, buns, cake, loaves, muffins, cookies, doughnuts, toaster pastries, crackers, pretzels, rice cakes, tortilla chips, seasoned or sauced noodles.



Prepackaged Hot and Cold Breakfast Cereals

Examples of Food Scored in this Category: ready-to-eat cold cereals, instant cream of rice, instant cream of wheat, instant oatmeal.

PREPACKAGED HOT AND COLD BREAKFAST CEREALS

Food in this category includes prepackaged cold breakfast cereals or prepackaged hot cereal mixes.

Does the prepackaged product meet the Nutrient Criteria?

All amounts are per portion size sold, unless indicated.

	SELL MOST	SELL SOMETIMES	DO NOT SELL
Whole Grain	First ingredient must be a whole grain (not including water or fruit)	No whole grain criteria	
Fat	5 g or less	7 g or less	More than 7 g
Saturated Fat	3 g or less		More than 3 g
Trans Fat	5% or less of total fat		More than 5% of total fat
Sodium	200 mg or less	300 mg or less	More than 300 mg
Sugars	6 g or less *If fruit is the first or second ingredient, may have up to 14 g sugar	16 g or less *If fruit is the first or second ingredient, may have up to 20 g sugar	More than 16 g *If fruit is the first or second ingredient, product has more than 20 g sugar
Sugar Ingredients	First ingredient may not be a sugar		First ingredient is a sugar
Sugar Substitutes	NO Sugar Substitutes	May contain Sugar Substitutes	
Caffeine	No limit		
Additional Ingredients	NO cautionary statements and NO specific quantity of botanical ingredients listed on the label		Food label has a cautionary statement or a specific quantity of botanical ingredients listed on the label

MILK AND ALTERNATIVE-BASED FOOD

Food in this category has milk or milk ingredients as the first ingredient. Some examples of milk ingredients include cream, evaporated milk, milk, modified milk ingredients, milk solids, skim milk powder and whey. Fortified plant based yogurts and cheeses are also scored in this group.

Does the prepackaged product meet the Nutrient Criteria?

All amounts are per portion size sold, unless indicated.

	SELL MOST	SELL SOMETIMES	DO NOT SELL
Fat	15 g or less		More than 15 g
Trans Fat	5% or less of total fat		More than 5% of total fat
Sodium	350 mg or less	450 mg or less	More than 450 mg
Sugars	13 g or less	20 g or less	More than 20 g
Calcium	10% DV or more	5% DV or more	Less than 5% DV
Sugar Substitutes	NO Sugar Substitutes	May contain Sugar Substitutes	
Caffeine	No limit		
Additional Ingredients	NO cautionary statements and NO specific quantity of botanical ingredients listed on the label		Food label has a cautionary statement or a specific quantity of botanical ingredients listed on the label



Milk and Alternative-Based Foods

Examples of Food Scored in this Category: cheese, custard, frozen soy-based desserts, frozen yogurt, gelato, ice cream, pudding, and yogurt.



Meat and Alternatives

Examples of Food Scored in this Category: plain or seasoned nuts, plain or seasoned seeds, meat or fish jerky, seasoned tofu and pepperoni sticks.

MEAT AND ALTERNATIVES

Food in this group has a meat or alternative as the first or second ingredient.

- » All protein bars and trail mixes (i.e. mixes of two or more of: fruit, nut/seed, or grains) are scored in the 'Snack Bars and Trail Mixes' category.

Does the prepackaged product meet the Nutrient Criteria?

All amounts are per portion size sold, unless indicated.

	SELL MOST	SELL SOMETIMES	DO NOT SELL
Calories	250 calories or less	350 calories or less	More than 350 calories
Fat	12 g or less (Peanut, nut and seed products are exempt from fat criteria)	16 g or less (Peanut, nut and seed products are exempt from fat criteria)	More than 16 g
Saturated Fat	5 g or less	7 g or less	More than 7 g
Trans Fat	5% or less of total fat		More than 5% of total fat
Sodium	250 mg or less (Peanut, nut and seed products must have 200 mg or less)	450 mg or less (Peanut, nut and seed products must have 300 mg or less)	More than 450 mg (Peanut, nut and seed products with more than 300 mg)
Sugars	4 g or less	8 g or less	More than 8 g
Protein	7 g or more (Peanut, nut and seed products are exempt from protein criteria)	5 g or more (Peanut, nut and seed products are exempt from protein criteria)	Less than 5 g (Peanut, nut and seed products are exempt from protein criteria)
Sugar Substitutes	NO Sugar Substitutes	May contain Sugar Substitutes	
Caffeine	No limit		
Additional Ingredients	NO cautionary statements and NO specific quantity of botanical ingredients listed on the label		Food label has a cautionary statement or a specific quantity of botanical ingredients listed on the label

VEGETABLE AND FRUIT JUICES

Beverages in this category have a vegetable or fruit juice, or a vegetable or fruit puree as the first ingredient (not including water).

Does the prepackaged product meet the Nutrient Criteria?

All amounts are per portion size sold, unless indicated.

	SELL MOST	SELL SOMETIMES	DO NOT SELL
Serving Size	No juices fit in this category	360 ml or less	More than 360 ml
Fat		5 g or less	More than 5 g
Trans Fat		5% or less of total fat	More than 5% of total fat
Added Sugars		No Added Sugars ("concentrated fruit juice" is considered an added sugar if it is not preceded by water in the ingredient list)	Added Sugars ("concentrated fruit juice" is considered an added sugar if it is not preceded by water in the ingredient list)
Sodium		200 mg or less per 250 ml	More than 200 mg per 250 ml
Sugar Substitutes		May contain Sugar Substitutes	
Caffeine		No limit	
Additional Ingredients		NO cautionary statements and NO specific quantity of botanical ingredients listed on the label	Food label has a cautionary statement or a specific quantity of botanical ingredients listed on the label



Vegetable and Fruit Juices

Examples of Beverages Scored in this Category: frozen fruit juice bars, fruit cocktails, fruit juice, fruit juice smoothies, fruit and vegetable juice blends, tomato juice, and vegetable juice.



Milk and Alternative Beverages
Examples of Food Scored in this Category: almond beverage, plain and flavoured milk, rice beverage, soy beverage and yogurt drinks.

MILK AND ALTERNATIVE BEVERAGES

Beverages in this category have milk or milk ingredients listed as the first ingredient. Fortified plant-based beverages are also scored in this group.

Does the prepackaged product meet the Nutrient Criteria?

All amounts are per portion size sold, unless indicated.

	SELL MOST	SELL SOMETIMES	DO NOT SELL
Serving Size	500 ml or less		More than 500 ml
Fat	5 g or less per 250 ml	10 g or less per 250 ml	More than 10 g per 250 ml
Trans Fat	5% or less of total fat		More than 5% of total fat
Sodium	150 mg or less per 250 ml	250 mg or less per 250 ml	More than 250 mg per 250 ml
Sugars	13 g or less per 250 ml	20 g or less per 250 ml	More than 20 g per 250 ml
Protein	6 g or more per 250 ml	No criteria	
Calcium	30% DV or more per 250 ml	20% DV or more per 250 ml	Less than 20% DV per 250 ml
Vitamin D	44% DV or more per 250 ml	No criteria	
Sugar Substitutes	NO Sugar Substitutes	May contain Sugar Substitutes	
Caffeine	No limit		
Additional Ingredients	NO cautionary statements and NO specific quantity of botanical ingredients listed on the label		Food label has a cautionary statement or a specific quantity of botanical ingredients listed on the label

OTHER BEVERAGES

Beverages in this category are non-juice, non-milk based drinks.

- » Fortified plant-based beverages are scored in the 'Milk and Alternative Beverages' category.

Does the prepackaged product meet the Nutrient Criteria?

All amounts are per portion size sold, unless indicated.

	SELL MOST	SELL SOMETIMES	DO NOT SELL
Serving Size	No beverage other than plain water (still or carbonated) fits in this category.	600 ml or less	More than 600 ml
Fat		3 g or less	More than 3 g
Trans Fat		5% or less of total fat	More than 5% of total fat
Sodium		200 mg or less per 250 ml	More than 200 mg per 250 ml
Sugars		8 g or less	More than 8 g
Sugar Substitutes		May contain Sugar Substitutes	
Caffeine		No limit	
Additional Ingredients		NO cautionary statements and NO specific quantity of botanical ingredients listed on the label	Food label has a cautionary statement or a specific quantity of botanical ingredients listed on the label



Other Beverages

Examples of Food Scored in this Category: bottled water, flavoured water, fruit-flavoured drinks, coffee, tea, iced tea, soft drinks, sparkling water, sport/ electrolyte drinks, vitamin-enhanced water and water based hot-chocolate.



Mixed Entrees

Examples of Food Scored in this Category: breakfast bagels, burritos, chili, curries, lasagna, meal-style salads, sandwiches, stews, sushi, and wraps.

MIXED ENTREES

Food in this category contains ingredients from two or more food groups and does not fit into the single food categories. These foods are served as the main part of a meal. Hearty soups such as minestrone and fish chowders served as a meal are scored in this category. Food in this category is not common in vending machines in British Columbia.

