

## HEALTHY MEETINGS & EVENTS GUIDELINES

### Quality of food

- ✓ Serve tasty and attractive meals that include foods from the 4 food groups (*Vegetables and Fruit, Grain Products, Milk and Alternatives, Meat and Alternatives*)
- ✓ Offer healthy beverages:
  - Provide water, milk or soy beverages
  - Offer coffee, tea or herbal tea
  - Limit juice and avoid soft drinks and sweet beverages (regular or diet)
- ✓ Offer healthy deserts and snacks containing fruits, vegetables or dairy products (such as bannick with homemade blueberry sauce, fruit salad, apple or fruit sauce, bowl of fresh fruits, yogurt, yogurt with fruits & granola, homemade milk pudding, vegetables with dip or hummus, cheese, crackers, nuts, seeds, trail mix, homemade oatmeal cookies, homemade muffins, fruit crisp, berry pudding, banana bread)
- ✓ Avoid fried foods, serve foods that are baked, grilled, boiled, stewed, steamed
- ✓ Favor vegetable oil or non-hydrogenated margarine rather than butter, lard or shortening
- ✓ Avoid commercial pastries and snacks (such donuts, cakes, muffins, cookies, chips)
- ✓ Serve cake on special occasions only
- ✓ Avoid processed meat (such as hot dogs, pepperoni, bologna, canned meats, bacon)
- ✓ Limit use of salt, salty seasonings and sauces; use herbs and spices to add flavour
- ✓ Offer whole grain products (such as whole grain bannick, bread or pasta, bran flakes cereals, oatmeal)

### Portion sizes

- ✓ Limit portion sizes (e.g. use smaller plates and cups, serve smaller portions of food)
- ✓ Limit number of starchy foods (maximum 3 starchy food options for a meal, and 1 for a snack)
- ✓ Limit number of snack options (maximum 2 options for a snack) (e.g. fruit and small homemade muffin)
- ✓ Limit juice to small quantities ( $\frac{1}{2}$  cup or a 200 ml juice container)

### Food safety and hygiene

- ✓ Check if people have food allergies, and identify foods containing nuts or nut products (such as peanuts, peanut butter, peanut oil, almonds, cashews, walnuts, sesame seeds and oils)
- ✓ Maintain foods at adequate temperature (refrigerated: 0 to 4°C, frozen: -18°C or below, hot food: 60°C or above)
- ✓ Respect food safety and hygiene regulations
- ✓ Ensure all staff are trained in food safety and hygiene
- ✓ Ensure adequate hand washing
- ✓ Never put food on a platter used for raw meat, fish or poultry
- ✓ Thaw food in the refrigerator, never at room temperature

### Protection of environment

- ✓ Encourage people to bring their own dishes, utensils and cups
- ✓ Use reusable dishes, utensils and cups as much as possible, or biodegradable dishes when not available (do not use Styrofoam or plastic)
- ✓ Use tap water or water dispenser instead of bottled water