

***TABLE OF CONTENTS***

<b>Appendix A:</b>	<b>Partners, Committee members and Participants of The Participatory Food Security Project</b>
<b>Appendix B:</b>	<b>Pre-Workshop Questionnaire</b>
<b>Appendix C:</b>	<b>Food Costing Training Reflective Exercise</b>
<b>Appendix D:</b>	<b>Food Basket Form</b>
<b>Appendix E:</b>	<b>Letter to Grocery Stores</b>
<b>Appendix F:</b>	<b>Guidelines for Pricing Procedures</b>
<b>Appendix G:</b>	<b>Provincial and Federal Tax and Deduction Rations</b>
<b>Appendix H:</b>	<b>Final Story Sharing Tools and Processes</b>
<b>Appendix I:</b>	<b>Informed Consent Forms</b>
<b>Appendix J:</b>	<b>Cost &amp; Calculations for Selected Age and Gender Groups</b>
<b>Appendix K:</b>	<b>Food Costing Scenarios Based on LICOs</b>

## APPENDIX A: PARTNERS, COMMITTEE MEMBERS AND PARTICIPANTS OF THE PARTICIPATORY FOOD SECURITY PROJECT

### Research Working Group and Provincial Steering Committee Members

This Participatory Food Costing Project was developed, conducted and written under the guidance of the Provincial Steering Committee (formerly NSNC Research Working Group) of the NSNC/AHPRC Food Security Projects, which includes:

<b>Sophie Pitre-Arseneault</b> <sup>∇</sup> Health Canada, CPNP	<b>Lynn Langille</b> Atlantic Health Promotion Research Centre
<b>Barb Anderson</b> <sup>∇</sup> Public Health Services, DHA 1,2,3	<b>Brenda Leenders</b> Public Health Services, DHA 4
<b>Cathy Chenhall</b> <sup>∇</sup> Nova Scotia Department of Health	<b>Michelle Magarit</b> * Maggie's Place Family Resource Centre
<b>Leslie Ehler</b> Kids First Parent Resource Centre	<b>Shelley Moran</b> <sup>∇</sup> Chair, Nova Scotia Nutrition Council
<b>Doris Gillis</b> * St. Francis Xavier University	<b>Shannon Newcombe</b> * Caring Connections – Native Council of Nova Scotia
<b>Dr. Eileen Hogan</b> * Acadia University	<b>Janet Rathbun</b> Department of Community Services
<b>Dr. Shanthi Johnson</b> * Acadia University	<b>Dr. Patty Williams</b> <sup>∇</sup> Principal Investigator, AHPRC, MSVU, NSNC
<b>Darlene Lawrence</b> Digby County Family Resource Centre	

<sup>∇</sup> Member of Research Working Group & Provincial Steering Committee

\* Member of Research Working Group

## Participating Family Resource Centres and Members

T-Trainer; S- Support Person; F – Food Coster

Family Resource Centre	Participants	
Annapolis Valley Hants Community Action Program for Children	Faye Khallil (F) Christine O'Neill-Mayers (F)	Debbie Reimer (S)
Bridgewater Family Support Centre and Buccaneer Bay/Heritage House Outreach Centre	Susan Burress (F) Lacie Greene (T/F) Jan Jollimore (F)	Holly Longepre (F) Paulette Lushman (F) Christine Robar (F)
Building Blocks Family Resource Centre	Kim Burns (T) Shanna MacDonald (F)	Beatrice White (T/F)
Cape Breton's Family Place Resource Centre (Sydney)	Jean Andrews (F) Karen Jessome (T)	Anne Power (F)
Cape Breton Family Place Resource Centre (Inverness)	Christine Campbell (T) Carol van den Hoogen (F)	Cathy McMillan (S)
Cape Breton's Family Place Resource Centre (Port Hawkesbury)	Tracey Lynch (F) Debbie Poirier (S)	Debbie Rudolph (F)
Caring Connections – Native Council of Nova Scotia	Bessie Cox (F) Claire DeWolfe (F) Brenda Leenders (T/S/F) Shannon Newcombe (T)	Constance Issacs (F) Holly Martin (F) Pam Hardy (F) Shelly Wentzell (F)
Parent Resource Centre (Dartmouth) and Dartmouth Family Resource Centre	Angela Daye (F) Caralee McDaniel (T) Paula Reed (F)	Denise Russell (F) Lu Sellers (F)
Digby County Family Resource Centre	Leslie Harris (T/F) Crystal Parsons (F)	Cristal Peck (F)
Family Matters (Annapolis Royal)	Angela Chute (F) Angelika Heubach (F) Nicole Innis (F)	Shelly Longmire (F) Loriann Rice (F) Dawn Walker (F)
Growing Together	Heather Davis (F)	Vicky Shepherd (S)
Kids First Family Resource Centre (Antigonish)	Cecilia Chisolm (F) Bernice Fraser (F)	Eileen McKenzie(S/T) Michelle Ward (S)
Kids First Family Resource Centre (Guysborough)	Mary Armstrong (F) Rebecca LeBlanc(S/F/T)	Paula MacIssac (F) Michelle Ward (S)
Kids First Family Resource Centre (New Glasgow)	Kim Jordon (F) Vanessa Murphy (F) Chris Pashos (F)	Sonya Sarty (F) Michelle Ward (S)
King Street Centre Shelburne	Cathy Hartley (F) Chastity Hartley (F)	Jennifer Lamrock (S)
Maggie's Place	Sally Crowe (F) Karen LeBlanc (T/F)	Michelle Margarit (S) Lisa Remington (F)
Memory Lane Family Place	Jackie Latimer (F) Peggy Meagher (F)	Cathy Poirer (F) Dawn Taylor (F)
Parents Place	Marian Gridley (F) Polly Ring (S)	Debbie Williams (F) Holly Thomas (S)
Parent Link and Wee Bears	Tracy Myers (F)	Robert Rhyno (F)
Additional Support People	Kim Barro (Dartmouth) Shelly Wilson (Shelburne)	Shelley Moran (Bridgewater) Jan McAbe (Sydney)