- » Smaller portions of these foods that are not served as a meal can be scored in the 'Side Dishes' category.

Does the prepackaged product meet the Nutrient Criteria?

All amounts are per portion size sold, unless indicated.

	SELL MOST	SELL SOMETIMES	DO NOT SELL
Whole Grain	If first ingredient is a grain, the grain must be a whole grain	No whole grain criteria	
Fat	17 g or less		More than 17 g
Saturated Fat	5 g or less	8 g or less	More than 8 g
Trans Fat	5% or less of total fat		More than 5% of total fat
Sodium	700 mg or less	900 mg or less	More than 900 mg
Sugars	24 g or less		More than 24 g
Protein	10 g or more		Less than 10 g
Sugar Substitutes	NO Sugar Substitutes	May contain Sugar Substitutes	
Caffeine	No limit		
Additional Ingredients	NO cautionary statements and NO specific quantity of botanical ingredients listed on the label		Food label has a cautionary statement or a specific quantity of botanical ingredients listed on the label

SIDE DISHES

Food in this category contains ingredients from more than one food group and does not fit into the single food categories. These foods are sold in smaller portions and are not served as the main part of a meal.

Does the prepackaged product meet the Nutrient Criteria?

All amounts are per portion size sold, unless indicated.

	SELL MOST	SELL SOMETIMES	DO NOT SELL
Whole Grain	If first ingredient is a grain, the grain must be a whole grain	No whole grain criteria	
Calories	300 calories or less		More than 300 calories
Fat	8 g or less		More than 8 g
Trans Fat	5% or less of total fat		More than 5% of total fat
Sodium	350 mg or less	450 mg or less	More than 450 mg
Sugars	12 g or less		More than 12 g
Sugar Substitutes	NO Sugar Substitutes	May contain Sugar Substitutes	
Caffeine	No limit		
Additional Ingredients	NO cautionary statements and NO specific quantity of botanical ingredients listed on the label		Food label has a cautionary statement or a specific quantity of botanical ingredients listed on the label



Side Dishes

Examples of Food Scored in this Category: bean salads, Greek salad, green salad with seeds or cheese, half-portion of a sandwich or wrap, noodle sides, quinoa salad, samosas and small portions of stews or chili.



Soups

Examples of Food Scored in this Category: chicken noodle soup, cream of vegetable soup, tomato soup, vegetable soup, wonton soup.

SOUPS

Food in this category includes dry, canned and fresh soups.

- » Hearty meal-style soups sold as the main part of a meal are scored in the 'Mixed Entrees' category.

Does the prepackaged product meet the Nutrient Criteria?

All amounts are per portion size sold, unless indicated.

	SELL MOST	SELL SOMETIMES	DO NOT SELL
Fat	4 g or less	7 g or less	More than 7 g
Saturated Fat	2 g or less	3 g or less	More than 3 g
Trans Fat	5% or less of total fat		More than 5% of total fat
Sodium	400 mg or less	500 mg or less	More than 500 mg
Sugar Substitutes	NO Sugar Substitutes	May contain Sugar Substitutes	
Caffeine	No limit		
Additional Ingredients	NO cautionary statements and NO specific quantity of botanical ingredients listed on the label		Food label has a cautionary statement or a specific quantity of botanical ingredients listed on the label

SNACK BARS AND TRAIL MIXES

Food in this category includes bar-type snacks and trail mixes.

- » Trail mixes scored here include mixes of more than one of: fruit, nut/seed, or grains.
- » Nut and/or seed-only mixes (plain, sugared or seasoned) are scored in the 'Meat and Alternatives' category.

Does the prepackaged product meet the Nutrient Criteria?

All amounts are per portion size sold, unless indicated.

	SELL MOST	SELL SOMETIMES	DO NOT SELL
Whole Grain	If first ingredient is a grain, the grain must be a whole grain	No whole grain criteria	
Calories	300 calories or less		More than 300 calories
Fat	5 g or less (If peanuts, nuts or seeds are the first or second ingredient, it is exempt from the fat criteria)	7 g or less (If peanuts, nuts or seeds are the first or second ingredient, it is exempt from the fat criteria)	More than 7 g
Saturated Fat	3 g or less		More than 3 g
Trans Fat	5% or less of total fat		More than 5% of total fat
Sodium	200 mg or less	300 mg or less	More than 300 mg
Sugars	6 g or less (If fruit is the first or second ingredient, may have up to 20 g sugar)	16 g or less (If fruit is the first or second ingredient, may have up to 30 g sugar)	More than 16 g (If fruit is the first or second ingredient, product has more than 30 g sugar)
Sugar Ingredients	First ingredient may not be a sugar		First ingredient is a sugar
Sugar Substitutes	NO Sugar Substitutes	May contain Sugar Substitutes	
Caffeine	No limit		
Additional Ingredients	NO cautionary statements and NO specific quantity of botanical ingredients listed on the label		Food label has a cautionary statement or a specific quantity of botanical ingredients listed on the label



Snack Bars and Trail Mixes

Examples of Food Scored in this Category: trail mix, cereal bars, fruit bars and leathers, fruit and nut bars, granola bars, meal replacement bars, protein bars, sports bars.



Condiments, Dressings, Dips and Spreads

Examples of Food Scored in this Category: hummus, cream cheese, barbeque sauce, butter, honey, ketchup, margarine, mayonnaise, salad dressings, salsa, sour cream, soy sauce.

CONDIMENTS, DRESSINGS, DIPS AND SPREADS

Food in this category includes condiments, dressings, dips and spreads that are served on the side with meals.

- » When used as an ingredient in a food or beverage, score as a whole dish in the appropriate food or beverage category.

Does the prepackaged product meet the Nutrient Criteria?

All amounts are per portion size sold, unless indicated.

	SELL MOST	SELL SOMETIMES	DO NOT SELL
Fat	10 g or less		More than 10 g
Trans Fat	5% or less of total fat (soft spreadable margarine and oil must have 2% or less of total fat)		More than 5% of total fat (soft spreadable margarine and oil must have 2% or less of total fat)
Sodium	200 mg or less		More than 200 mg
Sugars	8 g or less		More than 8 g
Sugar Substitutes	NO Sugar Substitutes	May contain Sugar Substitutes	
Caffeine	No limit		
Additional Ingredients	NO cautionary statements and NO specific quantity of botanical ingredients listed on the label		Food label has a cautionary statement or a specific quantity of botanical ingredients listed on the label

CONFECTIONERY

Food in this category does not contain a major ingredient from any of the four food groups in Canada’s Food Guide.

» Only sugar-free gum can be sold.

Does the prepackaged product meet the Nutrient Criteria?
All amounts are per portion size sold, unless indicated.

	SELL MOST	SELL SOMETIMES	DO NOT SELL
Serving Size	No products fit in this category	No product other than sugar free gum fits in this category	All other products fit in this category
Fat			
Trans Fat			
Sodium			
Sugar			
Substitutes			
Caffeine			
Additional Ingredients			



Confectionery
Examples of Food Scored in this Category: candies, chewing gum, chocolate bars, gummies, gelatin desserts (e.g. jello), licorice, popsicles and freezies if not prepared with fruit or fruit juice.



Natural Health Products

Examples of Food Scored in this Category: caffeinated energy drinks, some vitamin and mineral enhanced beverages.

NATURAL HEALTH PRODUCTS

Natural Health Products (NHPs) are not permitted for sale in B.C. Public Buildings.

Natural health products (NHPs) are not regulated as food under Canada's Food and Drug Regulations. They are similar to medications in that they are intended to be consumed for specific conditions and in limited doses. Examples of NHPs are:

- » Some vitamin and mineral enhanced beverages; and
- » Some protein powders.

Currently many of the food and beverage products previously regulated as Natural Health Products are being transitioned into the *Food and Drug Regulations*. As part of this transition, Health Canada is collecting market and consumer use data on these products, which will inform future amendments to the *Food and Drug Regulations*. These amendments will set minimum and maximum amounts for added vitamins, minerals and other active ingredients and establish labelling requirements for these types of products.

As a precautionary step, **products that include any of the following pieces of information on the label are not permitted for sale in vending machines in public buildings in British Columbia.**

1. Cautionary or warning statements (e.g. "Do not consume more than 'X' servings daily", "Use 'X' servings maximum daily", "Not recommended for children").
2. A declared amount of a botanical or herbal ingredient (e.g. 'X' mg Energy Blend, ginseng, ginkgo biloba, milk thistle, guarana seed extract, grape skin extract, or Coenzyme Q10).

Three ways to identify a Natural Health Product.

1. Look for a NPN/DIN-HM or EN number on the package.
2. Look for the words Recommended Dose, Medicinal Ingredients and Non-medicinal Ingredients on the package.
3. Search for the product in the Licensed Natural Health Products Database.

