



# A Healthy Communities Asset Inventory Tool For Municipalities

***Physical Activity & Healthy Eating***

*Prepared by: Healthy Communities Partnership: Lanark, Leeds & Grenville*

**Working together to make  
the healthy choice, the easy choice.**



# A Healthy Communities Asset Inventory Tool for Municipalities

**Municipality:**

**Completed by:**

**Date:**

## Introduction to A Healthy Communities Asset Inventory Tool (HCAIT)

Welcome to the Municipal Healthy Communities Asset Inventory Tool (HCAIT)!

The purpose of the HCAIT is to help municipalities identify what they are currently doing to support physical activity and healthy eating among residents within your municipality and to help identify additional opportunities to help make the healthy choice the easy choice for residents in your municipality. Municipalities will have different assets and strengths depending on their individual features, population, and what makes sense for them.

Your municipality has made a recent motion to endorse the Healthy Community Vision and to complete the HCAIT. We would be happy to meet with you to discuss the Healthy Communities Initiative, and the role that the HCAIT will play. To book an appointment, please contact Lois Dewey at: [lois.dewey@healthunit.org](mailto:lois.dewey@healthunit.org) (613-283-2740).

The HCAIT is a survey that can be completed electronically or on paper, by an individual or a group. We expect that it will take about 30-40 minutes to complete.

### A few words before you start:

- Please see the attached Healthy Communities Vision. This is where we are heading.
- Please refer to the attached Municipal Healthy Communities Initiative for an introduction, goals and objectives, overview of the process with an outline of the steps and resources to support municipalities

### When completing this survey please:

- Involve as many people as needed to complete sections of the survey
- Confer with your colleagues as needed
- If you need assistance, or have questions regarding the tool, contact Lois Dewey
- Return the survey in via email to [lois.dewey@healthunit.org](mailto:lois.dewey@healthunit.org) or fill in the survey online at: <http://fluidsurveys.com/surveys/lglldhu/hcp-municipal-assessment-tool/>

We will contact you to arrange a follow up consultation where you will receive your report.

Thank you for completing this HCAIT. We look forward to working with you! Together we can provide residents with opportunities to help them be physically active and eat healthy – essential ingredients for a healthy life.

Lois Dewey

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*'Working Together to Make the Healthy Choice, the Easy Choice'*

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# MODULE 1: PHYSICAL ACTIVITY

**Vision:** All community members have the necessary knowledge, interest, resources and opportunities to be physically active, including being active outdoors in nature.

## Section 1: Programming and facilities

**Preamble:** These first questions are about the physical activity programs and facilities in your community.

### 1. What types of recreational facilities are available for physical activity through your municipality? (Mark all that apply)

	Your municipality provides	Your municipality provides in partnership	Facility provided privately in your municipality	Facility not available in your municipality
A. Soccer field				
B. Baseball diamond				
C. Swimming pool (outdoor)				
D. Swimming pool (indoor)				
E. Arena, e.g., ice or skating (indoor)				
F. Outdoor skating rink				
G. Public beach				
H. Community centre				
I. Running track				
J. Tennis courts				
K. Curling club				
L. Skateboard park				
M. Bike paths				
N. Walking trails				
O. Lawn bowling pitch				
P. Splash pad/wading pool				
Q. Other:				

**2. What is the demand for the following recreational facilities within your municipality?**

High      Medium      Low      No demand      Not applicable

- A. Soccer field
- B. Baseball diamond
- C. Swimming pool (outdoor)
- D. Swimming pool (indoor)
- E. Arena, e.g., ice or skating (indoor)
- F. Outdoor skating rink
- G. Public beach
- H. Community centre
- I. Running track
- J. Tennis courts
- K. Curling club
- L. Skateboard park
- M. Bike paths
- N. Walking trails
- O. Lawn bowling pitch
- P. Splash pad/wading pool
- Q. Other:

**3. Safety during physical activity is important. What measures does your municipality take to provide safety for those taking part in Physical Activity at municipal sites? (Mark all that apply)**