### National Advisory Committee Members

<p><b>Lise Bertrand</b> Direction de la santé publique, Montréal, Quebec</p>	<p><b>Margie Coombes</b> Food Security Network of Newfoundland and Labrador St.John's, Newfoundland</p>
<p><b>Barbara Davis</b> DC Nutrition and Food Security Network Ontario Toronto, Ontario</p>	<p><b>Elsie DeRoose</b> Federal/Provincial/Territorial Group on Nutrition Iqaluit, Nunavut</p>
<p><b>Doris Gillis</b> Asst. Professor, Dept of Human Nutrition St. Francis Xavier University Antigonish, Nova Scotia</p>	<p><b>Joanne Houghton</b> Coordinator, Food First of Northern BC Northern Health Authority Prince George, British Columbia</p>
<p><b>Cathleen Kneen</b> Coordinator, BC Food Systems Network Publisher, "The Ram's Horn" newsletter Sorrento, British Columbia</p>	<p><b>Linda Lalonde</b> National Anti-Poverty Organization Ottawa, Ontario</p>
<p><b>Andrea Lebel</b> Canadian Diabetes Strategy Halifax NS</p>	<p><b>Susan LeFort</b> National Anti-Poverty Organization Ottawa, Ontario</p>
<p><b>Lauranne Matheson</b> Program Officer, CPNP, Health Canada Ottawa, Ontario</p>	<p><b>Brenda McIntyre</b> Health Promotion Specialist, Nutrition Department of Health &amp; Social Services Government of Nunavut, Iqaluit, Nunavut</p>
<p><b>Kelly McQuillen</b> Manager, Diabetes &amp; Chronic Diseases Unit Winnipeg, MB</p>	<p><b>Eunice Misskey</b> Population and Public Health Services Regina Qu'appelle Health Region Regina, Saskatchewan</p>
<p><b>Lana Moore</b> Alberta Food Security Network Camrose, Alberta</p>	<p><b>Trudy Reid</b> Dietician, CPNP program Maggie's Place Family Resource Centre Cumberland County, Nova Scotia</p>
<p><b>Dr. Ellen Vogel</b> Adjunct Professor, School of Health Science University of Ontario Institute of Technology Oshawa, Ontario</p>	<p><b>Leanne Webb</b> Regional Nutritionist, Department of Health &amp; Social Services Government of Nunavut Iqaluit, Nunavut</p>
<p><b>Dr. Patty Williams</b> Principal Investigator NSNC/AHPRC Food Security Projects Mount Saint Vincent University Halifax, Nova Scotia</p>	

**Project Staff**

<b>Kim Barro</b> Coordinator Jan 2003-present	<b>Eric Hemphill</b> Research Assistant
<b>Christine Johnson</b> Interim Coordinator, Research Assistant & MSVU MScAHN Integrated Dietetic Intern	<b>Meredith Kratzmann</b> Research Assistant
<b>Rita MacAulay</b> MSVU MScAHN Candidate/Integrated Dietetic Intern	<b>Tamberly Taylor</b> Research Assistant, Canadian Institute Health Research (CIHR) Health Professional Student Research Award
<b>Brenda Thompson</b> Coordinator January-March 2002	

**Students**

<b>Juanita Caravan</b> NUTR 4414 Student	<b>Lindsay Foot</b> MSVU Integrated Dietetic Intern
<b>Ussma Ghani</b> MSVU MScAHN/Integrated Dietetic Intern	<b>Raylene Kennedy</b> GAHN 6614 Student
<b>Devin LeBlanc</b> NUTR 4414 Student	<b>Anne Lohnes</b> Acadia University Integrated Dietetic Intern
<b>Amy MacDonald</b> MSVU Integrated Dietetic Intern NUTR 4414 Student	

**Reviewers**

<b>Kari Barkhouse</b> Public Health, DHA 1,2,3	<b>Meredith Campbell</b> Nova Scotia Heart and Stroke Foundation
<b>Cathy Chenhall</b> Office of Health Promotion	<b>Margie Coombes</b> Food Security Network of Newfoundland and Labrador
<b>Angela Daye</b> Food Coster	<b>Barbara Davis</b> Dieticians of Canada
<b>Dr. Shanthi Johnson</b> Acadia University	<b>Holly MacIntyre</b> Canadian Cancer Society
<b>Dr. Lynn McIntyre</b> Faculty of Health Professions, Dalhousie University	<b>Shelley Moran</b> Public Health, DHA 1,2,3
<b>Janet Rathbun</b> Department of Community Services	<b>Trudy Reid</b> <b>Maggie's Place Amherst</b>
<b>Debbie Reimer</b> Annapolis Valley Hants Community Action Program for Children	<b>Polly Ring</b> Parent's Place – Yarmouth
<b>Dr. Ellen Vogel</b> University of Ontario Institute of Technology	<b>Denise Russell</b> Food Coster

## **APPENDIX B: PRE-WORKSHOP QUESTIONNAIRE**

### **PRE-TRAINING QUESTIONNAIRE**

The Nova Scotia Nutrition Council in partnership with Family Resource Centres/Projects across the province is doing a provincial survey of what it costs to eat a healthy diet in Nova Scotia. The Nova Scotia Nutrition Council is a volunteer organization whose members consist of community members, organizations, professionals, and students dedicated to promoting the nutritional health and well being of all Nova Scotians. This participatory food costing project will allow us to determine the cost of eating a healthy diet and the ability of Nova Scotia families to afford that diet.