NOTES:

[illegible]

FOR MORE INFORMATION, PLEASE VISIT:
WWW.HEALTH.GOV.BC.CA/HEALTHYEATING/VENDING.HTML
WWW.HEALTHLINKBC.CA/FOODGUIDELINES



HealthyFamiliesBC 

Appendix B

Eat Smart Meet Smart: Healthy Eating and Physical Activity Guidelines for Meetings, Conferences and Events

*The complete Guidelines can be accessed at:
<http://www.health.gov.bc.ca/healthyeating/pdf/eat-smart-meet-smart.pdf>*

Eat Smart **Meet Smart**



**How to Plan and Host Healthy Meetings,
Events and Conferences**

A PUBLICATION OF THE WESTERN AND NORTHERN CANADIAN
COLLABORATIVE FOR HEALTHY LIVING

Eat Smart Meet Smart will help you plan meetings, events and conferences that are healthy for your participants – and healthy for your organization. Meetings, events and conferences are a central part of today's work world, and many involve food and drinks as well as long periods of sitting. This guide provides ideas for how you can make healthy food choices and add physical activities that will help keep participants alert, productive and engaged while at work, and encourage healthier choices at home, too.

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It Just Makes Sense

Serving healthy food and drinks at meetings, events and conferences just makes sense.

We spend at least eight hours of our day at work, five days a week, and often many of those hours are spent sitting in meetings. On the weekends, some of us go to even more meetings and events, conferences, seminars or workshops where we sit for even more hours – and, just like at work, often have little or no say in what we are served to eat and drink.

It makes both good business sense and good health sense to serve nutritious food and drinks wherever and whenever people gather together.

The Food Effect

Have you ever had a hard time keeping your eyes open during a PowerPoint presentation? Maybe it was what you ate before the presentation, rather than the deadly boring slides.

What we eat and drink at meetings and other functions has a direct effect on how well we feel and how healthy we are. Food – the right food – gives us energy so we can work better, be more productive and actually enjoy our lives more, both on the job and at home.



Healthy Choices

Canada's Food Guide explains that we need to eat a variety of foods from the four food groups to maintain a healthy body weight and receive all the nutrients we need for good health.

According to the guide, as adults, we should be choosing:

- seven to eight servings of vegetables and fruit per day
- six to seven servings of grain products (at least half wholegrain), including bread, rice, pasta and cereals, per day



Did you know ...

Only one-third of Canadians eat the seven to eight daily servings of vegetables and fruits recommended by *Canada's Food Guide*. Eating vegetables and fruits helps maintain good health and keep energy levels high. It also helps protect against the effects of aging and reduces the risk of chronic disease.

- two to three servings of milk and alternatives, such as cheese, yogurt, kefir and fortified soy drinks, per day, and
- two to three servings of meat – cooked fish, shellfish, poultry, lean meat – and meat alternatives, such as eggs, beans, lentils, chickpeas, tofu, nuts and nut butters, per day.



The healthiest food choices are:

- Low in fat. Everyone needs some fat, but too much fat and the wrong kinds of fat can make you gain weight and increase your risk of diabetes, heart disease and cancer.
- Low in salt. Eating too much sodium (salt) can raise blood pressure, which can lead to heart disease and stroke.
- Low in sugar. Sugar can increase your blood sugar levels, your weight and the fats (triglycerides) found in your blood.
- High in fibre. Eating a lot of fibre-rich foods can help lower your blood cholesterol levels, control your blood sugar levels and help prevent high blood pressure.

Everything in Moderation

Healthy eating is balanced eating. Healthy eating does not mean that *everything* you serve has to be low-fat, low-salt, low-sugar and high-fibre.

At your meetings and events, you can still offer the treat of a cookie or pastry now and then. Just make sure that you offer *more* choices that are healthy and fewer choices that are not. And that whenever you do serve the less healthy choices – such as cookies or pastries – you cut them in half.

What's in this guide

The following pages contain great tips for what to serve and how much to serve at meetings, events and conferences.

You'll find:

- tips on when and what kind of food you should serve
- sample menus for meals and snacks
- ideas for how to make your meetings "green," and
- essential information about food safety.

You will also find ideas for how you can build in opportunities for participants to be physically active during any meeting, event or conference – short or long.

When, What & How Much to Order

When to Order

You may not need to order food and drinks for every meeting you hold. Consider offering food only at longer meetings or at meetings held during what would normally be a meal-time for participants, such as:

- between 7:30 and 9:00 am
- between 11:30 and 1:00 pm, and
- after 4:30 or 5:00 pm.

At other times – or for short meetings under two hours – you may want to offer drinks only. (Water should be available at all meetings.)

Remember to let participants know whether or not you are serving food and/or drinks. It will help them plan their workday and work eating better.

What to Order

When you are sure you need to order food for a meeting:

Feature vegetables and fruit

Packed with good nutrition, vegetables and fruit can also be tempting food choices. Why not:

- Serve washed and ready-to-eat fresh vegetables and fruit (watch for local berries in season), either on their own or with a low-fat dip or yogurt.
- Use fruit in salads or kabobs (fruit kabobs make a great snack or dessert), or for toppings on cereal at a breakfast meeting.
- Add raw, grilled or roasted vegetables to salads, sandwiches, pasta and soups.
- Provide 100% fruit or vegetable juices as well as water.



Always ask why first

Dr. Paul Fieldhouse believes we should first ask *why* we are offering food before we go ahead and order it.

"Not every meeting requires food," says the Nutrition Policy and Research Analyst for the Government of Manitoba's Health and Healthy Living department, "and unless the meeting is over a meal time, do we really need to provide it? A lot of people go from meeting to meeting to meeting and there is food at every single one. We need to think about the habit of automatically serving food, and if we *do* serve food, to at least make sure it is healthier than what we used to serve – donuts and danishes and soft drinks. We need to show what real food looks like, and help change the way people think about what's good to eat by changing our everyday foodscape."

- Supply dried fruit, vegetable bars, or fruit cups for snacks, fruit pies, fruit cobblers, fruit squares or fruit tarts for desserts.
- Order a vegetable soup or salad for lunch or as the start to a hot meal, and at least one vegetable as a side dish with a hot meal.
- Plan a potluck salad bar for regular staff meetings, instead of the usual brown-bag lunch.



Photo Credit:
GOVERNMENT OF YUKON

Serve lower-fat milk and alternatives

Milk and alternatives, such as cheese, yogurt, kefir and fortified soy drinks, are good sources of protein. They also provide a number of nutrients that are essential for strong bones and teeth. Choose to serve:

- 2% or less milk with tea or coffee
- 2% or less milk as a drink (chocolate milk is just fine, too), and
- low-fat (2% or less) yogurt cups or low-fat cheese (less than 20% milk fat) chunks or slices for snacks.

Eat smart, eat local

Remember that food choices can – and should – be customized to suit local or cultural eating preferences and locally available food choices.

For example, the Northwest Territories has published its own version of *Canada's Food Guide*.

Called the *NWT Food Guide*, it highlights local meat choices, such as seal and caribou, and includes bannock as a grain product.

Highlight high-protein foods

High-protein foods can help boost energy levels and keep us more alert for longer. To increase protein without increasing fat:

- Serve tuna, char or salmon, lean chicken, turkey, ham, beef or other lean meat, low-fat cheese, eggs or tofu in sandwiches or as part of meals. (Fish and meat can be dried, canned or fresh.)
- Provide 2% or less milk or fortified soy drinks and yogurt at all meals and snack breaks.
- Offer bean soup or chili at lunch or a bean dip or hummus for snacks, with chopped vegetables or wholegrain crackers.
- Provide individual cups of trail mix made with nuts, dried fruit and whole grain cereals as a snack.

Emphasize healthy carbohydrates

Some carbohydrates – such as white breads, rice and pastas, cookies and cakes – can make us feel tired and unable to concentrate soon after we eat them. Other carbohydrates – such as vegetables, fruit, whole grains and low-fat dairy products – do just the opposite: they provide our bodies with the long-lasting fuel we need to function properly throughout the day. Emphasize healthy carbohydrates at your meetings by choosing:

- wholegrain cereals, breads and bagels for breakfast
- brown rice and wholegrain pastas for hot meals or cold salads
- wholegrain bread or wraps for sandwiches, and
- wholegrain bars, muffins (bran or oatmeal, for example) and crackers for snacks.

Be careful what drinks you choose

Drinks such as pop, slushies, fruit-flavoured drinks, iced tea and lemonade contain a lot of added sugar. Instead, provide:

- pitchers or bottles of water (sparkling or plain)
- 100% fruit or vegetable juices, and
- 2% or less milk or fortified soy drinks.



Coffee and tea can be a healthy source of fluids – although people should limit their intake of caffeine to about 400 to 450 mgs a day, which is about three 6-ounce cups of coffee a day and a bit more if you drink tea, which contains less caffeine. Just make sure you also provide decaffeinated or herbal options, and:

Make 'em walk for their food

Norm Silins is the General Manager of Olympic Services for Bell Canada, in charge of telecommunications technology for the 2010 Olympic and Paralympic Winter Games. Norm goes to a lot of meetings – as many as three a day – and has been responsible for ordering food for a number of intensive, all-day planning sessions. He has learned the hard way “what food will give you energy and what food will bring you down.”

Says Norm: “Never, ever order pizza, because people (including me) will eat way too much of it and they’ll slow down and lose energy. Work and productivity suffer with bad food choices. I also like to serve food a little bit away from where people are sitting. If they have to walk to get it, they’ll eat less than if it’s right in front of them.”