- A. Lighting
- B. Signage (e.g. trail markers, warning signs at pools)
- C. Enhanced police coverage for specific events
- D. Supervising staff with first aid training
- E. Other (please indicate)
- F. None

**4. Which of the following programs are available to your community members, either in your municipality or through partnership with another municipality? (Mark all that apply).**

	Your municipality provides	Your municipality provides in partnership	Program available privately in your municipality	Not available in your municipality
A. Soccer				
B. Hockey				
C. Walking				
D. Dance				
E. Art				
F. Football				
G. Baseball/softball/t-ball				
H. Curling				
I. Ice skating/figure skating				
J. Swimming				
K. Fitness classes				
L. Cards (e.g., bridge, cribbage, euchre, etc)				
M. Other - please specify :				

**5. Does your municipality offer specific programs for the following population groups? (Mark all that apply)**

- A. Children (age 0-6)
- B. Children (age 7-12)
- C. Youth (age 13-18)
- D. Adults
- E. Seniors
- F. Families (e.g., programming for children and parents together)
- G. Children and youth with disabilities/special needs
- H. Adults with disabilities/special needs
- I. Intergenerational (e.g., programming for a mix of: children, youth, adults, seniors)
- J. Ethnic/cultural groups
- K. New immigrants
- L. Low income individuals/families
- M. Not applicable (do not offer specific programs)
- N. Other, please specify...

**6. How does your municipality communicate their recreation programs and other opportunities for recreation? (Mark all that apply)**

- A. Recreation program notices and brochures
- B. Website
- C. Social Media (e.g. Facebook, Twitter, Google+)
- D. Newspaper advertisement
- E. Notices at recreation facilities
- F. Notices included with program registration information
- G. Notices sent out by other agencies/partners
- H. Host registration event for seasonal recreation programs
- I. None
- J. Other, please specify:

**Preamble:** There are training programs that include and promote the knowledge and understanding of healthy child development and that help ensure that all are able to participate in activities in a safe and meaningful way.

**7. Does your municipality require or encourage training for coaches and volunteers involved in recreation programs? Please check all that apply:**

- |   | Required for all sports | Required for specific sports | Encouraged | Not applicable - do not offer programs requiring training |
|---|-------------------------|------------------------------|------------|---|
| A. Parks and Recreation<br>Ontario: High Five |                         |                              |            |   |
| B. National Coaching Certification Program    |                         |                              |            |   |
| C. First aid                                  |                         |                              |            |   |
| D. Other                                      |                         |                              |            |   |

**8. Does your municipality have smoke free policies in place for its outdoor recreational facilities and parks?**

- A. Yes, in all facilities, playing fields and parks
- B. Yes, in some facilities, playing fields or parks
- C. No policies in place

**9. Please share any additional information that you may wish to add on what your municipality is doing around recreational facilities and programming (optional)**



## Section 2: Built Environment Preamble:

The local environment and layout of a municipality can influence how individuals are physically active. The following questions address the built environment in your community and how it is used.

### Part A: Land Use Planning

**Preamble:** Land use planning around both new and existing developments provide opportunities to create built environments that promote being physically active in a safe place. The next set of questions look at policies that your municipality might have in place that could have a positive influence on built environment that promotes physical activity.

**1. A Complete Streets approach (<http://completestreetsforcanada.ca/what-are-complete-streets>) includes elements for designing and maintaining streets with safe access for all users. Does your municipality have any of the following elements of a Complete Streets approach in its policy for designing and maintaining streets? (Mark all that apply)**

	Included in policy	Planning to add to policy	Not included in policy	Municipality does not have policy
A. Specifies that “all users” includes pedestrians, bicyclists, transit vehicles and users, and motorists, of all ages and abilities				
B. Aims to create a comprehensive, integrated, connected street network for all users, not only motorists				
C. Recognizes the need for flexibility: that all streets are different and user needs will be balanced				
D. Applies to both new and retrofit projects, including design, planning, maintenance, and operations, for the entire right of way				
E. Makes any exceptions specific and sets a clear procedure that requires high-level approval of exceptions				
F. Directs the use of the latest and best design standards				
G. Directs that complete streets solutions fit into the context of the community				
H. Establishes performance standards with measurable outcomes				