Participants and staff of Family Resource Centres/Projects throughout Nova Scotia are participating in this project in many different ways. One of the key ways is by doing the food pricing in the grocery stores in their areas. This training workshop will be an opportunity to bring people together to talk about shared concerns about food security and abilities to access a healthy diet, as well as to train you in how to do food costing. This training will prepare you to go out and price the foods in the stores or to be a support to those doing the food costing.

This questionnaire will help us to learn about yours and others experiences with issues of food security and what people would like to learn from taking part in the training workshop and the food costing project.

We ask that you please fill out the following questionnaire and return it to us at least two days before the training workshop. If there are any questions you don't feel you are able to answer at this point that is fine; we will be discussing the overall results and providing more chances to get your input on these questions at the workshop. Also, if you have any questions please feel free to contact us.

Yours truly,

Patty Williams  
Principal Investigator  
Phone: (902) 494-6642  
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Mail to:  
Atlantic Health Promotion Research Centre  
6090 University Ave., Dalhousie University  
Halifax, NS, B3H 3J5

## PRE-TRAINING QUESTIONNAIRE

This questionnaire will help show us what you and others taking part in the workshop hope to get out of it, how we can make the day most useful to your situation and how you will be using the information.

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Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Information: \_\_\_\_\_

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1. List any other organizations or community groups you are involved with?  
(Please tell us your role – i.e. staff, volunteer, board member, etc.)

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2. **Food security** means many things to many people. The definition the Project is using is that food security exists when: *all people at all times can acquire safe, nutritionally adequate and personally acceptable foods that are accessible in a manner maintaining human dignity.* Please describe any of your previous involvement in food security activities.

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3. **Policy** – The project defines policy as *the framework within which decisions are made. We want to examine a broad area of policies that can be affected in order to build food security. Some examples are 1) governmental policy (legislation) 2) inter-organizational policy (a company's food policies) and 3) personal policy (how we make our own food choices).* Please describe any past involvement in policy activities you have had.

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4. Why did you volunteer to get involved with the Food Costing Project?

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5. What strengths, skills, and experiences do you bring to the Project?

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6. What do you hope to learn as a result of this workshop?

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7. Please describe how you hope to use what you have learned from this workshop.

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8. In what ways is **your organization** ready to be involved with a food costing project?

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9. In what ways is **your community** ready to be involved with a food costing project?

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10. What challenges might exist within **your organization** with the Food Costing Project?

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11. What challenges might exist within **your community** with the Food Costing Project?

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12. What contribution would you like to make to your community through this Project?

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***THANK YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE!***



## APPENDIX C: FOOD COSTING TRAINING REFLECTIVE EXERCISE

1. Review of pre-training questionnaire - 15 minutes
  1. Present findings from questionnaire
  2. Validation of information, fill in gaps.
2. Obtain input into capacity – 45 minutes

### Definitions

*Food security means many things to many people. The definition the Project is using is that food security exists when: all people at all times can acquire safe, nutritionally adequate and personally acceptable foods that are accessible in a manner maintaining human dignity. Please describe any of your previous involvement in food security activities.*

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*Policy – The project defines policy as the framework within which decisions are made. We want to examine a broad area of policies that can be affected in order to build food security. Some examples are 1) governmental policy (legislation) 2) inter-organizational policy (a company's food policies) and 3) personal policy (how we make our own food choices)*

### Capacity

1. What knowledge, experience and skills do individuals need to:
  - a. Conduct food costing and
  - b. Use the results of the food costing to influence policy to strengthen food security?
2. How do you need to be supported in order to:
  - a. Participate in the Food Costing Project?
  - b. Develop leadership skills to influence policy to strengthen food security?
3. The aim of the Project is to build community capacity for food security and policy.
  - a. If an organization were involved in influencing policy to build food security, what would it be doing/look like?
  - b. If a community were involved in influencing policy to build food security, what would it be doing/ look like?
4. A variety of individuals and organizations are responsible for developing and implementing policies that address food security.
  - a. What decision makers should we be involving?

**APPENDIX D: FOOD BASKET FORM**

<b>City/Town:</b>	<b>Store Name:</b>
<b>Your Name:</b>	<b>Store Address:</b>
<b>Your Phone #:</b>	<b>Date/Time:</b>
<b>Your Address</b>	

**Note:** For all items listed below, choose the **lowest price** for the food product in the purchase size indicated. If the item in the preferred purchase size is not available, choose the lowest price for the closest alternative size. If an item or suggested substitute is not available, indicate this with an “N/A” (not available) so that it is clear the item was not simply forgotten.

<b>Food</b>	<b>Purchase Size</b>	<b>Price</b>	<b>Comments &amp; Calculations</b>	<b>On Sale ✓</b>	<b>Price entered to spreadsheet</b>
<b>Milk Products</b>					
2% milk	3 L	/2L /4L			
Yogurt	500 g				
Cheddar cheese, medium	227 g				
Process cheese slices	500 g				
Mozzarella cheese	227 g				
Vanilla Ice Cream	2 L				
<b>Eggs</b>					
Grade A Large	1 doz				

The package sizes will vary and do not have to be any particular size. Cost only the price per kilogram (found on the label; usually the middle number) of regular sized packages of meat (not value packs, or family packs). Meat is assumed to be fresh, not frozen. If the price per kilogram is not available then record the price per pound.