- supply 2% or less milk and a sugar substitute, and
- avoid creamers and flavoured creams, coffee whiteners, packaged hot chocolate and apple cider mixes (real cocoa made with low-fat milk is okay).

Reduce added fat, salt and sugar

It might seem hard at first, but in fact it's very easy to reduce fat, salt and sugar in the food and drink we serve at meetings, events and conferences. To make simple but healthy changes to what you order:

- Ask for food to be prepared with little or no added fats and oils.
- Request meat, fish or poultry dishes to be baked, poached, grilled, steamed or broiled (never fried).
- Always offer a vegetarian option at meals.
- Ask for sauces and salad dressings (always low-fat and low-salt) to be served on the side.
- Ask for the bread in sandwiches to be buttered lightly or on one side only.
- Choose broth- or tomato-based sauces and soups, rather than creamed.
- Offer fruit spreads for bread, muffins or bagels instead of butter or margarine.
- Avoid serving processed cheese and meat (bologna, bacon, pepperoni, etc.).
- Limit cakes, pastries, donuts, cookies and squares, and do not put out bowls of candy or mints on the meeting tables.

Did you know ...

Many soup kitchens or shelters would be happy to take any leftovers that do not require refrigeration, such as whole fruit and vegetables and baked goods without cream or meat fillings.



Offer smaller portions

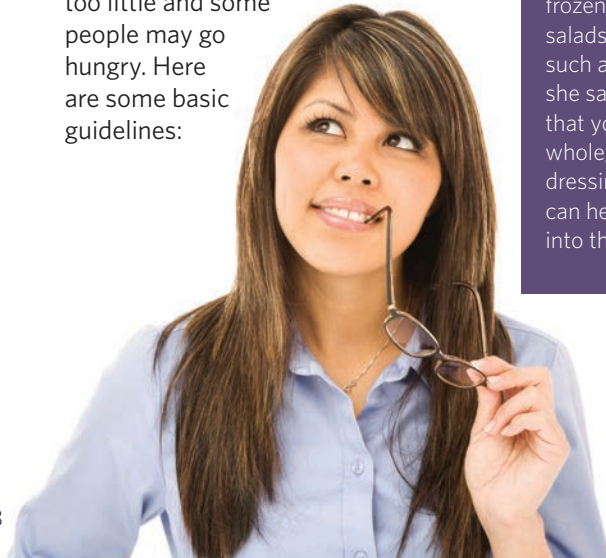
For many of us, it's not what we eat but how much that's the problem. Many restaurants today automatically "supersize" their portions, and we've become used to thinking of these as the "correct" portion sizes. In fact, to be healthy, our portions should generally be much smaller. (Please see *Canada's Food Guide* for more information on portion sizes.)

Help your participants by:

- providing mini-bagels, cookies and muffins (or cutting larger ones in half)
- asking for sandwiches and wraps that contain only two slices of meat or poultry
- cutting cheese (low-fat, of course) into small squares or slices, and
- offering fruit juices and other drinks in maximum 1-cup (250mL) sizes only.

How Much to Order

It's always tricky trying to figure out how much to order for a meeting, event or conference. Too much, and it might go to waste; too little and some people may go hungry. Here are some basic guidelines:



Creative solutions for northern and remote communities

Sue Hamilton, Territorial Nutritionist for the Government of Nunavut, points out that "fresh produce, wholegrain products and low-fat cheese and salad dressings may not always be available in remote communities – but there are ways to offer healthier food choices."

Sue suggests working with local caterers to come up with creative solutions for adding fruits and vegetables to meeting menus, such as using canned legumes and frozen vegetables as a base for salads and offering frozen fruits, such as berries, for dessert. Also, she says, "telling a store manager that you will need fat-free yogurt, wholegrain bread or low-fat salad dressings for an upcoming meeting can help introduce these foods into the community."



FOOD/BEVERAGE	PER PERSON
FRUIT	1 piece of whole fruit ½ cup (125mL) sliced fruit or fruit salad 1 cup (250mL) 100% fruit juice
VEGETABLES	1 cup (250mL) raw, leafy vegetables ½ cup (125mL) cooked or fresh vegetables 1 cup (250mL) 100% vegetable juice
WHOLEGRAIN PRODUCTS	Bagel – 1 small or ½ large Bannock – 1 small or ½ large Muffin – 1 small or ½ large Bread – 2 slices 1 dinner roll ½ cup (125mL) low-fat granola ½ cup (250mL) pasta ½ cup (125mL) brown rice
MEATS AND ALTERNATIVES	3 ounces (100g) of meat, fish or poultry ¼ cup (60mL) nuts or seeds
MILK AND ALTERNATIVES	1 cup (250mL) low-fat milk ¾ cup (175g) low-fat yogurt 1½ ounces (50g) low-fat cheese
SANDWICHES/WRAPS/PITAS	1 sandwich on wholegrain bread ½ wholegrain wrap ½ wholegrain pita
SOUP	1 cup (250mL) broth- or tomato-based
SALADS	1 cup (250mL) mixed greens or spinach
COOKIES AND SQUARES	1 small cookie or ½ large cookie 1 small square or ½ large square

Healthy Doesn't Have to Mean Boring

Eating is one of life's greatest pleasures, and eating healthy foods should be just as much of a pleasure as eating not-so-healthy ones. We've assembled a series of sample menus that allow for lots of choice – **covering at least three of the four food groups at meals and two at snacks** – as well as lots of good tastes.

Breakfast or Morning Snacks

For all-day conferences, meetings between 7:30 and 9:00 am, or over two hours:

Sample 1:

- Assorted fruit (whole or sliced) or fruit salad
- Wholegrain bread or bagels (small or cut in half) and/or low-fat, wholegrain muffins (small or cut in half)
- Peanut butter and/or low-fat cream cheese
- Fruit jam or jelly
- Water, coffee (regular and decaf), tea (regular and herbal), 100% fruit juices and 2% or less milk.



Sample 2:

- Assorted sliced fruit or fruit salad
- Frittata made with spinach and mushrooms
- Wholegrain bread or bagels (small or cut in half)
- Fruit jam or jelly
- Water, coffee (regular and decaf), tea (regular and herbal) 100% fruit juices and 2% or less milk.

For mid-morning meetings over two hours or morning breaks in all-day conferences:

Tips for self-catered meetings

You probably don't need a professional caterer for smaller meetings or simple menus. Your local grocery store carries everything you may need to provide a healthy meal or snack. To make your work easier:

- Look for items that require minimal preparation, such as pre-cut fruit and veggies. They may be more expensive, but will save you time.
- Ask the deli department or bakery to slice foods for you.



Sample 3:

- Assorted sliced fruit
- Low-fat yogurt (vanilla, plain and fruit flavours)
- Low-fat granola
- Water, coffee (regular and decaf), tea (regular and herbal), 100% fruit juices.

Sample 4:

- Assorted whole fruit
- Low-fat cheese (less than 20% fat) and wholegrain crackers, water, coffee (regular and decaf), tea (regular and herbal), and 2% or less milk.



Afternoon Snacks

For mid-afternoon meetings over two hours or afternoon breaks in all-day conferences:

Sample 1:

- Vegetable tray with low-fat yogurt and/or low-fat sour cream dip
- Trail mix or nut/seeds served in small cups
- Water, coffee (regular and decaf), tea (regular and herbal), 100% fruit juices and 2% or less milk.

Sample 2:

- Fruit skewers
- Low-fat yogurt (vanilla, plain and fruit flavours)
- Water, coffee (regular and decaf), tea (regular and herbal).

Northern bites

If you live in the North, consider substituting traditional foods and dishes for those suggested here. For example:

- instead of bagels or muffins for breakfast, serve whole wheat bannock
- instead of ham or beef in sandwiches, try sliced baked caribou or muskox
- instead of vegetable soup for lunch, serve Arctic char or muktuk chowder
- instead of chicken for dinner, try moose or seal stew with vegetables.

Sample 3:

- Assorted whole fruit
- Low-fat cheese (less than 20% fat) and wholegrain crackers, or wholegrain tortilla chips with salsa or blackbean dip
- Water, coffee (regular and decaf), tea (regular and herbal), and 2% or less milk.

Lunch or Dinner



Sample 1:

- Garden salad with low-fat dressings on the side
- Wholegrain sandwiches, pitas, wraps or tortillas, with fillings made from:
 - sliced chicken or turkey breast or lean meat
 - salmon, char, tuna or egg mixed with low-fat mayonnaise
 - vegetables with low-fat cream cheese or hummus
- Low-fat, wholegrain fig bars or fruit cobbler
- Water, coffee (regular and decaf), tea (regular and herbal), 100% fruit juices and 2% or less milk.

Sample 2:

- Chickpea or lentil salad with vegetables
- Wholegrain rolls
- Assorted fruit with 2% or less yogurt dip
- Water, coffee (regular and decaf), tea (regular and herbal), 100% fruit juices and 2% or less milk.



Sample 3:

- Lemon Mustard Chicken with Barley Pilaf and Ginger Orange Carrots*
- Baked Apples*
- Water, coffee (regular and decaf), tea (regular and herbal), and 2% or less milk.

*Recipes for these tasty and nutritious dishes are posted on *Healthy U* Alberta (www.healthyalberta.com).