**2. Regarding new development, does your municipality have policies or guidelines in place or under development around the following? (Mark all that apply)**

	Current practice	Policy in development/interested in developing a policy	Policy in place	Not current practice/no policy
A. Including safe places to walk (e.g. sidewalks or walking paths)				
B. Including bicycle paths				
C. Shops that are accessible by walking or bicycle				
D. Schools that are accessible by walking or bicycle				
E. Sport and recreation facilities that are accessible by walking or bicycle				
F. Parkland or green space that are accessible by walking or bicycle				
G. Complete, mixed-use communities with good access to employment, shopping, education, recreational opportunities, and health care to help reduce car trips				
H. Using a percentage of development charges to support recreation				
I. For the recreation department to have the opportunity to provide input on subdivision development plans				
J. Preferentially accepting green space/parkland from developers instead of the option of 5% cash in lieu				
K. Criteria for the acceptability of green space/parkland (e.g.: in terms of location or terrain) received from developers				
L. Requiring trails to be included as part of the infrastructure of development plans				

**3. Please share any additional information that you may wish to add on what your municipality is doing around land use planning that promotes physical activity (optional)**

## Part B: Active Transportation

**Preamble:** Policies and settings that promote active transportation have both the environmental benefits of reducing emissions and promoting physical activity during the commute to work or school and for leisure. The following questions are around policies that promote active transportation in your community.

### 1. Does your municipality have any of the following? (Mark all that apply)

- A. A Transportation Charter/Master Transportation Plan that includes an active transportation component
- B. An Active Transportation Plan
- C. A Cycling Plan
- D. None of the above
- E. Other, please specify

### 2. Does your municipality have any of the following features in place?

- |  | Feature in place in municipality | Feature not in place |
|--|----------------------------------|----------------------|
| A. Linkages of trails, sidewalks and street crossings that connect to public institutions (i.e. schools, seniors centres, retirement homes), offices, commercial and multi-residential areas |                                  |                      |
| B. Bike lanes  |                                  |                      |
| C. Segregated paths (i.e., the physical separation of cars from cyclists)  |                                  |                      |
| D. Bike racks located on municipal property  |                                  |                      |
| E. Shared use paths or trails  |                                  |                      |
| F. Lighting or traffic calming measures that enhance personal safety   |                                  |                      |

### 3. Does your municipality have any of the following related policies in place?

- |  | Municipal policy in place | No policy in place |
|--|---------------------------|--------------------|
| A. Linkages of trails, sidewalks and street crossings that connect to public institutions (i.e. schools, seniors centres, retirement homes), offices, commercial and multi-residential areas |                           |                    |
| B. Bike lanes  |                           |                    |
| C. Segregated paths (i.e., the physical separation of cars from cyclists)  |                           |                    |
| D. Bike racks located on municipal property  |                           |                    |
| E. Shared use paths or trails  |                           |                    |
| F. Lighting or traffic calming measures that enhance personal safety   |                           |                    |

**4. Please estimate the following numbers, if possible:**

- A. The total number of kilometres of designated shared-use paths and bike lanes within your municipality
- B. The total number of kilometres of sidewalks within your municipality
- C. The total number of kilometres of walking trails or paths within your municipality

**5. Please share any additional information that you may wish to add on what your municipality is doing around promoting active transportation (optional)**

### Section 3: Outdoor and natural environment

**Preamble:** Being outdoors in nature has been shown to have benefits for physical and mental health. For this reason, Healthy Communities values opportunities to do physical activity outdoors. The following questions are about the outdoor and natural environment in your community.