Food	Purchase Size	Price	Comments & Calculations	On Sale ✓	Price entered to spreadsheet
<b>Meats, Poultry, Fish</b>					
Round Steak (cheapest of any variety i.e. inside, outside, marinating)	1 kg	/kg /lb	price/lb x 2.2026lb/kg = price/kg		
Stewing Beef	1 kg	/kg /lb	price/lb x 2.2026lb/kg = price/kg		
Ground Beef, Medium	1 kg	/kg /lb	price/lb x 2.2026lb/kg = price/kg		
Pork Chops, Loin (Cheapest of any variety)	1 kg	/kg /lb	price/lb x 2.2026lb/kg = price/kg		
Chicken Legs	1 kg	/kg /lb	price/lb x 2.2026lb/kg = price/kg		
<b>Note:</b> For the remaining meats, poultry and fish products, record the cheapest price for the item specified in the preferred purchase unit.					
Wieners, beef & pork	450 g				
Sliced ham(sandwich type)	175 g	/175g pre-packaged /175g deli			
Frozen fish fillets	400 g				
Pink salmon, canned	213 g				
Flaked light tuna canned, water	170 g				
<b>Meat Alternatives</b>					
Baked beans with tomato sauce	398 ml				
Dry navy beans/white pea beans	454 g				
Smooth peanut butter	500 g				

**Note:** For bread, price the brand that is the cheapest in the store, **excluding** in-store bakery bread.

Food	Purchase Size	Price	Comments & Calculations	On Sale ✓	Price entered to spreadsheet
<b>Grain Products</b>					
Bread, enriched white	570 g				
Bread, whole wheat	675 g				
Hot dog or Hamburger rolls	480 g				
Flour, white, all-purpose	2.5 kg	/bag /kg bulk			
Flour, whole wheat	2.5 kg	/bag			
Macaroni or spaghetti	900 g				
Rice, long grain, white	900 g	/bag /kg bulk			
Macaroni & cheese dinner	225 g				
Oatmeal, regular	1 kg	/bag /kg bulk			
Corn Flakes (can use no name substitute)	675 g				
Shreddies (can use no name substitute)	620 g				
Soda crackers, salted	450 g				
Social tea cookies	350 g				

**Note:** For oranges, tomatoes, apples, carrots, and onions note the price of each version displayed. For instance, price per kilo if loose and price per bag or tray (note size).

Food	Purchase Size	Price	Comments & Calculations	On Sale ✓	Price entered to spreadsheet
<b>Citrus fruit &amp; tomatoes</b>					
Oranges	1 kg	/kg /lb /bag	price/lb x 2.2026lb/kg = price/kg		
Apple juice, canned or Tetrapak (Vitamin C Added)	1.36 L	/1.36L /1L	price/L x 1.36 = price/1.36L		
Orange juice, frozen concentrate	355 ml				
Tomatoes	1 kg	/kg /lb	price/lb x 2.2026lb/kg = price/kg		
Whole tomatoes, canned	796 ml				
Tomato juice, canned	1.36 L				
<b>Other fruit</b>					
Apples	1 kg	/kg /lb /bag	price/lb x 2.2026lb/kg = price/kg		
Bananas	1 kg	/kg /lb	price/lb x 2.2026lb/kg = price/kg		
Grapes	1 kg	/kg	price/lb x 2.2026lb/kg = price/kg		
Pears	1 kg	/kg /lb	price/lb x 2.2026lb/kg = price/kg		
Raisins	750 g	/bag /kg bulk			
Fruit cocktail, canned, juice packed	398 ml				
<b>Potatoes</b>					
Potatoes, fresh	4.54 kg (10 lb bag)	/bag /kg loose	price/lb x 2.2026lb/kg = price/kg		
Frozen french fried	1 kg				

potatoes					
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**Note:** If any of the following vegetables are priced by unit (for instance \$1.99 for a bunch of broccoli) note the price and weigh three bunches of broccoli. Record the weights in the comments section of the pricing form.

Food	Purchase Size	Price	Comments & Calculations	On Sale ✓	Price entered to spreadsheet
<b>Other Vegetables</b>					
Broccoli	1 kg	/bunch	weight #1 = weight #2 = weight #3 = Add 3 weights and divide total by 3 <b>ave weight =</b>		
Cabbage	1 kg	/kg			
Carrots, fresh	1 kg	/kg /lb /bag	price/lb x 2.2026lb/kg = price/kg		
Celery	1 kg	/bundle	weight #1 = weight #2 = weight #3 = Add 3 weights and divide total by 3 <b>ave weight =</b>		
Cucumber	1 kg	each	weight #1 = weight #2 = weight #3 = Add 3 weights and divide total by 3 <b>ave weight =</b>		
Lettuce, Iceberg	1 kg	/head	weight #1 = weight #2 = weight #3 = Add 3 weights and divide total by 3 <b>ave weight =</b>		
Lettuce, Romaine	1 kg	/head	weight #1 = weight #2 = weight #3 = Add 3 weights and divide total by 3 <b>ave weight =</b>		
Onions	1 kg	/kg /lb	price/lb x 2.2026lb/kg =		