New belt or new lifestyle?

The Government of Alberta's *Healthy U* website (www.healthyalberta.com) includes real-life stories of people who have made healthy changes to their lives. One of those people is Patrick Davis.

One day after Patrick wolfed down a Double Burger Combo at his desk, he went to loosen his belt, only to discover that he'd already reached the loosest setting. But instead of buying a new belt, Patrick "just said no more fast food, no more desk lunches. Now I go for a short walk every lunch hour, even if it's just to the salad bar down the street." And his old belt now fits again.

Meetings that Last More than One Day

If your meeting or conference is scheduled to last more than one day, you will most likely be working with a caterer or a hotel chef to plan meals and snacks.

Be clear **before you book** with the caterer or chef that you want healthy food and drinks only. If the caterer or chef does not want to modify set menus or change cooking methods to provide the healthy food you have asked for, find another.

Remember to stress that you do not want to serve the same foods to participants over and over again – healthy eating does not have to be boring eating!

You're the Boss

Ask your caterer or chef to avoid fried foods and to prepare all foods with as little fat, salt and sugar as possible. Also ask your caterer/chef to serve:

- vegetables and fruit with every meal or snack
- wholegrain cereals, breads, pastas and brown rice
- smaller portion sizes for full meals
- mini bagels, muffins and cookies (or cut them in half)
- fresh fruit as a dessert option (with other desserts made with fruit or with fruit toppings)
- sauces, salad dressings and salad toppings – such as croutons or cheese – on the side
- a vegetarian option at every meal, and
- a fish entrée for at least one meal.

Aiming high in Yukon

In 2006, Judy Shannon took on a gigantic challenge: organizing a four-day conference for about 350 people in Whitehorse, Yukon, where healthy food is often hard to find and all food is expensive.

“I wanted people to come to the National Energy and Mines Ministers’ Conference here and experience something they never had before,” says the Mineral Development Officer for Yukon’s Department of Energy, Mines and Resources, “and then I wanted them to say they can’t wait to come back! I wanted them to experience meals that were healthy, but that they would never forget, that highlighted the variety and quality of Yukon products.”

To achieve her goals, Judy worked closely with the chef at the host hotel to develop menus for both meals and snacks. “Chefs love to highlight their talent,” she says, “so I just told him my budget and what I wanted then let him loose, and he was fantastic. The food was different and it was good and people raved about the meals.”

Making Your Meetings Both Safe and Environmentally Friendly

Food Allergies and Restrictions

Some people are allergic to certain foods, such as shellfish, peanuts, tree nuts and fish. Others need to restrict what they eat for religious or health reasons (for example, someone with high blood pressure may have been told to severely limit salt, while someone with diabetes must be very careful about his or her sugar intake). Still others may be vegetarians or vegans by choice.

To help make sure you meet the dietary needs of the people attending your meetings, events or conferences:

- For staff in your office, keep a file listing each person's allergies or dietary restrictions.
- For any employee at risk for a severe allergic reaction, ask for a copy of his or her emergency treatment plan so you know what to do in case of an accident.
- For visitors, ensure you have a selection of food and drink options that they can pick and choose from (naturally low-fat, low-salt, low-sugar selections, such as vegetables and fruit, are usually suitable for everyone).
- For registered events or conferences, make sure your registration forms have a space where participants can indicate any food allergies or dietary restrictions.



Food Safety

A food-borne illness may occur when a person eats food infected with disease-causing bacteria, viruses or parasites.

The most common symptoms of a food-borne illness are stomach cramps, nausea, vomiting, diarrhea, headaches and/or fever. These symptoms may appear within a few hours

or as long as a few days after eating contaminated food. They usually last only a day or two, but the symptoms can linger as long as a week to 10 days. In severe cases of food-borne illness, the effects can be permanent.

Meat, chicken and turkey, seafood, eggs, vegetables and fruit, milk and milk products may all carry the germs responsible for food-borne illnesses. When you handle these foods, you may also transfer the germs to other foods, as well as to counters, tables, cutting boards or utensils.

To help prevent food-borne illnesses at your meetings, events or conferences:

- Make sure all food and drinks are delivered
 - at the right serving temperature (hot or cold)
 - just before serving time, and served within 30 minutes of delivery.
- Supply (or ask your caterer to supply) serving utensils for each dish.
- Make sure everyone responsible for preparing, displaying or serving food washes his or her hands well with hot water and soap before serving.

Did you know ...

Health Canada estimates that there are 11 to 13 *million* cases of food-borne illness in Canada every year.

Changing in Saskatchewan

Change can be a slow and difficult process. Look at how many years it took the recycling message to be accepted by Canadians – but the change in thinking and practice did indeed happen, and our country is now one of the leaders of the worldwide recycling movement. And it can happen with healthy eating as well.

For example, one year after the Heartland Health Region in Saskatchewan introduced a food and nutrition policy, a remarkable three-quarters of staff surveyed reported that the policy had helped them eat more nutritiously at work either “a lot” or “somewhat.” It’s a great start.

- Keep cold food – such as salads and dairy products – cold (4° C or colder) by nesting dishes or bottles/milk containers in bowls of ice, or bringing out small quantities from a refrigerator at regular intervals.
- Keep hot food hot (60° C or warmer) by using chafing dishes, slow cookers or warming trays, or bringing out small quantities from an oven or microwave at regular intervals.
- Do not leave perishable food, such as cheese plates, prepared sandwiches or cut fruit and vegetables, at room temperature for more than two hours. After two hours at room temperature, throw all perishable food away.

Go Green

To promote “greener,” more environmentally friendly meetings:

- Choose reusable, washable plates, glasses, coffee cups, serving containers and utensils.
- Use cloth napkins if possible.
- Supply water in pitchers rather than bottles.
- Provide food, drinks and condiments in bulk containers rather than single servings to minimize waste.
- Place recycling containers in the room for cans, bottles and paper.



Eat Smart, Move Smart

Any meeting that lasts over an hour should have a physical activity break to keep participants fresh, engaged and energized. It's especially important to schedule regular activity breaks for meetings that stretch over many hours or days.

Activities for Any Meetings

To infuse energy (and fun) into any meeting, build time for physical activity into your agenda and:

- Encourage people to walk around the building (but not back to their desks!) or up and down the stairs for at least part of every break.
- Play up-tempo music during breaks so people can walk in time or even dance around the room if they'd like to. Or how about a group performance of the Macarena?
- Lead your group in a three- or four-minute stand-up-and-stretch break, where everyone gently stretches their necks, shoulders, arms, hands, legs, feet and back.

Voluntary but encouraged

"You should strongly encourage physical activity," says Toby Green, Physical Activity Manager for the B.C. Ministry of Health, "but remember that all physical activities should be completely voluntary."

Toby recommends that meeting organizers allow participants to go at their own pace. "Advise them to do only what feels good and to stop immediately if anything hurts," he says. He also advises that activities should be simple and safe, and "unless you warn people in advance to bring their runners or a change of clothes, the activities shouldn't require any special clothes or shoes - or professional leaders, for that matter, unless you're offering organized classes as part of a longer conference."

Activities for Longer Meetings

For all-day or longer meetings, events and conferences:

- Schedule both short (see above) and longer, 20- or 30-minute physical activity breaks – perhaps at lunch – which might include a walk around the neighbourhood.
- Consider making the dress code for your meeting “casual” to encourage people to move more.
- Hire a professional leader to provide an early morning aerobics, tai chi or yoga class for interested participants (make sure you mention it in your registration forms).



- Pick a meeting place that has on-site fitness facilities or advise participants of local gyms and fitness classes, walking routes, running or biking trails.
- Offer draw prizes for participants who manage to be physically active for at least 30 minutes each day of a multi-day meeting.

For More Information

Additional Eat Smart, Meet Smart resources are available online. These include:

- a healthy meeting certificate you can put up at your meetings to show you have followed the Eat Smart, Meet Smart guidelines
- a healthy meeting workplace policy
- a healthy meeting checklist
- easy-to-use order sheets for meals and snacks, and
- more about how to accommodate food allergies and dietary restrictions, including a form for participants to fill out as part of their registration package.



Did you know ...

In season, locally grown and produced foods are fresher and are often less expensive than imported products. Buying local also supports local farmers and producers and helps reduce the number of trucks on the road.

To find these additional resources, please go to:

- In Manitoba: www.gov.mb.ca/healthyliving
- In Saskatchewan: www.health.gov.sk.ca/healthy-living
- In Alberta: www.healthyalberta.com
- In British Columbia: www.actnowbc.ca
- In the Yukon: www.hss.gov.yk.ca and search under Health Promotion

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THE WESTERN AND NORTHERN CANADIAN COLLABORATIVE FOR HEALTHY LIVING
IS A PROVINCIAL/TERRITORIAL PARTNERSHIP WORKING TOGETHER TO
CREATE HEALTH-PROMOTING ENVIRONMENTS .



