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PUTTING HEALTH ON THE AGENDA:

GUIDE TO HEALTHY & SUSTAINABLE MEETINGS

COUNCIL POLICY 857-01



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INTRODUCTION

The City of Chula Vista promotes healthy lifestyles and strives to create environments that support healthy food choices, regular physical activity, environmental sustainability and tobacco-free spaces. The strong relationship between diet, health and environment and the increasing rates of obesity, make supporting healthy choices at work part of our commitment to better health.

Modeling healthy choices, especially for food and beverages purchased by the city for all internal and external meetings, training, and events are vital to support healthier work spaces. We extend this guidance to those utilizing our facilities as well. Supporting healthy lifestyles and environmental sustainability aim to create a social norm that help making the better choice for our body and environment an easy one.

HEALTHY FOOD: STANDARDS

In order to ensure that all meetings and events are healthy for the community and staff, the City has food and beverage guidelines. Every meeting, training and event where food and/or beverages are to be served should:

- Provide water (individual plastic bottles are prohibited on city property)
- Not purchase/serve soda or sugar-sweetened drinks
- Serve at least one serving of fruit or vegetables
- Serve foods made of whole grains whenever possible
- Serve fats and condiments on the side
- Avoid fats and oils high in saturated fats
- Serve health-appropriate portions

Eating healthy is easier when it is the default option (the main or automatic choice):

- Place fruits and vegetables first in the buffet line and less healthful food (if served) at the end.
- Offer attractive water options (water with slices of lemon, lime, or cucumber).



HEALTHY FOOD: ALTERNATIVES

The City also encourages the incorporation of the following healthy food and beverage alternatives at meetings and events where they are served:

Drinks

Instead of...	Choose...
Soda & sugar-sweetened drinks	Water, unsweetened tea or 100% fruit juice
Whole milk, 2% milk, or half & half	Low-fat or non-fat milk, or unsweetened milk alternative

Breakfast

Instead of...	Choose...
Regular size bagels or muffins	Small or mini bagels and muffins
Croissants, doughnuts or pastries	Low-fat granola bars
Regular high-sugar yogurt	Low-fat, low-sugar yogurt, greek yogurt
Butter or cream cheese	Peanut butter, almond butter, low-fat cream cheese, hummus
Regular waffles	Whole-grain waffles
Sugar-sweetened cereals	Unsweetened whole grain cereals
Sweets	Fruit
Omelets	Hard-boiled eggs



HEALTHY ALTERNATIVES (cont.)

Lunch/Dinner

Instead of...

Sandwiches with white bread
Salads with added dressing
Vegetables cooked in butter
Processed meats
Fried chicken
Bread basket with butter

Choose...

Sandwiches with whole-wheat bread or wraps
Salads with low-fat, low-sodium dressing on the side
Vegetables that are roasted, sauteed or grilled
Lean meats, poultry, fish, tofu
Grilled or broiled chicken
Vegetable platter with hummus

Snacks/Dessert

Instead of...

Potato chips or tortilla chips
Dips made with mayonnaise, sour cream, cream cheese or cheese sauce
Cookies
Candy
Desserts with high fat/high calories: ice cream, pies, brownies, cake/cupcake, pastries

Choose...

"Lite" popcorn, nuts
Lower calorie vegetable-based dips (e.g. salsa, hummus or bean-based dips)
Cut up or whole fruit
Whole grain granola bars
Desserts with low calories: fresh fruit, low-fat ice cream/frozen yogurt, frozen fruit bars



HEALTHY PORTION & SERVING SIZES

Portion Size vs Serving Size

Portion Size

- The amount of food you choose to eat at one time
- Amount can be larger or smaller than recommended intake

Serving Size

- The amount of food listed on the Nutrition Facts label of the product

Suggestions for Managing Portion Sizes and Approximating the Correct Serving

Uncertain About A Portion Size

- Use hand symbols or objects to approximate the correct portion size
- Use the right tools. Try portioning out foods with measuring cups and spoons to give yourself an idea of what serving size looks like

Learn To Read Food Labels

- Pay attention to the number of servings within the package
- Know the calorie and fat content per serving