**1. Does your municipality maintain a network of trails? (Mark all that apply)**

Your municipality  
maintains

Your municipality  
maintains in partnership

Your municipality does  
not maintain

- A. Walking/hiking trails
- B. Trails for non-motorized use only
- C. Trails that allow motorized vehicles
- D. Paddling trails

**2. Does your municipality have a Trail Strategy or Trail Action Plan?**

Yes

No

Not applicable

**3. Does your municipality have Parks or Playgrounds in your community?**

Yes

No

Not applicable

**4. If you responded yes to question 3, please provide the following numbers**

A. The number of parks in your municipality?

B. The number of playgrounds in your municipality?

**5. If you responded yes to question 3, does your municipality have an established system to repair and/or upgrade existing parks/playgrounds?**

Yes

No

**6. If you responded yes to either question 2 or 3, does your municipality promote your trail systems and parks?**

Yes

No

**7. Does your municipality have a Parks Master Plan?**

Yes

No

Not applicable

**8. Please share any additional information that you may wish to add on what your municipality is doing around promoting physical activity outdoors in the natural environment (optional).**

## Section 4: Accessibility

**Preamble: It is important that opportunities for physical activity are available for all members of the community. The following questions relate to the accessibility of physical activity in your municipality.**

**1. How does your municipality assist in overcoming barriers that may limit people's opportunities to take part in physical activity programs? (Mark all that apply)**

Reducing or eliminating membership fees/rates or usage fees

Providing assistance to increase access to sports equipment (e.g., subsidized skates and helmets or a used sports equipment exchange)

Providing assistance to help overcome transportation barriers

Making municipally-run facilities in your community fully accessible to children, youth and adults with disabilities or special needs

Providing culturally specific and culturally sensitive planning and programming (e.g., women's only swim; sports from different cultures)

Offering free universal programs (e.g., drop-in swimming)

Other, please specify...

None of the above

**Preamble: Partnerships with other organizations help to leverage limited resources and connect individuals in the community with assistance in accessing physical activity. The next question asks about partnerships your municipality may have with other organizations.**

**2. Does your municipality work in partnership/sponsorship with any of the following to promote and increase access to facilities for physical activity? (Mark all that apply and indicate the type of partnership/sponsorship).**

Municipality participates in facility development or sharing (e.g., partnering to build an arena or sharing activity space)

Municipality participates in programming with partners (e.g., shared recreation programs)

- A. Other municipalities
- B. Private sector
- C. Sports organizations or other providers of physical activity programming
- D. Non-profit organizations (e.g., Big Brothers and Big Sisters, YMCA)
- E. Other organizations that facilitate access to meaningful recreational activities (e.g., Canadian Tire Jumpstart, Making Play Possible, Positive Opportunity Partnership (POP), Champions for Kids (UCDSB), Good Samaritan Fund (CDSBEO), Just4kids, Max Keeping Foundation, Kidsport)

- F. Family and Children's Services
- G. Social Services
- H. Schools/school boards
- I. Faith based organizations
- J. Community service agencies (e.g., Mills Community Support, Lanark Community Programs, Developmental Services of Leeds/Grenville)
- K. Other:

**3. Please share any additional information that you may wish to add on what your municipality is doing around making physical activity accessible for all community members (optional)**



## MODULE 2: HEALTHY EATING:

All community members have food knowledge and skills, and access to local, safe, healthy, affordable and culturally appropriate food.

### Section 1: Healthy eating at municipal facilities or events

#### Part A: Healthy food choices

**Preamble:** The following questions look at ways that healthy eating can be supported for those using municipal facilities or attending municipal events – including municipal employees, elected officials and members of the public.

- 1. Are there healthy food and beverage options (e.g., milk, 100% juice, fruit trays, vegetable trays, granola/fibre bars, lower fat/sugar/sodium options) available at any of the following: (Mark all that apply)**
  - A. Meetings with non-municipal employees
  - B. Events that are open to the public
  - C. Meetings for employees and elected officials
  - D. Events for employees and elected officials
  - E. None of the above
  - F. Not applicable
  - G. Other, please specify.
  
- 2. Does your municipality have a policy that requires healthy food and beverage options are available for any of the following: (Mark all that apply)**
  - A. Meetings with non-municipal employees
  - B. Events that are open to the public
  - C. Meetings for employees and elected officials
  - D. Events for employees and elected officials
  - E. None of the above
  - F. Other, please specify.
  