Appendix C

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Appendix D

Planning Tools

Planning Tool—Healthy Choices Committee Plan

People who may be interested in attending the initial meeting:

	POTENTIAL COMMITTEE MEMBERS:	WHAT THEY MAY CONTRIBUTE TO THE HEALTHY CHOICES INITIATIVE:
Vending		
Concession		
Patrons		
Recreation Staff		
Recreation Management		
Decision Makers/ Leaders		

People who may be interested as partners:

	POTENTIAL PARTNERS:	WHAT THEY MAY CONTRIBUTE TO THE HEALTHY CHOICES INITIATIVE:
Community Nutritionist		
Community Members or Organizations		
Businesses (eg. grocery stores)		

Planning Tool—Recreation Facilities Assessment for Healthy Choices

Adapted from Heart Check, Healthy Work Place Toolkit

This re-assessment will help you identify and plan improvements in the recreation facility. It is similar to Planning Tool #2, but reworded slightly to be more of a checklist of action taken – at this point, you can use it to determine whether each item is fully in place, could be improved, under development or not in place. In cases where the grading system is not entirely relevant, use the ranking number (e.g. 3, 2, 1, 0) to assess and weigh appropriately. For items not assessed as 3s, use the Priority Setting Grid and Healthy Choices Work Plan to determine which should be designated for further development. "Guidelines" refers to the *Nutritional Guidelines for Vending Machines in BC Public Buildings*.



FACILITIES ASSESSMENT

☐ **Baseline:** Date _____

☐ **Follow-up:** Date _____

This assessment will help you identify and plan improvements in your recreation facility's overall food environment. You may wish to complete this assessment for only one facility, or as an overall picture of many facilities. You will be assessing the following categories for your organization:

- A. Strategic Planning
- B. Supportive Environments
- C. Communication and Education

Work through the assessment checklists on the following pages and identify how closely each statement best describes your facility(s)'s current stage of development. You can return to redo the assessment year after year to track your organization's progress.

This assessment may be completed by just one person or in a group format. To begin, please fill out the following information:

Community: _____ Facility(s): _____ This Assessment was completed by: <input type="checkbox"/> Project coordinator/staff: _____ <input type="checkbox"/> Consultant: _____ <input type="checkbox"/> Committee: _____ Contributing members: _____ _____ _____ _____		What type of food sales outlets are in the facility(s)?		
		Publically operated and/or funded	Privately operated by contractor	Voluntarily operated
Cafeteria		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Snack Bar/Concession		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Snack Vending Machines		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beverage Vending Machines		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising (e.g. bake sales or BBQs)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



STRATEGIC PLANNING				
	Fully in Place	Partially in Place/ Could be Improved	Under Development	Not in Place
a) A Healthy Choices Committee has been formed.	3	2	1	0
b) A Healthy Choices Plan and goals has been written and approved by decision makers.	3	2	1	0
c) A Healthy Choices Policy has been written and approved by decision makers.	3	2	1	0
d) The facility has dedicated resources to implement the plan and/or policy.	3	2	1	0
e) The facility's healthy choices goals are monitored and evaluated annually.	3	2	1	0
Column Totals →				
Add the total points from the column totals= Category Total →				
(Category Total ÷ 15 x 100)= Category Score →				%
This represents how close your facility comes to ideal in the strategic planning category.				



SUPPORTIVE ENVIRONMENTS					
	Fully in Place	Partially in Place/ Could be Improved	Under Development	Not in Place	
a) The following serve healthy choices in accordance with any Provincial or Territorial Nutrition Guideline. The BC healthy choices are based on Nutrient Criteria for 50% Sell Most, 50% Sell Sometimes*:					
i. Vending machines	3	2	1	0	
ii. Food services (cafeteria, concession, café etc.)	3	2	1	0	
iii. External recreation programs	3	2	1	0	
iv. Internal recreation programs	3	2	1	0	
v. Events	3	2	1	0	
vi. Fundraising	3	2	1	0	
b) Recreation staff members work in a healthy choice setting (e.g. food served during meetings is healthy, there is space for staff to sit and eat their meals. For example, Eat Smart Meet Smart).	3	2	1	0	
c) Vulnerable populations are supported in having access to healthy foods (e.g. farmers market, community kitchen).	3	2	1	0	
d) There are one or more comfortable eating spaces available in the facility (e.g. seating, drinking fountains).	3	2	1	0	
e) The facility is free from any promotion or marketing of Do Not Sell* food and beverages.	3	2	1	0	
Column Totals →					
Add the total points from the column totals= Category Total →					
This represents how close your facility comes to ideal in the supportive environments category. $(\text{Category Total} \div 30 \times 100) = \text{Category Score} \rightarrow$					
					%

*Refer to Appendix 3 in the Healthier Choices in Vending Machines in BC Public Buildings Policy <http://www.health.gov.bc.ca/healthyeating/pdf/vending-policy-2014.pdf>

PLEASE CONTACT your Provincial or Territorial Coordinator for support (if applicable).



COMMUNICATION & EDUCATION					
	Fully in Place	Partially in Place/ Could be Improved	Under Development	Not in Place	
a) Nutritional training is provided for staff and volunteers.	3	2	1	0	
b) Food Safety training is provided for staff and volunteers.	3	2	1	0	
c) The public is made aware of the facility's healthy choice initiatives. (e.g. newsletter, website, posters)	3	2	1	0	
d) Workshops, classes or other educational opportunities in relation to healthy eating are offered regularly.	3	2	1	0	
e) Staff members are supported making healthy changes to the facility.	3	2	1	0	
f) Programs or initiatives are underway to educate children or the public about healthy food choices.	3	2	1	0	
Column Totals →					
Add the total points from the column totals= Category Total →					
This represents how close your facility comes to ideal in the communication and education strategy. $(\text{Category Total} \div 18 \times 100) = \text{Category Score} \rightarrow$					%



FACILITIES ASSESSMENT FINAL SCORE

Community: _____

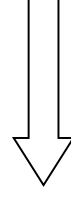
Date: _____

- Transfer the category scores from the bolded boxes for each of the three assessment areas into the tally box below.
- Compare with future, annual re-assessments to track your progress.
- Be sure to save this record of your facility's status.

Example: (15/30 = 50%)

CATEGORY	Category Total	Out of	Category Score (%)
Strategic Planning		15	
Supportive Environments		30	
Communication & Education		18	
Add top 3 scores for the TOTAL →		63	

This score represents how close your healthy choice facility comes to ideal. Use this percentage to assess your progress from year to year.



Please return completed forms to your Provincial or Territorial Coordinator (if applicable). Thanks!

Planning Tool—SWOT Brainstorming for Healthy Choices

SWOT Matrix

- What are the threats and opportunities present in the external environment?
- What are the strengths and weaknesses inside the facility and community that affect this initiative

STRENGTHS	WEAKNESSES
OPPORTUNITIES	THREATS

Planning Tool—Priority Setting Grid

Proper prioritizing is based on the importance and feasibility of needs.

A need is judged to be important when:

- It is relevant to your organization;
- It is urgent;
- The size of the gap is neither too large nor too small; and,
- It affects a lot of people.

A need is judged to be feasible when:

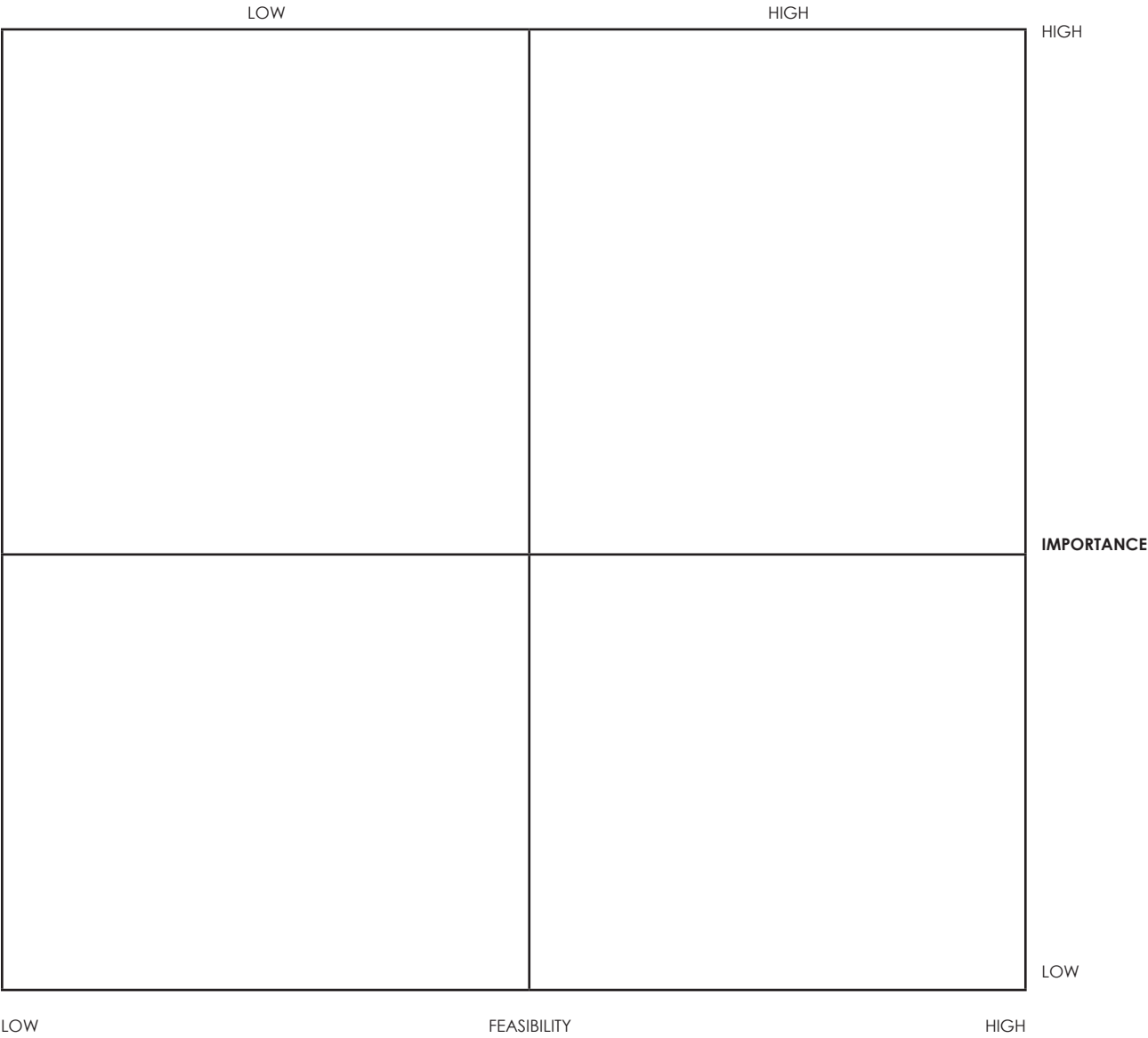
- It is acceptable to the “community;”
- You have the resources to address it;
- The probability of change is high; and
- Participants perceive it as feasible.