		/bag	price/kg		
Green Pepper	1 kg	/kg /lb	price/lb x 2.2026lb/kg = price/kg		
Turnips	1 kg	/kg			
Mixed vegetables, frozen	1 kg				
<b>Food</b>	<b>Purchase Size</b>	<b>Price</b>	<b>Comments &amp; Calculations</b>	<b>On Sale ✓</b>	<b>Price entered to spreadsheet</b>
Whole kernel corn, canned	341 ml				
Green peas, canned	398 ml				
<b>Fats &amp; Oils</b>					
Margarine, tub ( <i>non- hydrogenated</i> )	454 g				
Butter	454 g				
Canola oil	1 L				
Mayonnaise-type salad dressing ( <i>reduced fat</i> )	500 ml				
<b>Sugar and Other Sweets</b>					
Sugar, white	2 kg	/bag /kg bulk			
Strawberry jam	500 ml				

**APPENDIX E: LETTER TO GROCERY STORES****Nova Scotia Nutrition Council**

*Working together to promote optimal nutritional health for Nova Scotians!*

June 6, 2002

Dear Manager,

The Nova Scotia Nutrition Council (NSNC), in partnership with Family Resource Centers/Projects across the province, is conducting a provincial survey to determine the cost of purchasing foods that comprise a healthy diet. We invite your participation in this by allowing food costers to collect pricing information in your store. The overall aim of this project is to determine the generic cost of a nutritious food basket based on a list of foods that reflect healthy eating recommendations. Food costing is a common tool that began in the 1970's by Agriculture Canada to monitor the changing costs in the prices of foods. Now, the National Nutritious Food Basket-Health Canada is used more often to raise awareness in terms of the cost of a healthy diet and to compare the adequacy of various incomes to provide that healthy diet. Food costing has been used in several provinces and areas across the country. It was conducted in Nova Scotia in 1988 by the NSNC, and was last done in the province in 1996/97. The results from this current project will be used to raise awareness around the cost of eating a healthy diet in our province.

The NSNC is a volunteer organization whose membership consists of community members, organizations, professionals, and students dedicated to promoting the nutritional health and well-being of all Nova Scotians. Our partners in this project are Family Resource Centers/Projects across the province who address the needs of Nova Scotia families by providing community-based programs and services to improve the health and development of children who live in low socio-economic circumstances. Food security can be defined as follows: "all people at all times can acquire safe, nutritionally adequate and personally acceptable foods that are accessible in a manner maintaining human dignity". This participatory food costing project focuses on Nova Scotian's access to food for health.

By surveying food prices from various grocery stores across the province we will determine the extent to which Nova Scotia families can afford a healthy diet. The stores selected (approximately 44) to be costed were chosen through a random selection from a list of all grocery stores across the province. Prices from participating stores will be pooled to determine an average price for the province as a whole as well as by county. Individual prices, brand and store names will be kept strictly confidential. ***Participating grocery stores will not be identified and the costs for either specific foods or for the nutritious food basket will not be released for individual stores.*** This survey is not intended to determine the cost of food items per store but rather the average cost of healthy eating in each county as well as in the province.



Two individuals from a Family Resource Centre or project in your area will conduct the food pricing. With your permission, those completing food basket pricing will spend approximately 90 to 120 minutes in your store. They are required to inform you of the date they wish to conduct the food pricing several days in advance and will identify and introduce themselves to store managers before beginning the food pricing. As well, they will wear badges indicating they are part of a project of the Nova Scotia Nutrition Council and Family Resource Centers/Projects.

Your participation in this project is greatly appreciated; we look forward to working with you on this exciting and valuable project. If you have any questions, please contact me at 494-6642. We will be contacting you by phone within the next week to discuss your participation.

Sincerely,

Patty Williams, PhD, PDt  
Principal Investigator,  
NSNC Food Security Research Working Group  
(902) 494-6642  
patricia.williams@dal.ca

cc. Jeanne Cruikshank

## **APPENDIX F: GUIDELINES FOR PRICING PROCEDURES**

- The *lowest price* for the specified food item is always recorded;
- If the specified size is available always take the lowest price of that size – never take a larger size to get a cheaper per unit price, this includes family or club packs of items;
- If a specified size is not available record the price of *the nearest alternative size*, whether larger or smaller, and later convert to the price for the specified size;
- In the case of sale items record the sale price as long as that price will be what is paid at the cash and is accessible to everyone. If the special price requires mail-in coupons/rebates, or a minimum purchase then the regular price is taken as the sale price may not be accessible to all;
- For items such as produce that is available at a price per head or bunch rather than per kilogram you must get an average weight of three bunches to determine a price per weight;
- For produce available loose and bagged record a price for both and later determine the cheapest per weight.

### APPENDIX G: PROVINCIAL AND FEDERAL TAX AND DEDUCTION RATIOS

Federal Income Tax Rate <sup>1</sup>		Provincial Income Tax Rate <sup>1</sup>		CPP <sup>2</sup>	EI <sup>2</sup>
Annual Income	Rate	Annual Income	Rate	Rate	Rate
\$0 - \$30,754	16%	\$0 - \$29,590	9.77%	4.7%	2.2%
\$30,754 - \$61,509	22%	\$29,590 - \$59,180	14.95%		
\$64,509 - \$100,000	26%	\$59,180+	16.67%		
\$100,000+	29%				

Therefore, these deductions can be used to estimate income after taxes. Here is an example using the median income of a two-parent household with children under 18 in Nova Scotia in 2000.

$$\begin{aligned}
 & \mathbf{\$60,381.00 \text{ (Gross Income)}} \\
 & - 13,283.82 \text{ (22.0\% Federal Income Tax)} \\
 & - 10,065.51 \text{ (16.67\% Provincial Income Tax)} \\
 & - 2,837.91 \text{ (4.7\% CPP Deduction)} \\
 & - \underline{1,328.38} \text{ (2.2\% EI Deduction)} \\
 & = \$32,865.38/\text{yr or } \$32,865.76/12 = \$2,738.78/\text{mo.}
 \end{aligned}$$

<sup>1</sup> Source: [www.kpmg.ca](http://www.kpmg.ca)

<sup>2</sup> Source: [www.mun.ca/univrel/communicator/dec2001com/cpp.html](http://www.mun.ca/univrel/communicator/dec2001com/cpp.html)

**APPENDIX H: FINAL STORY SHARING TOOLS AND PROCESSES**

# Story Sharing

We want to hear your stories because...