- 3. Does your municipality have any of the following? (Mark all that apply)**
  - A. Healthy food and beverage options (e.g. milk, 100% juice, fruit cups, granola/fibre bars, nuts, lower fat/sugar/sodium options) in vending machines in municipal facilities.
  - B. A pricing strategy at municipal facilities or events that encourages the purchase of healthy food and beverage options.
  - C. Any agreements for corporate sponsorship or advertisements of food products at any municipal facility.

- D. A policy that outlines the types of food products that can be advertised in the municipality as part of a sponsorship agreement.
- E. None of the above
- F. Not applicable
- G. Other, please specify.

**4. Individuals spend a large portion of their waking hours in the workplace. Does your municipality provide any of the following for employees and elected officials? (Mark all that apply)**

- A. Use of refrigerator
- B. Use of microwave
- C. Space for employees to eat a healthy lunch/snack
- D. Break times for employees to eat a healthy lunch/snack
- E. None of the above
- F. Other, please specify.

## **Part B: Access to and promotion of tap water at municipal facilities or events**

**Preamble:** Fresh clean water is a commodity that our municipalities are fortunate enough to have access to and to be able to provide. The following questions are regarding access to municipal water at facilities and events.

**1. Does your municipality provide access to municipal (non-bottled) water at no cost at municipal facilities and events?**

Yes

No

**2. Has your municipality installed water bottle filler adapters on water fountains in municipal facilities?**

Yes

No

## **Part C: Access to facilities for breastfeeding at municipal facilities or events**

**Preamble:** Breastfeeding is an important part of early childhood nutrition. Providing space for breast feeding allows mothers to feed their babies outside of the home and allows mothers and breastfed children to be more involved in the community.

**1. Does your municipality provide breast feeding-friendly spaces in municipal buildings that are comfortable and private?**

Yes

No

## Section 2: Municipal programs and policies around food:

### Part A: Programs and policies around healthy eating

1. **What does your municipality do to promote and support healthy eating among residents?** (Mark all that apply).
  - A. Provides information to the public on healthy eating
  - B. Includes access to healthy food in the municipal Official Plan (e.g., grocery stores located near residential areas)
  - C. Includes access to healthy food in the Integrated Community Sustainability Plan.
  - D. Not applicable
  - E. Other, please specify.

### Part B: Municipal plans and policies around local food systems

**Preamble:** Locally grown and produced foods can play a key role in healthy eating as well as support the local economy and protect the environment by reducing the distance that food is transported. The Association of Municipalities of Ontario (AMO) recently released a Best Practices in Local Food guide for municipalities (<http://www.amo.on.ca/AMO-Content/Policy-Updates/2013/AMO-and-OMKN-Receive-Report-on-Best-Practices-in-L.aspx>). The next few questions address the range of areas where municipalities can be involved in promoting and supporting local food initiatives as outlined in the AMO best practices document.

1. **How is your municipality involved with local or regional food policy projects (i.e., local food strategy and governance)?** (Mark all that apply)
  - A. Involved in the development of the Leeds, Grenville and Lanark Food Charter ([www.foodcorelgl.org](http://www.foodcorelgl.org))
  - B. Interested in learning more about the Leeds, Grenville and Lanark Food Charter
  - C. Council has endorsed the Leeds, Grenville and Lanark Food Charter
  - D. Involved in a municipality specific food policy project
  - E. Involved in a regional food policy project
  - F. Not applicable
  - G. Other, please specify.
2. **How is your municipality involved in the *production* of local food?** (Mark all that apply)
  - A. The municipal zoning by-law is structured to be permissive in allowing compatible large and small scale agriculture uses and supporting accessory uses across a variety of zones (e.g. zoning that allows: back yard chickens, farm gate sales, small scale value added production of agricultural goods in a general 'rural' zone, secondary dwelling permitted for season farm workers etc.).
  - B. The municipal Official Plan includes designations and policies that protect both prime agricultural lands and specialty crop areas as applicable