Use the ideas from the brainstorming session and organize them into the priority grid below, according to the importance and feasibility of each.

Place the ideas into the various quadrants according to high or low importance and high or low feasibility. The ideas that are both highly feasible and highly important will form your highest priorities for action planning (the DO part of the PDSA approach) and for resources and energy.

Remember: it's important early on to tackle changes that are “easy wins” (high feasibility). When a committee experiences early success they will stay motivated and positive during more difficult changes.

Priority Setting - Two-dimensional Graph of Importance and Feasibility



Planning Tool—Healthy Choices Work Plan

Use the priorities for action that were identified in the Priority Grid to plan how you will make changes. Use this worksheet to guide you through the process. Use the five-point scales defined below to rank each action on six dimensions (importance, cost, time, commitment, feasibility, receptiveness). Add up the points for each action to get total points. Use the totals to help you choose top-priority actions for implementation by your Healthy Choices Committee. Continue to use the table to plan future actions and measure progress from year to year. How important is the action to our healthy choices goals?

IMPORTANCE	How important is the action to our healthy choices goals? 5=Very Important 3=Moderately Important 1=Not Important
COST	How expensive would it be to plan and implement the action? 5=Not Expensive 3=Moderately Expensive 1=Very Expensive
TIME	How much time and effort would it take to implement the action? 5=Little or no time and effort 3=Moderate time and effort 1=Great time and effort
COMMITMENT	How enthusiastic would the facility staff and decision makers be about implementing the action? 5=Very Enthusiastic 3=Moderately Enthusiastic 1=Not Enthusiastic
FEASIBILITY	How difficult would it be to attain or sustain the action? 5=Not Difficult 3=Moderately Difficult 1=Very Difficult
RECEPTIVENESS	How receptive will staff be to using this action (if applicable) 5=Very Receptive 3=Moderately Receptive 1=Not Receptive

IMPORTANCE	5	4	3	2	1	Rank
	Very Important		Moderately Important		Not Important	

Date of Planning for Action: _____

ACTIONS: STRATEGIC PLANNING	IMPORTANCE	COST	TIME	COMMITMENT	FEASIBILITY	RECEPTIVENESS	TOTAL POINTS	PRIORITY ACTION [Y/N]
1.								
2.								
3.								
4.								
5.								

ACTIONS: SUPPORTIVE ENVIRONMENT	IMPORTANCE	COST	TIME	COMMITMENT	FEASIBILITY	RECEPTIVENESS	TOTAL POINTS	PRIOR- ITY ACTION [Y/N]
1.								
2.								
3.								
4.								
5.								

ACTIONS: COMMUNICATION & EDUCATION	IMPORTANCE	COST	TIME	COMMITMENT	FEASIBILITY	RECEPTIVENESS	TOTAL POINTS	PRIORITY ACTION [Y/N]
1.								
2.								
3.								
4.								
5.								

Planning Tool—Action Plan Work Sheet

Priority _____ Goal: _____

TASKS TO COMPLETE	WHO IS RESPONSIBLE?	INTENDED COMPLETION DATE	COST
1.			
2.			
3.			
4.			
5.			

Resources you will need: _____

Key contacts: _____

Indicators of success: _____

(copy as needed)



VENDING AUDIT

☐ **Baseline:** Date _____
☐ **Follow-up:** Date _____

This tool will help you to audit your facilities vending machines to see how the currently stocked products score according to the Nutrient Criteria in Appendix 3 of the [Healthier Choices in Vending Machines in BC Public Buildings](#). The Brand Name Food List is an online tool that uses the Criteria to score packaged products. As a part of your Healthy Food and Beverage Initiative, you may wish to audit vending in one facility or many.

This audit will require the following steps:

- STEP 1:** Create a product stock list for 2 snack and 2 beverage machines.
- STEP 2:** Complete a scorecard for these machines on the Brand Name Food List.
- STEP 3:** When you have completed the audit send a copy to your Provincial or Territorial Coordinator (if applicable) and/or keep a copy for your own records.

<http://www.health.gov.bc.ca/healthyeating/pdf/vending-policy-2014.pdf>

Community: _____ **Facility(s) Included in Audit:** _____

Date: _____

This Assessment was completed by the following (check all that apply and fill in name):

- ☐ **Project coordinator:** _____
- ☐ **Consultant:** _____
- ☐ **Other staff/special contract:** _____

(VENDING AUDIT Step 1 – Machine #1...)

[illegible]



VENDING AUDIT STEP 1: VENDING STOCK LIST

Record the code slot location by its code in the machine. Then identify the product that is in each slot according to the company that produces the product, the product's name, flavour, size and current selling price. This information will help you to find the product on the Brand Name Food List in Step 2.



Along with each stock list please **include a photo or two** of the machine that shows its current products and promotional images.

Vending Machine #2 (specify machine location so you can re-audit after changes have been made to evaluate) _____

Machine Type: ☐ Snack ☐ Beverage

Vending Machine Purpose: ☐ Cafeteria ☐ Fundraising ☐ Other

Vendor Company Name: _____

Advertising on Machine (describe): _____

Slot Location (e.g. A1 or "top left" etc.)	Company Name (e.g. Pepsi, Lays, Doritos etc)	Product Name & Flavour (e.g. Gatorade-Berry Blast, Doritos Chips-Salsa, Mars Bar)	Size (ml or g)
A1			

(VENDING AUDIT Step 1- Machine #2 ...)

[illegible]

Record the code slot location by its code in the machine. Then identify the product that is in each slot according to the company that produces the product, the product's name, flavour, size and current selling price. This information will help you to find the product on the Brand Name Food List in Step 2.



Vending Machine #3 (specify machine location so you can re-audit after changes have been made to evaluate)

Vending Machine Purpose: ☐ Cafeteria ☐ Fundraising ☐ Other

Advertising on Machine (describe):

[illegible]

(VENDING AUDIT Step 1 – Machine #3 ...)

[illegible]

Record the code slot location by its code in the machine. Then identify the product that is in each slot according to the company that produces the product, the product's name, flavour, size and current selling price. This information will help you to find the product on the Brand Name Food List in Step 2.



Vending Machine #4 (specify machine location so you can re-audit after changes have been made to evaluate)

Vending Machine Purpose: ☐ Cafeteria ☐ Fundraising ☐ Other

Advertising on Machine (describe):

[illegible]

(VENDING AUDIT Step 1- Machine #4 ...)

[illegible]



VENDING AUDIT STEP 2: SCORE FOOD & BEVERAGES

1. Go to the Brand Name Food List <https://bnfl.healthlinkbc.ca/> (register if you have not used the list before).
2. Set up a scorecard.
3. Find the products on your stock list for each machine and enter them on your scorecard →
4. Submit score cards after all items on the stock list have been added. You will be able to save and print these scorecards.
5. Send step 1 stock lists and brand name food lists to your Provincial or Territorial Coordinator (if applicable) or and/or keep a copy for yourself.

RESULTS

Machine #	Do Not Sell	Sell Sometimes	Sell Most
1	%	%	%
2	%	%	%
3	%	%	%
4	%	%	%

Please send completed forms to your Provincial or Territorial Coordinator (if applicable).
Thanks!

Tips for your scorecard

- Enter the key word – e.g. snacks or dairy (start your search very general for best success)
- If your machine has more than one of the same product, save time by adding these to the list all at one time using the 'quantity' field

Can't find an item on the list?

