

# Food and Nutrition Policy

Template for use by schools, organizations, health regions  
or other groups interested in promoting nutritious foods

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*Developed by the Healthy Eating Team  
of the Northern Healthy Communities  
Partnership, Northern Saskatchewan  
2015*

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Northern Healthy Communities Partnership

<b>Insert Organizational Policy Heading</b>	<b>Title:</b> Food and Nutrition	Date Approved/Revised:
	<b>Approved by:</b>	Revision #:
	Director/Committee Chair Responsible:	
<b>POLICY</b>		

**Policy:**

**Our organization** is committed to promoting, offering and role modeling healthy nutritious foods. **Our organization** will offer food choices consistent with *Eating Well with Canada’s Food Guide* at all occasions when food is served.

**Purpose:**

1. To take a leadership role to fulfill our mission of **organization mission**.
2. To apply and acknowledge the importance of food choices on disease prevention and overall health.
3. To support healthy environments where the healthy choice is the easy choice.

**Procedure:**

1. At **organization** sponsored events when food or beverages are provided for employees, volunteers, clients or the public, the food options will be consistent with recommendations from *Eating Well with Canada’s Food Guide* (see Appendix A). Examples of events include meetings, recognition teas, public forums or workshops. See Appendix B for Healthy Eating Guidelines, Appendix C for recommendations on Beverages and Appendix D for Sample Menus.
2. The cafeteria and vending machines shall offer choices consistent with the Healthy Eating Guidelines at a reasonable price. See Appendix E for examples.
3. If food is brought in by an outside vendor, they will be informed of and follow this policy.
4. Foods will be prepared, served and stored according to Public Health Food Safety standards (see Appendix F).

## Appendix A: Canada's Food Guide

### Canada's Food Guide Recommends:

#### Vegetables & Fruit

- Eat the recommended amount and type of food each day.
- Eat at least one dark green and one orange vegetable each day.
- Choose vegetables and fruit prepared with little or no added fat, sugar or salt.
- Have vegetables and fruit more often than juice.

#### Grain Products

- Make at least half of your grain products whole grain each day.
- Choose grain products that are lower in fat, sugar or salt.

#### Milk & Alternatives

- Drink skim, 1% or 2% milk each day.
- Select lower fat milk alternatives.
- Drink fortified soy beverages if you do not drink milk.

#### Meat & Alternatives

- Have meat alternatives such as beans, lentils and tofu often.
- Eat at least two Food Guide Servings of fish each week.
- Select lean meat and alternatives prepared with little or no added fat or salt.

#### Fats

- Include a small amount of unsaturated fat each day.

#### Beverages

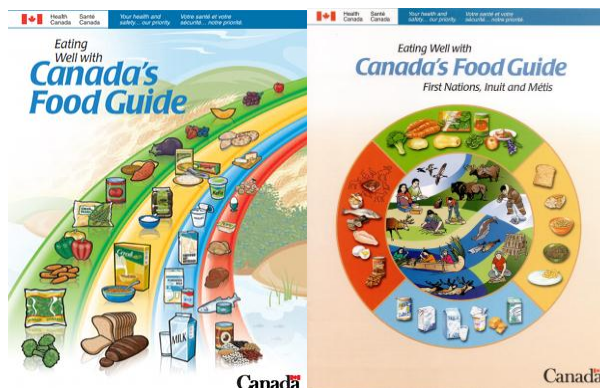
- Satisfy your thirst with water.
- Limit foods and beverages high in calories, fat, sugar or salt.

#### Portion Sizes

- Portion sizes should follow Canada's Food Guide or the hand method.

#### Physical Activity

- Be active every day.



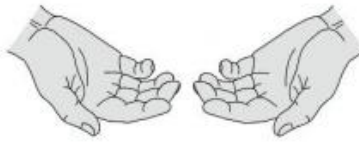
## Food Portions Using the Hand Method:



### FRUITS\*/GRAINS & STARCHES\*:

Choose an amount the size of your fist for each of Grains & Starches, and Fruit.

**MILK & ALTERNATIVES\*:** Drink up to 250 mL (8 oz) of low-fat milk with a meal.



### VEGETABLES\*:

Choose as much as you can hold in both hands.



### MEAT & ALTERNATIVES\*:

Choose an amount up to the size of the palm of your hand and the thickness of your little finger.



### FATS\*:

Limit fat to an amount the size of the tip of your thumb.