Stories can be very powerful tools. Through stories, knowledge can be shared and strengthened, by helping others to understand complex things that exist in a person's life. Stories can be especially useful in research and in advocacy work, because they can be used to put a face on the facts and statistics.

## **Stories help us...**

- *Learn from the experiences of others*
- *Support each other*
- *Begin to find solutions to the issues*



## What will we do at a story sharing workshop?

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- We will sit in small groups.
- The storyteller will tell a story.
- Everyone will listen to the story
- Everyone will think about (or write down) things that are important to them that they heard in the story.
  - Led by the facilitator, everyone will talk about the story.
- The facilitator will record all the important points everyone has raised about the story.
  - All the points raised will be organized into topics.
  - Everyone will talk about the issues and discuss solutions.
- Everyone will respect that what he or she hears at the workshop stays at the workshop.
  - Everyone will evaluate the workshop.



## The Story Teller

As a storyteller, you will be asked to come to the Story Sharing Workshop prepared to tell a story that addresses the following question/statement

- **What are your experiences with food insecurity?**
- OR**
- **Tell a story that demonstrates your experience with food insecurity?**

\* Here are some tips that may assist you in putting together your story

### **A GOOD STORY IS ... ..**

#### **One that comes from your own experience and.....**

- Demonstrates a “success”
- Demonstrates a “failure”
- Tells about a time that was interesting for you or others
- Tells about a time that was very hard for you or others
- Offers some helpful lessons for you and others about food insecurity

Assume that the story listeners know nothing about the setting or situation of your story. Provide a lot of detail. For example you could include:

- Who was involved
- What actions you and others did
- When and where the actions took place
- What actions went smoothly
- What actions were tricky

Explain how food insecurity has done one or more of the following:

- Effected you personally
- Effected your family

Although there is no exact time limit, stories are usually 5 to 10 minutes in length.

It is sometimes helpful, but not necessary, to write your story. By writing the story, or even a few notes, it may help to focus on what is important to share with others.

If you would like to bring a written copy of your story to the workshop that would be great, but you do not have to.



## The Facilitator

As a facilitator you are responsible for making sure that the story sharing process is carried out as planned. As a facilitator your main role is to ensure that:

- Everyone follows the “group rules” that were made at the beginning of the workshop.
- The group does not get stuck talking about one question for a long period....time is limited so the facilitator may have to move the discussion along.
- The structured dialogue works its way through all of the question categories. **Refer to attached sheet for some suggested questions for the “structured dialogue”.**
- Everyone has an opportunity to participate to the extent they want
- Discussion does not bog down in description and problem-solving of the particular case story

## **Dialogue Questions** **To be used by the Facilitator**

### **What?**

- What is happening in this story?
- What topics are being raised?
- What was the identified problem or need?
- What problems and barriers was the storyteller faced with in trying to achieve food security
- What feelings are being expressed throughout the story?

### **Why?**

- Why is this person experiencing these issues?
- Why is this person food insecurity?
- Why is this person feeling the way they do?
- Why are the issues not already being addressed?