- If this is a 'junk food item" likely to be rated as not recommended, enter 'generic' into the keyword field and use one of generic list entries.
- Otherwise submit item to be added to the list or score manually using the Nutrient Criteria in Appendix 3 of the Healthier Choices in Vending Machines in Public Buildings Policy. Click the submit button and provide the products ingredients and nutritional information. Obtain this information from the package or by contacting the manufacturer. When the product gets added to the list you can add it to your scorecard.

Need help?

In BC speak to a Registered Dietitian at Dietitians Services at HealthLink BC by dialing 811 or send an email to foodpolicy@gov.bc.ca.
Otherwise speak to your Provincial or Territorial Coordinator (if applicable)



FOOD SERVICES AUDIT

☐ **Baseline:** Date _____

☐ **Follow-up:** Date _____

Please complete this form before and after making changes if your facility's concession, cafeteria, snack bar or other food outlet is being addressed in your project's intended activities.

The goal should be to working towards your Provincial or Territorial Nutritional Guidelines. If none exist you can use the BC Nutrient Criteria for [Healthier Choices in Vending Machines in BC Public Buildings](http://www.health.gov.bc.ca/healthyeating/pdf/vending-policy-2014.pdf): at least 50% Sell Most and up to 50% Sell Sometimes options.

<http://www.health.gov.bc.ca/healthyeating/pdf/vending-policy-2014.pdf>

Community: _____

Facility(s): _____

This Assessment was completed by:

☐ **Project coordinator/staff:** _____

☐ **Consultant:** _____

☐ **Committee:** _____

Contributing members: _____

What best describes this food service outlet?

☐ Concession

☐ Snack bar/Café

☐ Cafeteria

☐ Restaurant

Note: If you have more than one food service outlet, it is ideal to complete this form for each outlet. This will provide a sample evaluation to represent all outlets.

Please return completed forms to your Provincial/Territorial Coordinator (if applicable). Thanks!

Description of Food Outlet

Please briefly describe your food service outlet.

How long has it been in operation? _____

Where in the facility is it located? _____

Who typically eats here? _____

Is there seating? If yes, please describe (how much, situation etc.): _____



Please attach a few photos of the food outlet, showing current menus, food placement and promotional images.



Operations

What are the regular hours of operation of this food outlet? _____

What are the regular hours of operation of your recreation facility? _____

Is this facility used as a Teaching Kitchen? ☐ Yes ☐ No ☐ Not possible

Who operates this food outlet? ☐ Staff ☐ Volunteers ☐ Contractor

If the outlet is operated by a contractor, please provide a status of your facility's contract:

Name of Contractor: _____

Time remaining in contract: _____

Is this contract negotiable? ☐ Yes ☐ No ☐ Not sure

Profits from this concession go to:

- ☐ Contractor
- ☐ Fundraising
- ☐ Operational Budget
- ☐ Other: _____

Food Storage & Preparation Tools

Where are the freshly prepared foods sold at this outlet prepared?

☐ On site ☐ Contracted and brought in ☐ Both ☐ Not applicable

Please indicate which of the following are currently present in this food outlet:

- | | | |
|-------------------------------------|--|--|
| <input type="checkbox"/> Crock Pot | <input type="checkbox"/> Rotisserie | <input type="checkbox"/> Freezer |
| <input type="checkbox"/> Deep Fryer | <input type="checkbox"/> Heating Box/ heat lamps | <input type="checkbox"/> Refrigerated Display Case |
| <input type="checkbox"/> Oven | <input type="checkbox"/> Blender | <input type="checkbox"/> Storage Fridge |
| <input type="checkbox"/> Toaster | <input type="checkbox"/> Sink (s) # _____ | <input type="checkbox"/> Display Fridge |
| <input type="checkbox"/> Grill | | |

☐ Other: Please describe _____

Promotion of Healthy Food

Are healthy foods subsidized?

☐ Yes ☐ No

Is healthy food and beverage provided at an equal or lower price than less healthy food and beverage?

☐ Yes ☐ No

Are healthy options sold in the facility identifiable with a checkmark or other marker?

☐ Yes ☐ No

Are healthy choices positioned to promote visibility?

☐ Yes ☐ No

Prepared Foods Monitoring Form

Adapted from the Planning Healthy Cafeteria Menus Fact Sheet in the Guidelines for Food & Beverage Sales in BC Schools (2013)

Please tick the appropriate boxes for what is true of this food outlet.

For any pre-packaged food & beverages, please use the Vending Audit tool to assess the Sell Most/Sell Sometimes criteria.

Indicator	Availability, e.g. "Served" or "Offered"				Comments/Notes
	Never	Occasionally 1-2 times/month	Often 1-2 times/week	Always (Most days)	
Vegetables and Fruit					
Fresh fruit is available					
Raw or cooked vegetables are served, with a minimum of added salt, fat, or sauces					
Canned vegetables and fruit are low in added salt and sugar					
Juice is 100% fruit or vegetable juice and is 360 mL or smaller					
Grain Products					
Whole grain products are served at least 50% of the time					
Replace flour with whole grain flour in recipes					
The portion size of baked goods is moderate					
Homemade, or commercial low sodium, low fat products have replaced regular instant noodle products and rice mixes					

Food Stock Monitoring Form

Indicator	Availability, e.g. "Served" or "Offered"				Comments/Notes
	Never	Occasionally 1-2 times/month	Often 1-2 times/week	Always (Most days)	
Milk and Alternatives					
Low fat dairy products are served regularly e.g.					
• milk is 2% MF or less					
• yogurt is 2% MF or less					
• cheese is 20% MF or less					
Milk or soy beverages sold meet the Sell Sometimes or Sell Most nutrient criteria					
Only unprocessed cheeses are served					
Meat and Alternatives					
Alternatives such as beans, lentils, and tofu are served regularly					
Meat, fish and poultry are lean, prepared with a minimum of added fat, and cooked in a manner that reduces total fat (e.g. baked, grilled, roasted)					
Fish is baked or grilled, rather than deep- or pan-fried					
Deli meats, cold cuts, smoked meats etc used for sandwiches, pizzas and other mixed entrees meet the Sell Sometimes or Sell Most nutrient criteria					
Preparation Methods					
Recipes are followed to avoid the unnecessary addition of salt, sugar and fat					
Lower fat cooking methods (baking, grilling, roasting, stir-fry) have replaced deep- and pan-frying					
All soft spreadable margarine and oils meet the restriction of 2% or less trans fat of total fat content					
Recipes or mixes for soups, gravies and sauces are low fat and low sodium					

Food Stock Monitoring Form

Indicator	Availability, e.g. "Served" or "Offered"				Comments/Notes
	Never	Occasionally 1-2 times/month	Often 1-2 times/week	Always (Most days)	
Preparation Methods continued					
Breaded products are baked not fried and meet the Sell Sometimes or Sell Most nutrient criteria					
Use reduced sodium options when choosing canned vegetables, tomato sauces, soups or stocks					
Ready-to-serve or heat-and-serve items are low in fat, sugar and sodium and meet the Sell Sometimes or Sell Most nutrient criteria					
Use reduced or low sodium sauces to enhance flavours					
Beverages					
Water is available to drink					
Other beverages should meet the Sell Sometimes or Sell Most nutrient criteria					
Hot chocolate is made with lower fat milk in a moderate serving size					
Regular coffee/tea are not available for sale to students					
Condiments					
Condiments are offered in small portions and students are encouraged to limit their choices to one to two portions					



Score Your Food Stock Results

Count up the number of times you have check marks in each category

	Never	Occasionally	Often	Always	Total Across
Count					
% Calculation (column number Total across) x100					

Set a goal to change your percentages

Category	% in base scan (from chart above)	Goal to Achieve
Never		
Occasionally		
Often		
Always		

Monitoring Do Not Sell Foods

Total # of Prepared Food on all menus selected for review _____

of Obvious **Do Not Sell*** Foods on these menus _____

List menu items requiring clarification. Find clarification of products by consulting with your community dietitian or by contacting your Provincial or Territorial Coordinator (if applicable).

List Item to Clarify	<u>Do Not Sell</u> Food/Beverage? ✓	Comment
Total #	#	

Total # Do Not Sell _____ (add # obvious and # clarified items)

% Do Not Sell _____ (total not recommended/ total # foods reviewed)

Please send completed forms to your Provincial/Territorial Coordinator (if applicable). Thanks!

*Do Not Sell Foods contain higher amounts of fat, sodium or sugar and may be less nutritious. See Appendix 3 of the Healthier Choices in Vending Machines in BC Public Buildings.

PLEASE CONTACT your Provincial or Territorial Coordinator for support (if applicable).

Evaluation Tool #1—Recreation Facilities Re-Assessment for Healthy Choices

Adapted from Heart Check, Healthy Workplaces Toolkit

Use the Facility Assessment (Planning tool #2, page 83) to evaluate your facility. This re-assessment will help you identify and plan improvements in the recreation facility. Work through the checklist below and determine whether each item is fully in place, could be improved, under development or not in place. If the grading system isn't entirely relevant for an item, use the ranking number (e.g. 3, 2, 1, 0) to assess and appropriately weigh. For items not assessed as 3s, use the Priority Setting Grid and Healthy Choices Work Plan to identify priorities for further development. "Guidelines" refers to the Nutritional Guidelines for Vending Machines in BC Public Buildings (see Section III).