Repackage Supersized Bags into Smaller Portions







- Larger bags may encourage overeating

Use Smaller Plates

- Reinforces the importance of eating smaller portions

Slow Down Your Eating and Skip Seconds

- Give yourself time to digest and determine whether you are still hungry

Hand Symbol	Equivalent	Foods	Calories	Hand Symbol	Equivalent	Foods	Calories
	Fist 1 cup	Rice, pasta Fruit Veggies	200 75 40		2 Handfuls 1 ounce	Chips Popcorn Pretzels	150 120 100
	Palm 3 ounces	Meat Fish Poultry	160 160 160		Thumb 1 ounce	Peanut butter Hard cheese	170 100
	Handful 1 ounce	Nuts Raisins	170 85		Thumb tip 1 teaspoon	Cooking oil Mayonnaise, butter Sugar	40 35 15

ZERO WASTE: MEETINGS SPACE & LOGISTICS

Making your next City meeting a Zero Waste event is easier than you think. Whether you are a meeting host or planner, these tips and resources can help you practice the 3Rs (Reduce, Reuse, Recycle) and Compost to lessen our impact on our environment and create a healthier workspace, by:

-Ensuring the meeting space has recycling containers, organic waste disposal and garbage receptacles. Call the Environmental Services Department at (619) 691-5122, if more receptacles are needed, to inquire about additional containers.

-Projecting the meeting agenda on a screen or write it on a board or flip chart where everyone can see it, instead of making paper copies.

- Providing electronic documents ahead of meeting and display on-screen to reduce the need for paper copies. If needed, paper copies should be printed double-sided.



ZERO WASTE: FOOD SERVING

Whether the event is being catered or your purchasing food on your own, finding healthy and appropriately portioned food and preventing waste is not as difficult, if you follow these steps:

- Ask the caterer to provide reusable plates, silverware and cups as appropriate.
- Reduce waste and packaging, whenever possible.
- Provide condiments (sugar, creamer, mayonnaise, etc.) in serving containers rather than individual packets.
- Do not serve food on polystyrene foam dishes or containers and do not provide straws unless a medical condition requires their use.
- Ask attendees to bring their own reusable cups if you are serving beverages.
- Serve finger foods on napkins instead of paper plates when practical.
- Provide access to water and avoid individual-portion plastic bottles.
- Use bulk (not individual) containers for all beverages whenever possible.
- Use locally-sourced and sustainably-produced food and giveaways, when possible.
- For options to donate leftover, unspoiled, healthy food to a local food pantry contact the Environmental Services Department at 619-691-5122.
- Place leftover food waste that cannot be donated to a local food pantry in an Organics Waste Disposal receptacle.



ZERO WASTE: FOOD WARE KIT

A partnership between the City of Chula Vista Office of Sustainability, the Chula Vista Employee Engagement Committee and Healthy Chula Vista has developed a way to reduce the amount of waste created during meetings where food and refreshments are provided. A waste prevention food ware kit is available to reserve for meetings held at City Hall by employees or outside agencies, upon request, with attendance of up to 200 but will also be available for smaller meetings in increments of 25 attendants.

The kit is made up of plates, cups and utensils made from durable, convenient yet shatterproof material that is also recyclable and BPA-free.

RESERVING THE KIT

Employees can reserve the kit as a Resource through Microsoft Outlook. For outside parties using city facilities, please contact the Environmental Services Department at 619-691-5122. The waiver included in this toolkit (Appendix A) must be submitted at time of reservation confirming the signatory and users will follow the required instructions and return items in good condition. Once received, a confirmation message and pick up instructions will be sent, via e-mail.



ZERO WASTE: FOOD WARE KIT (CONT.)

Once the reservation is confirmed, the kit can be picked up from an assigned Office of Sustainability staff member. Instructions on best practices will be included with the kit as well as most of the recommendations in this document to make the impending meeting as waste-free as possible.

RETURNING THE KIT

Preparing for the kit for a future user(s) is essential for the longevity of the program and its success. The food ware kit will require to be returned in the same condition and without missing pieces. Cleaning will be available with a dishwasher that will be operational in the Custodial store room in building C (basement level at HR building, City Hall campus). The requesting City department will be responsible for making sure that all pieces of the kit are washed and returned to the carrying container included.





PHYSICAL ACTIVITY & OTHER HEALTHY CONSIDERATIONS

Consider incorporating the following into meetings:

- Provide a voluntary activity break for meetings that last more than one hour. Include the activity break on the meeting agenda.
- Consider a walking meeting when scheduling a meeting with three or less attendees.
- Encourage employees to take their lunch break to provide both a physical and mental break.
- Ensure the meeting space is smoke free.
- Encourage carpooling or walking to reduce pollution and green-house-gas emissions.
- Encourage the use of phone and video conference calling, when possible, to reduce carbon emissions from commuting.