*Just the Basics, Canadian Diabetes Association 2013*

## Recommended Food Groups Per Meal or Snack:

### Breakfast:

- 1 serving from each of 3 or more food groups



### Lunch and Supper

- 1 serving from each of the 4 food groups

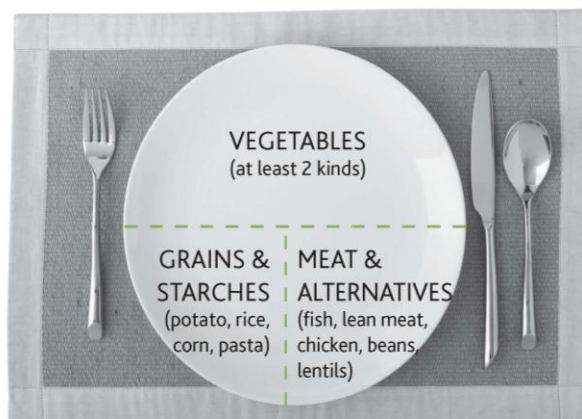


### Snack:

- 1 serving from each of 2 or more food groups



## Sample Recommended Meal Depiction when Food is Served:



**Appendix B: Healthy Eating Guidelines**

<b>Serve Most Often (Daily)</b>			
<b>Vegetables and Fruit</b>	<b>Grain Products</b>	<b>Milk and Alternatives</b>	<b>Meat and Alternatives</b>
<ul style="list-style-type: none"> <li>· Fresh, frozen or canned vegetables and fruit prepared without added fat, salt, or sugar</li> <li>· Fruit canned in water or juice</li> <li>· Homemade vegetable soups</li> <li>· Vegetable or fruit salads</li> <li>· Unsweetened applesauce</li> </ul> 	<ul style="list-style-type: none"> <li>· Whole grain bread, rolls, buns, bagels, pita bread, tortillas, baked bannock, English muffins</li> <li>· Whole grain muffins, loaves, pancakes, waffles</li> <li>· Whole grain, unsweetened cereal</li> <li>· Whole grain, unsweetened cooked cereal</li> <li>· Corn bread</li> <li>· Whole grain pasta, macaroni, noodles</li> <li>· Barley</li> <li>· Brown or 20 minute rice</li> </ul>	<ul style="list-style-type: none"> <li>· Skim, 1%, or 2% white milk</li> <li>· Plain, unsweetened yogurt</li> <li>· Lower fat hard cheeses (less than 20% MF)</li> <li>· Homemade milk-based soups</li> <li>· Skim milk powder</li> <li>· Fortified, low-fat soy beverage</li> </ul> 	<ul style="list-style-type: none"> <li>· Roasted/baked/grilled chicken, turkey, fish, seafood, beef, pork, lamb, ham</li> <li>· Canned tuna, salmon, chicken, flaked ham</li> <li>· Lean ground meat</li> <li>· Wild meat</li> <li>· Cooked peas, beans, lentils</li> <li>· Canned beans or lentils (rinsed)</li> <li>· Peanut or other nut butters</li> <li>· Nuts and seeds without added salt or sugar</li> <li>· Eggs</li> </ul>
<b>Serve Sometimes (3 or 4 times per month)</b>			
<ul style="list-style-type: none"> <li>· Canned or frozen vegetables and fruit with added salt, sugar, fat, or sauces</li> <li>· Canned vegetable soups</li> <li>· Fruit canned in syrup</li> <li>· 100% fruit or vegetable juices</li> <li>· Dried fruit</li> <li>· 100% fruit leather</li> <li>· 100% vegetable and fruit bars</li> <li>· Homemade fruit crisps</li> <li>· Frozen 100% fruit juice bars</li> <li>· Salsa</li> </ul>	<ul style="list-style-type: none"> <li>· White bread, rolls, buns, bagels, pita bread, tortillas, biscuits, breadsticks, baked bannock</li> <li>· White pancakes, waffles, loaves, cookies, and other baked goods</li> <li>· Cold or hot cereals</li> <li>· White or instant rice</li> <li>· White pasta, macaroni, noodles</li> <li>· Whole grain or white crackers</li> <li>· Granola or cereal bars</li> <li>· Plain popcorn, rice cakes, baked chips</li> <li>· Taco shells</li> </ul>	<ul style="list-style-type: none"> <li>· Whole milk</li> <li>· Chocolate or flavoured milk</li> <li>· Flavoured yogurt</li> <li>· Milkshakes</li> <li>· Milk-based puddings or custards</li> <li>· Frozen yogurt</li> <li>· Yogurt drinks</li> <li>· Hot chocolate made with milk</li> <li>· Processed cheese slices or cheese spreads</li> </ul>	<ul style="list-style-type: none"> <li>· Lean deli meats like ham, corned beef, turkey, pastrami</li> <li>· Canned fish in oil</li> <li>· Packaged meatballs or hamburger patties</li> <li>· Breaded fish or meat</li> <li>· Canned beans in sauce</li> <li>· Salted or sweetened nuts and seeds</li> </ul> 