### **So What?**

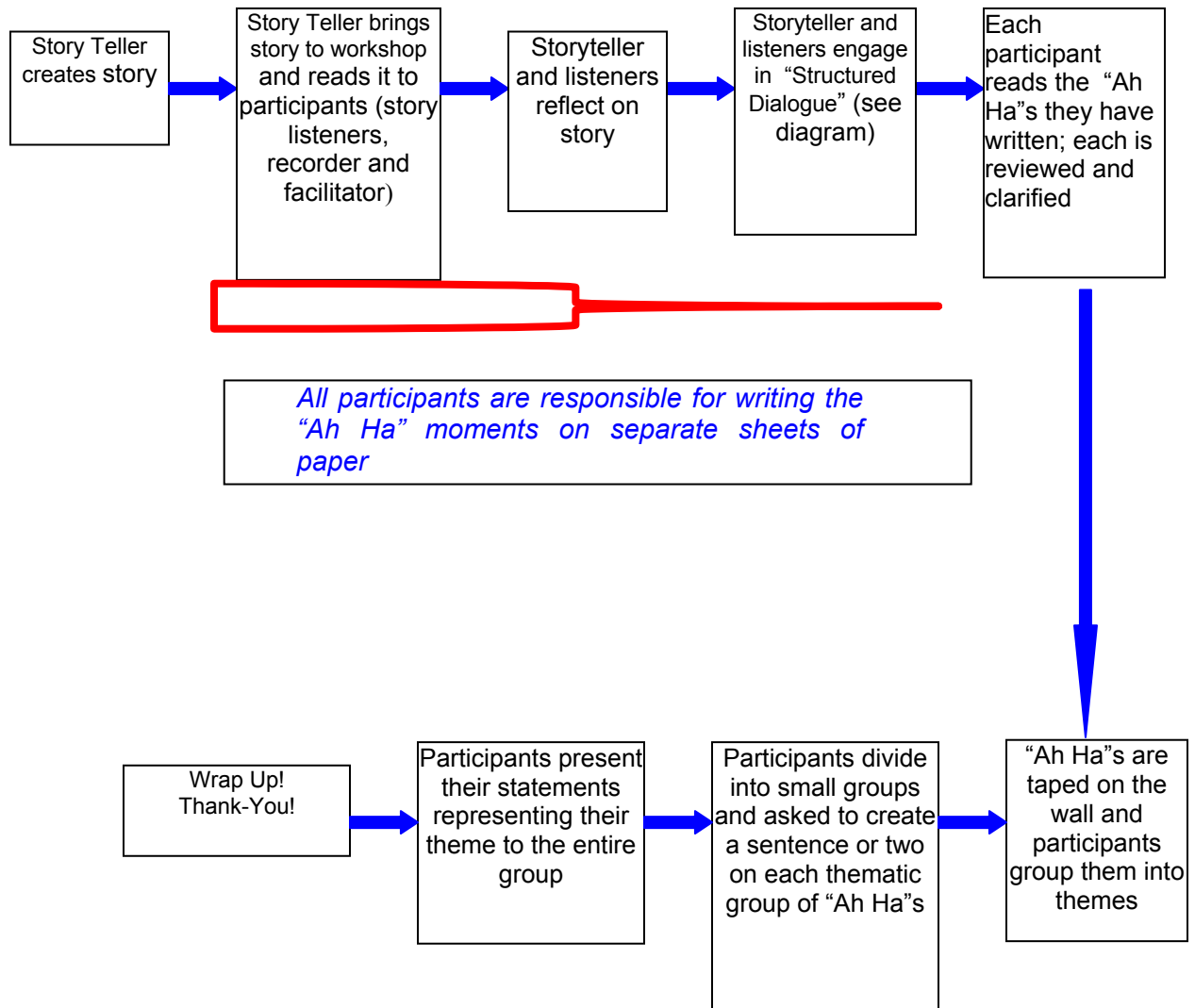
- So what have we learned?
- So what still remains unclear?
- So what has changed in us after hearing this story?

### **Now What?**

- Now what can we do to improve the state of food insecurity in our community?
- Now whom can we contact to help us make a difference?
- Now what can we change in our lives/communities that will improve the state of food security?



### STORY SHARING PROCESS



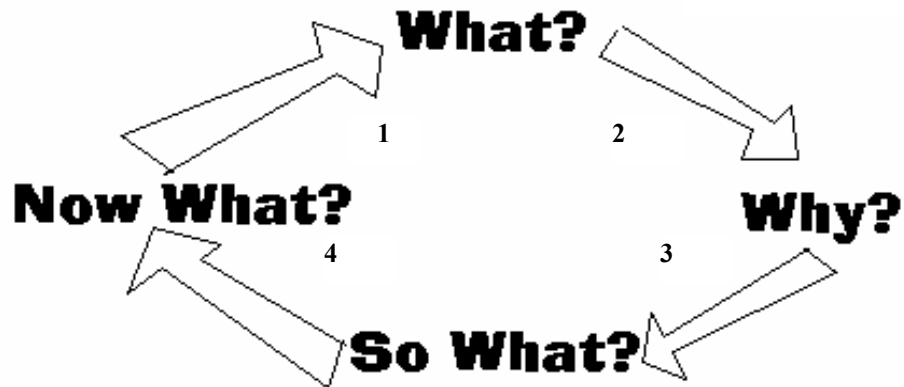
## Dialogue Questions to be used by the Facilitator

### Possible **Now What** Questions

- Can we do to change/improve the state of food insecurity in our community?
- Who can we contact?

### Possible **What** Questions

- Is happening in the story?
- Problems and barriers was the storyteller faced with in trying to achieve food security?
- What feelings are being expressed throughout the story?



### Possible **So What** Questions

- Have we learned?
- Remains unclear?
- Has changed in us after hearing this story?

### Possible **Why** Questions

- Is this person experiencing these issues?
- Is this person food insecurity?
- Is this person feeling the way they do?

## **APPENDIX I: INFORMED CONSENT FORMS**

Consent Form for: Pre- and Post-Food Costing Training Focus Group  
**Building Food Security in Nova Scotia: Using a  
Participatory Process to Collect Evidence and Enhance the  
Capacity of Community Groups to Impact Policy**

### **Introduction**

We invite you to take part in a research project being conducted by the Nova Scotia Nutrition Council and the Atlantic Health Promotion Research Centre, Dalhousie University. Taking part in this study is voluntary and you may withdraw at any time. The study is described below. If you have any questions concerning this study, please contact the lead investigator or research assistant, whose contact information can be found at the end of this information sheet.

### **Purpose of the Study**

To examine knowledge, experience and skill development and their application related to food security and the benefits and challenges that result from participation in the Project.

To examine Family Resource Centre participants' and trainers' input/perspective into participatory processes used and partnership development, and the application of the participatory food costing model and its effectiveness in monitoring the cost of a healthy diet.

### **Who Can Participate**

Family Resource Center participants and staff and others involved in the participatory food costing project are invited to be involved in this evaluation of the project.

### **Who Will Be Conducting the Research**

The lead investigator and research assistant will conduct the research, as representatives of the Nova Scotia Nutrition Council (NSNC) Food Security Research Working Group. The NSNC is a non-profit group comprised of health and nutrition professionals dedicated to food and nutrition-related issues facing Nova Scotians.

