APPENDIX F

SUPPLEMENTARY FOOD ENVIRONMENT ASSESSMENT CODEBOOK AND TOOL

Using the Supplementary Food Environment Assessment Tool

This tool was developed to help you collect data on the food environment in your community. It can also help you to preliminarily assess the accessibility and availability of healthy food in your community. This tool can help start a dialogue on the availability of healthy food and potentially help in determining options to increase it in your community. Not all healthy food options are needed or work for every community.

Before conducting the Supplementary Food Environment Assessment, be sure to read the introductory information in Sections 1.1 and 1.2 of the RALA codebook regarding location, settlement pattern and physical features, and think about where your community falls in those typologies. To complete this section, it may be helpful to refer to your community map and you also may need to contact your local community and school officials to answer some of the questions. Walking the community may also help to locate the amenities. A GPS can be useful. You may include amenities that are located in surrounding communities if you know that residents in your community use them. If there are any comments about the opportunities or barriers to using the amenity, be sure to include them in the "comments" section. If there are additional food amenities in the community, not covered, please list additional amenities in one of the "other food amenity" sections at the end of the Tool.

If needed, you can find question-by-question details for the Food Environment Assessment here:

Question by Question Details for Completing the Community-wide Assessment

Q1. Community Name:
Fill in the full name of the community that is being assessed.

Q2. Reviewer Name:
Fill in the full name of the person(s) carrying out the assessment.

Q3. Date:
Fill in the date the assessment is completed.

I. RETAIL FOOD ENVIRONMENT:

This section is designed to collect information about retail food amenities available in your community. For each amenity, please check off its distance from your central community point and whether it has the specific access features listed. If there are any comments related to a specific amenity, please write it in the space provided.

Each amenity is listed in the **first column**. In the **second column**, check off the *distance* of that amenity from the designated community central-point. If the amenity is located outside of the community's boundaries, but is still considered to be accessible to community residents, please

note it in the "Comments" box for that particular amenity. Choose from the following options:

- *Yes – within 2 kilometres of community centre* – The amenity is located within two kilometres of the community's designated central point.

- *Yes – 2 to 8 kilometres from community centre* – The amenity is located between two and eight kilometres from the community's designated central point.

- *Yes – 8 to 25 kilometres away from community centre* – The amenity is located between eight and twenty-five kilometres away from the community's central point. If the radius was extended in the previous sections then it can be extended the same amount in this section.

- *No – community does not have this amenity* – The amenity is not available for residents of this community.

In the **third column**, indicate the number of each amenity for each distance from the community centre.

In the **fourth column**, check off the most appropriate choice regarding *access* to each amenity. Check whether the amenity includes any of the following elements:

- *Clearly marked signs for amenity* – There is clear and legible signage posted specifically to direct visitors to the amenity (on building or alongside the road).

- *Clearly marked signs for accessibility* – There is clear and legible signage with the universal symbol of access to direct visitors to the accessible entrance.

- *Sidewalks, trails, etc. leading to amenity* – There are sidewalks, trails, etc. that lead to the amenity and connect visitors to safe walking routes to and from the amenity. Safe walking routes are those that are in good repair throughout and include appropriate lighting.

- *Public transit leading to amenity-* The amenity is located along a public transit or shuttle route. The public transit is accessible to those with disability or parallel transit is offered.

- *Designated parking for amenity* – There are parking spaces (paved, dirt, gravel or other) designated for the amenity, including accessible spaces for those with a disability.

- *Accessibility* – The amenity is easily accessed by the young, elderly and disabled.

Complete the above steps for each amenity listed. Please note that there are additional spaces at the end of this section for "**Other Amenities**" in your community that have not been listed on this assessment tool.

Q4. Grocery Stores or Supermarkets:
If yes:
Indicate how many are located within the community.
If no:
Indicate the distance the next closest full grocery store or supermarket.

Q5. Convenience or Corner Stores:
If yes:
Indicate how many are located within the community as well as whether they offer fruits and vegetables, whole grains, dairy and meat and alternatives.

Q6. Fast Food Outlets or Take outs:
If yes:
Indicate how many fast food restaurants are located within the community. If a restaurant has both takeout and sit-down options it should only be counted under either question 6 or 7, not both.

Q7. Sit Down Restaurants
This includes cafes and diners.
If yes:
Indicate how many are located within the community.

Q8. Farmer's Markets (Public Markets):
If yes:
Indicate whether the farmer's market is open year round or seasonally.
Indicate how many days a week it is open.
Indicate the hours of operation of the farmer's market including hours of the day as well as number of days per week.

II. COMMUNITY FOOD RESOURCE ENVIRONMENT:

This section is designed to collect information about community food amenities available in your community. As in Section I, please check off the distance from your central community point to the amenity and whether it has the specific access features listed. Any comments related to a specific amenity can be recorded in the space provided.

Q9. Community food bank or emergency program
Includes: soup kitchens, community kitchens, emergency food pantries, charitable food services, etc.
If no:
Indicate the distance to the next closest one.

Q10.Community Garden or Greenhouse:
If yes:
Indicate how many are located within the community.

Q11. Does the community have a bulk food/produce purchasing or other program?
Bulk food buying programs and/or clubs offer individuals and families the opportunity and access to affordable quality fruits and vegetables. They are often sourced from local farmers when possible. Seasonal vegetables and fruit are often available for purchase once a month.

- *Yes* – The community has a bulk food/produce purchasing program.

- *No* – The community does not have a bulk food/produce purchasing program.
- *Don't know*

III. SCHOOL SURROUNDING FOOD ENVIRONMENT:

Q12. Are fast food outlets or take-outs located within a short walking distance of the community schools? A short walking distance is generally considered approximately 600 m or a 15 min walk.

Please answer for each school located within the community.

- *Yes* – Fast food restaurants are located within a short walk of the school.
- *No* – Fast food restaurants are not located within a short walk of the school.
- *Don't know*

Q13. Are convenience or corner stores located within a short walking distance of the community schools? A short walking distance is generally considered approximately 600 m or a 15 min walk.

Please answer for each school located within the community.

- *Yes* – Convenience stores are located within a short walk of the school.
- *No* – Convenience stores are not located within a short walk of the school.
- *Don't know*

Q14-Q16. Other Food Amenities
Include any additional food amenities or programs that are important food sources for the community not previously covered. If additional spaces are needed please copy the sheets.

"Other food amenities" could include:
- Ethnic food stores
- Vendors and food trucks
- Pop-up or mobile farm and fish markets
- Food delivery programs (e.g. meals on wheels)
- Collective kitchen programs (individuals buy in bulk, cook together and take meals home).
- Gleaning programs (individuals pick remaining fruits and vegetables after a farmer has harvested. They individuals give a percentage back to the farmer in exchange for the remainder).
- School gardens
- Roadside produce stands or farm gate sales

Q17. The role of policies and procedures in your community.
Include any community policies or procedures that play into the food environment outlined in the sections above.

*This completes the instructions for the Supplementary Food Environment Assessment portion of the RALA Tools.