## Appendix B: Healthy Eating Guidelines Continued

<b>Serve Rarely (1 or 2 times per month or less)</b>			
<ul style="list-style-type: none"> <li>· Deep fried potatoes (fries)</li> <li>· Fried perogies</li> <li>· Hash browns</li> <li>· Fruit flavored drink crystals, fruit beverages, cocktails, drinks, blends, or punches</li> <li>· Fruit pies or pastries</li> <li>· Fruit gummies, fruit snacks</li> <li>· Potato chips</li> <li>· Pickles</li> </ul>	<ul style="list-style-type: none"> <li>· Pastries</li> <li>· Donuts, cakes, cupcakes, cake muffins</li> <li>· Sticky buns</li> <li>· Cookies with sweet icing</li> <li>· Flavoured popcorn</li> <li>· Puffed wheat or rice crispy cake</li> <li>· Instant noodles</li> <li>· Package noodle soup</li> <li>· Frozen waffles</li> </ul>	<ul style="list-style-type: none"> <li>· Ice cream</li> <li>· Cream</li> <li>· Sour cream</li> <li>· Whipped cream, whipped topping</li> <li>· Frozen ice cream treats</li> <li>· Coffee whitener</li> <li>· Non-fairy creamer</li> <li>· Cream cheese</li> </ul>	<ul style="list-style-type: none"> <li>· Sausages</li> <li>· Smokies, hot dogs</li> <li>· Bacon or bacon bits</li> <li>· Pepperoni sticks</li> <li>· Pizza pops</li> <li>· Processed meats (bologna, salami, pepperoni, corned beef)</li> <li>· Chicken wings</li> <li>· Deep fried meat, fish or chicken</li> <li>· Pogo sticks</li> <li>· Chocolate or yogurt covered nuts</li> <li>· Sesame snaps</li> </ul>

<b>Looking at the Label</b>			
<p style="text-align: center;">Vegetables or fruit should be the 1<sup>st</sup> ingredient (or 2<sup>nd</sup> if water is the 1<sup>st</sup> ingredient)</p>	<p style="text-align: center;">Whole grains must be the 1<sup>st</sup> ingredient</p> <p style="text-align: center;">Look for foods with at least 2 g of fibre</p> <p style="text-align: center;">Unsweetened cereal should have less than 8 g of sugar</p>	<p style="text-align: center;">Milk must be the 1<sup>st</sup> ingredient</p> <p style="text-align: center;">Milk is important because it provides calcium and vitamin D for strong bones</p>	<p style="text-align: center;">Meat or meat alternative must be the 1<sup>st</sup> ingredient</p> <p style="text-align: center;">Sugar should <b>not</b> be the 1<sup>st</sup> ingredient of peanut butter or other nut butters</p>
<p>Choose foods that have:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Less than 5 g fat</li> <li><input type="checkbox"/> Less than 2 g saturated fat</li> <li><input type="checkbox"/> 0 g trans fat</li> <li><input type="checkbox"/> Less than 300 mg sodium</li> </ul>	<p>Choose foods that have:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Less than 7 g fat</li> <li><input type="checkbox"/> Less than 2 g saturated fat</li> <li><input type="checkbox"/> 0 g trans fat</li> <li><input type="checkbox"/> Less than 400 mg sodium</li> <li><input type="checkbox"/> Less than 12 g sugar</li> </ul>	<p>Choose foods that have:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Less than 10 g fat</li> <li><input type="checkbox"/> Less than 0.5 trans fat</li> <li><input type="checkbox"/> Less than 25 g sugar</li> <li><input type="checkbox"/> More than 10% calcium</li> </ul>	<p>Choose foods that have:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Less than 15 g fat</li> <li><input type="checkbox"/> Less than 5 g saturated fat</li> <li><input type="checkbox"/> Less than 0.5 g trans fat</li> <li><input type="checkbox"/> Less than 450 mg sodium</li> <li><input type="checkbox"/> More than 5 g protein</li> </ul>

The above is based on **Healthy Foods For My School** which can be found at <http://www.health.gov.sk.ca/healthy-foods-school>.