APPENDIX

A. Food Ware Kit Waiver	12
B. Healthy and Sustainable Meeting Checklist	13
C. Adopted Council Policy No. 857- 01	15



APPENDIX A

FOOD WARE KIT WAIVER



Waiver and Release of Liability

Please read, sign and date waiver below.

I, _____, acknowledge that I am reserving the City's Food Ware Kit for _____ attendants. I hereby assume all risk of involvement in this activity.

On behalf of myself, my executors, administrators, heirs, successors, and assigns, I hereby WAIVE, RELEASE AND DISCHARGE FROM LIABILITY the City of Chula Vista, its elected officials, officers, employees, volunteers, representatives, and agents for death, injury, or property damage including consequential loss sustained by me involving or related to the use of the Food Ware Kit. I also agree to DEFEND, INDEMNIFY AND HOLD HARMLESS the city of Chula Vista and its elected officials, officers, employees, volunteers, representatives and agents from any and all liabilities or claims made by other individuals or entities as a result of any actions or actions in combination with City actions during this activity except for those claims arising from sole negligence or willful conduct of the City of Chula Vista or its agents involving or related to the use of the Food Ware Kit.

LOSS OR DAMAGE:

Responsibility for the Food Ware Kit remains with the lessor from the time of pickup to time of return. Please be sure plates, cups, and utensils are secured from theft when not in use and protected from weather. Lessor will be charged full replacement value for missing, broken, burned or damaged items.

This Release of Liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law. I hereby certify that I have read this document and understand its contents.

Signature: _____ Date: ____/____/____

Contact Phone: (____) _____ - _____ Email: _____

APPENDIX B

HEALTHY AND SUSTAINABLE MEETING CHECKLIST

Venue and Transport	Y/N/Notes
Is holding a meeting in a virtual format (video- or teleconference) an option?	
Are meeting and accommodation venues located close to public transport?	
Does a meeting location have walking and running routes?	
Is a meeting location accessible on foot or by bicycle?	
Are there options for bicycle rental and storage?	
Does the meeting room have natural light?	
Does the venue have waste collection and recycling systems in place?	

Invitation and Conference Materials	Y/N/Notes
Are all meeting documents available online?	
Are meeting materials printed on recycled paper and double-sided?	
Are all meeting gadgets really useful and made of recycled materials?	

Waste	Y/N/Notes
Has use of plastic packaging been kept to a minimum?	
Is there an appropriate system of waste collection and disposal in place?	

Tobacco-free	Y/N/Notes
Have you ensured a tobacco-free environment at the meeting?	

Use of Sustainable Materials	Y/N/Notes
Have you managed to avoid all unnecessary printing?	
Will all printed materials be double-sided and on recyclable paper?	
Have you made sure that materials used at the meeting are recyclable?	

HEALTHY AND SUSTAINABLE MEETING CHECKLIST (CONT.)

Food & Beverages	Y/N/Notes
Will food and/or beverages be served?	
Are there choices available for people who do not eat meat?	
Has a variety of healthy food options been included?	
Are fresh fruits and vegetables included with every meal or snack?	
Have you made sure to select foods with healthy fats and avoid trans fats?	
Will meals include whole grain breads, cereals, rice and pasta?	
Will deserts that are low in fat and sugar be served?	
Have you asked for sauces and dressings to be served on the side?	
Have you asked for food to be served in smaller portion sizes?	
Have you made sure to avoid pastries, deep-fried items, creamy sauces or dips, sweets and savory snacks?	
Have you asked the caterers to place nutrition labels next to foods indicating facts such as service size and calorie count?	
Have sustainable/reusable (paper or compostable if necessary) utensils been chosen?	
Does the amount of food ordered correspond to the number of participants?	
Are disposable items recyclable, biodegradable, and/or reusable?	
Can excess food be collected and passed to charitable organizations?	
Will fresh water be available and water vessels refilled during meeting?	
Will unsweetened tea, coffee and infused water be provided instead of sugary drinks?	
Are beverages served in reusable pitchers?	

Physical Activity Classes and Breaks	Y/N/Notes
Can the meeting or some of its sessions be organized in a moving format?	
Will the meeting dress code allow participants to be physically active?	
Are physical activity classes incorporated in the meeting agenda?	
Will music be played during coffee breaks?	
Will physical activity options for people with disabilities be provided?	

APPENDIX C
ADOPTED COUNCIL POLICY
NO. 857-01