- C. Municipal zoning bylaws or planning policies that provide opportunities for food production in residential areas (e.g. community gardens, keeping bees or chickens in residential areas)
- D. Managing community gardens.
- E. Providing financial or in kind support for community gardens
- F. Providing municipal tax credits for agricultural properties
- G. Facilitating training for potential growers
- H. Promoting green initiatives for water conservation (e.g., rain barrels or small scale irrigation systems)
- I. Including fruits and vegetables in municipal landscaping (e.g., integrating tomato plants in flower beds or planting fruit or nut trees in municipal green space)
- J. Running or providing financial or in kind support for gardening programs (e.g., gardening clubs or workshops)
- K. Community Improvement Plan(s) which include a focus on supporting local foods and agriculture
- L. Official Plan polices which support local foods and agri-tourism
- M. Development Charges by-law exemptions of agricultural related development
- N. Economic development programs and projects which focus on the agricultural sector
- O. Site Plan Control by-law exemptions for agricultural related development'
- P. None of the above
- Q. Other, please specify.

**3. How is your municipality involved in the *processing or preparation of local food*? (Mark all that apply)**

- A. Planning policies and zoning bylaws that allow value-added activity (e.g. washing, packaging) on agriculture land
- B. Providing incentive programs (e.g. property tax relief for processing facilities, providing a matching contribution for feasibility studies for facilities or community projects)
- C. Providing municipal support for training and technical assistance in processing and business management for local processing businesses
- D. Working in partnership with other municipalities and organizations to develop regional processing initiatives or facilities (e.g. regional abattoir, regional cold storage facility)
- E. None of the above
- F. Other, please specify.

- 4. How is your municipality involved in the *distribution* of local food?** (Mark all that apply)
- A. A municipal local food procurement policy that gives preference to local sources of food
  - B. Working in partnership with other municipalities and organizations to develop a regional food hub to aggregate, distribute and market locally produced foods
  - C. None of the above
  - D. Other, please specify.
- 5. How is your municipality involved in supporting or promoting the retail of local food?** (Mark all that apply)
- A. Municipal Official Plan or Integrated Community Sustainability Plan includes access to local food
  - B. Running or providing financial or in kind support for farmers markets
  - C. Distributing gift vouchers to underserved and low-income communities that can be redeemed for market produce at farmers' markets
  - D. Permitting and supporting mobile vendors (e.g., mobile farmers' markets, mobile grocery stores, and produce carts) that provide access to local foods in underserved communities
  - E. Zoning laws that permit farm stands or pick your own businesses
  - F. None of the above
  - G. Other, please specify.
- 6. How is your municipality involved in supporting or promoting the consumption of local food?** (Mark all that apply)
- A. Promoting the use of locally grown foods (e.g. hosting events)
  - B. Providing information to the public on local food
  - C. Developing or supporting a local food guide that provides information on where to access local food
  - D. Working in partnership with other municipalities and organizations to promote and brand locally produced foods regionally
  - E. None of the above
  - F. Other, please specify.

**7. How is your municipality involved in supporting or promoting the management of food-related waste?** (Mark all that apply)

- A. Supporting and promoting composting initiatives (e.g., distributing or selling at cost backyard composters, providing financial or in kind support to local organizations' composting initiatives)
- B. Providing a municipality-wide organic waste collection/composting program
- C. Promoting and supporting local gleaning programs, where community members harvest and distribute produce from farms that would otherwise not be used due the cost of harvesting and the low retail value of the produce (e.g., due to produce being too small or an unconventional shape)
- D. None of the above
- E. Other, please specify.

**Section 3: Community partnerships that promote healthy eating**

**1. Does your municipality support any of the following (e.g. provide use of facilities, financial support, in-kind contributions, advertising, or other support)?** (Mark all that apply)

- A. Community kitchen
- B. Good food box program
- C. Food cooperative
- D. Food bank
- E. School breakfast program
- F. School snack program
- G. Seniors lunch programs
- H. Community/group/organization free, by donation or minimal cost dinners
- I. Meals on Wheels or other food delivery program
- J. Cooking club
- K. Cooking classes
- L. Nutrition workshops (e.g., nutrition for expecting mothers, understanding nutrition labels, food shopping and eating on a budget, etc)
- M. Food safety or food handler training
- N. A community harvesting program
- O. None of the above
- P. Other, please specify.

**2. Do you have any other information that you would like to share on what your municipality is doing to promote healthy eating and access to nutritious food?**