## Appendix C: Beverages

Beverage Guide		
Serve Most Often (Daily)	Serve Sometimes (3 or 4 times per month)	Do Not Serve (Avoid)
Water  Milk	100% Fruit Juice	Fruit Drinks: <ul style="list-style-type: none"> <li>Fruit drink, fruit punch</li> <li>Fruit beverage</li> <li>Fruit cocktail, fruit medley</li> </ul> Energy Drinks: <ul style="list-style-type: none"> <li>Contain caffeine (listed as guarana, yerba mate or caffeine), herbs and taurine and often added sugar</li> <li>Energy drinks are especially harmful for youth and pregnant women</li> </ul>

### Sugar Content of Beverages

Beverage	Amount	Sugar Content (tsp)
<b>Pop</b>	355 ml (1 can)	10
<b>Pop</b>	591 ml (1 bottle)	17
<b>Iced Tea</b>	591 ml (1 bottle)	14
<b>100% Fruit Juice</b>	250 ml (1 cup)	6*
<b>Fruit Drink, Beverage, Cocktail</b>	250 ml (1 cup)	7
<b>Slushy, large</b>	1.18 L	15
<b>Iced Coffee</b>	Medium	12
<b>Water</b>	250 ml (1 cup)	0

\* Sugar in 100% fruit juice is natural from the fruit

#### Added Sugars

The WHO recommends adults consume less than 6 tsp (25g) and children consumer less than 4 tsp (16g) of added sugar per day.

This includes all monosaccharides (such as glucose, fructose) and disaccharides (such as sucrose or table sugar) that are added to food by the manufacturer, the cook or the consumer, as well as sugars that are naturally present in honey, syrups, fruit juices and fruit concentrates.

To determine if sugar has been added to a product, refer to the ingredient list and look for: words ending in 'ose' (such as glucose), high-fructose corn syrup, honey, molasses, fruit juice concentrate, cane sugar, agave nectar, barley malt, beet sugar and caramel.

#### Artificial Sweeteners

Artificial sweeteners may be used as an alternative to sugar, honey or syrups in beverages. They do not contain Calories or sugar. Artificial sweeteners include sucralose (Splenda®) and aspartame (e.g. Equal®, NutraSweet®). Pregnant women should avoid artificial sweeteners that contain cyclamates and saccharins for safety reasons (e.g. Sugar Twin® and Sweet'N Low®). Talk to your local Registered Dietitian to learn more about artificial sweeteners.

## Appendix D: Sample Menus

### Snacks for Group Presentations

*Option 1:*

Apple/banana slices & celery sticks  
Peanut butter (as dip)  
Water

*Option 2:*

Vegetable platter with hummus or light dip  
Low-fat block cheese  
Water

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### Snacks for Meetings

*Option 1:*

Low-fat muffin halves (or mini muffins)  
Peanut butter and low-fat block cheese  
Water

*Option 2:*

Berries and low-fat yogurt  
Bran cereal (to top berries & yogurt)  
Water

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### Snacks for Workshop

*Option 1:*

Whole grain crackers  
Low-fat block cheese  
Vegetable platters with light dip  
Fruit cups packed in water or juice  
Water

*Option 2:*

Sliced moose meat (smoked or baked)  
Whole wheat bannock  
Vegetables (to top sandwiches)  
Fruit platter with yogurt dip  
Water, milk (skim, 1% or 2%)

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### Meals for Community Gatherings

*Option 1:*

Hamburger vegetable soup  
Whole wheat bannock  
Berry crisp topped with vanilla yogurt  
Water

*Option 2:*

Baked white fish and potatoes (skin on)  
Mixed vegetables  
Orange wedges  
Water

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If tea or coffee are offered, offer fluid milk and artificial sweeteners. Fluid milk includes fresh milk (or fortified milk alternative), canned (evaporated) milk and skim milk powder. Artificial sweeteners include sucralose (Splenda®) and aspartame (e.g. Equal®, NutraSweet®). Pregnant women should avoid artificial sweeteners that contain cyclamates and saccharins for safety reasons (e.g. Sugar Twin® and Sweet'N Low®).

**Additional Resources:** visit the Northern Healthy Communities Partnership website ([www.nhcp.ca](http://www.nhcp.ca)) for additional resources to help you plan healthy meals/snacks for your community events.



## Appendix E: Possible Choices for Vending Machines, Cafeterias and Canteens

Categories of Food Offered		
Non-Perishable	Perishable	Hot Foods
<ul style="list-style-type: none"> <li>• Canned fruit (in juice)</li> <li>• Low fat milk puddings</li> <li>• Cereal bars*</li> <li>• Granola bars (not dipped)*</li> <li>• Fig/Apple/Raspberry bars*</li> <li>• Oatmeal raisin cookies</li> <li>• Rice cakes</li> <li>• Whole grain crackers</li> <li>• Nuts and seeds</li> <li>• Pretzels</li> <li>• Popcorn (plain or air-popped)</li> <li>• Breadsticks</li> <li>• Bottled water</li> </ul>	<ul style="list-style-type: none"> <li>• Vegetables &amp; dip</li> <li>• Salads</li> <li>• Fresh fruit</li> <li>• Skim, 1% or 2% milk</li> <li>• Chocolate milk</li> <li>• Cheese (strings or block)</li> <li>• Yogurt</li> <li>• Bagels</li> <li>• Bran or oatmeal muffins</li> <li>• Sandwiches on whole grain bread, buns, rolls, bannock</li> </ul>	<ul style="list-style-type: none"> <li>• Soup &amp; whole wheat bun or baked bannock</li> <li>• Chili &amp; whole wheat bun or baked bannock</li> <li>• Submarine sandwiches (using block cheese and lean deli meat)</li> <li>• Pizza buns or pizza bagels</li> <li>• Beef, pork, or turkey on a whole wheat bun</li> <li>• Spaghetti &amp; tomato sauce</li> <li>• Soft tacos</li> <li>• Stew &amp; baked bannock</li> <li>• Lean hamburger on a whole wheat bun</li> <li>• Baked potato wedges and low fat toppings</li> </ul>

***\* Packaged foods should follow the Healthy Eating Guidelines in Appendix B***

## Appendix F: Food Safety

### General

- All staff who handle food are recommended to take the Food Safe Course. Find out who instructs the course at your organization—it may be by a Public Health Inspector or Environmental Health Officer.
- Anytime food is being prepared, it's important to practice safe food handling with the following steps: **clean, separate, cook, and chill**.
- See [www.nhcp.ca/foodsafety](http://www.nhcp.ca/foodsafety) for more food safety information and resources.



### Clean

- Wash hands with soap and warm water for at least 15-20 seconds frequently throughout the day.
- Wash all cooking equipment and utensils in warm soapy water. Once washed, rinse, sanitize with a sanitizing solution (see below) and air dry.
- Sanitize work surfaces before and after preparing food.

To make a sanitizing solution,  
combine 5 mL (1 tsp) bleach with 750  
mL (3 cups) clean water

### Separate

- Avoid cross-contamination by separate raw and cooked foods:
  - Using separate cutting boards for meats, fruits, vegetables, and ready to eat foods.
  - Keep raw meat and their juices away from other food.
  - Store raw meat on the bottom shelf of the fridge to prevent their juices from dripping onto other food.

### Cook

- Always take the internal temperature of meat with a food thermometer. The thermometer should be inserted into the thickest part of the food and should not touch bone or fat.
- See [www.nhcp.ca/foodsafety](http://www.nhcp.ca/foodsafety) for tables of recommended temperatures to cook meat, fish, and poultry.

### Chill

- Refrigerate or freeze fresh and cooked food as soon as possible.
  - Fridge temperature should be 4°C (40°F) or colder.
  - Freezer temperature should be -18°C (0°F) or colder.
- Food left out at room temperature for more than 2 hours should be thrown out.

## References

1. Health Canada. *Eating Well with Canada's Food Guide*. HC Pub.: 4651. 2011. Available at: <http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/order-commander/index-eng.php>
2. Saskatchewan Ministry of Education. *Nourishing Minds. Eat well. Learn Well. Live Well*. October, 2009. Available at: <http://www.education.gov.sk.ca/nourishing-minds/>
3. Health Canada. *Food safety for First Nations people of Canada: A Manual for Healthy Practices*. 2012. Ottawa: Health Canada
4. Canadian Diabetes Association. *Just the Basics*. 2013. <http://guidelines.diabetes.ca/CDACPG/media/documents/patient-resources/just-the-basics-healthy-eating.pdf>