### **What You Will Be Asked To Do**

You will be asked to participate in a 2-2.5 hour focus group where we will discuss the food costing which you have taken part in so that we can determine if your capacity to influence policy development related to building food security is enhanced through the participatory process of working with others.

### **Possible Risks and Discomforts**

Some of the questions may be sensitive or embarrassing issues for some people. For example we may ask a question concerning knowledge and skill developments from participating in the research. You must remember that you do not have to respond to questions you are not comfortable answering and may leave at any time.

### **Possible Benefits**

The learnings from the evaluation will be used to develop a model of participatory food costing which can be used by others to determine the cost of a healthy diet. This will provide a way to measure the cost of healthy eating that can be used to inform the development of policies related to income and food security.

### **Compensation**

Participants will be compensated for their participation in that childcare and transportation costs will be covered and food will be provided during the focus group.

### **Confidentiality**

All correspondence (informed consent forms, transcripts of focus groups) will be kept in a locked filing cabinet at the Atlantic Health Promotion Research Centre, Dalhousie University. Access to the original data will be limited to the Principal Investigator, the Project Coordinator, and the student researcher. When the project has been completed, data will be kept in the event that an audit of the project is conducted, or that the information is required for further analyses. No identifying features of participants will be present on any documentation or reports to ensure participant anonymity. Tapes will be destroyed immediately following transcription, and transcripts will be securely kept for five years, after which the Principal Investigator will destroy them.

### **Questions**

Patricia L. Williams, Principal Investigator; Tel. (902) 494-6642, Fax (902) 494-3594, Email [patricia.williams@dal.ca](mailto:patricia.williams@dal.ca)

Gillian Ellis, Research Assistant; Tel. (902) 667-8408,  
Email [gillian23\\_2001@hotmail.com](mailto:gillian23_2001@hotmail.com)

In the event that you have any difficulties with, or wish to voice concern about, any aspect of your participation in this study, you may contact the Human Research Ethics/Integrity Coordinator at Dalhousie University's Office of Human Research Ethics and Integrity for assistance: (902) 494-1462.

**-INFORMED CONSENT FORM-**  
**Building Food Security in Nova Scotia: Using a  
Participatory Process to Collect Evidence and Enhance the  
Capacity of Community Groups to Impact Policy**

If you have read the information sheet that explains the research project and are willing to participate, please read the following and sign below.

I understand that:

- This is a study being conducted by the Nova Scotia Nutrition Council and Atlantic Health Promotion Research Centre.
- The purpose of the research is to 1) examine knowledge, experience and skill development and their application related to food security and the benefits and challenges that result from participation in the Project; and 2) examine Family Resource Centre participants' and trainers' input/perspective into participatory processes used and partnership development, and the application of the participatory food costing model and its effectiveness in monitoring the cost of a healthy diet.
- All the information I provide is confidential;
- A potential risk for me as a participant in this project is the discussion of sensitive or embarrassing personal experiences;
- A potential benefit for me as a participant in this project is the resulting model of participatory food costing which can be used by many others to build food security;
- I do not have to answer any questions if I so choose, and I can withdraw from the project at any time;

If I have any questions about this research project, I can contact the lead researcher, Dr. Patty Williams, at (902) 494-6642, or the research assistant, Gillian Ellis, at (902) 667-8408;

- I will keep a copy of the consent form for my records.

**I have read and understood the information given about the project. I am willing to participate. I have been provided with enough information to make a decision as to whether or not I would like to participate in this research project.**

Participant's Name \_\_\_\_\_

Date \_\_\_\_\_

Researcher's Name \_\_\_\_\_

Date \_\_\_\_\_

Consent Form for: Story Sharing Workshops

**Working Together for Food Security in Nova Scotia:  
Building Capacity to Translate Learnings into Policy Relevant Action**

**Introduction**

We invite you to take part in a research project being conducted by the Atlantic Health Promotion Research Centre, Dalhousie University. Taking part in this study is voluntary and you may withdraw at any time. The study is described below. If you have any questions concerning this study, please contact the lead investigator or the project coordinator, whose contact information can be found at the end of this information sheet.

**Purpose of the Study**

To share stories and examine perceptions related to experiences with food insecurity. These stories will be used to enhance the food costing evidence gathered in the Participatory Food Costing Project.

**Who Can Participate**

Family Resource Centre participants involved in the participatory food costing project are invited to be involved in the story sharing workshops.

**Who Will Be Conducting the Research**

The lead investigator, the project coordinator, the project staff, and peer facilitators will conduct the research, as representatives of the Nova Scotia Nutrition Council (NSNC) and Family Resource Centres (FRCs). The NSNC is a non-profit group comprised of health and nutrition professionals dedicated to food and nutrition-related issues facing Nova Scotians.

**What You Will Be Asked To Do**

You will be asked to participate in a 6-hour story sharing workshop where we will discuss stories and experiences of food insecurity

**Possible Risks and Discomforts**

Some of the discussions around experiencing food insecurity may be sensitive or embarrassing for some people. However, you do not have to respond to questions you are not comfortable answering and may leave at any time.

**Possible Benefits**

The learnings from the story sharing workshops will be used to enhance the food costing evidence previously gathered in Spring and Fall 2002 when making our case for building policy to strengthen food security.

**Compensation/Reimbursement**

Participants will be compensated for their participation. If you require childcare it will be reimbursed at a rate of \$5 per hour and if you are required to take your vehicle these transportation costs will be covered at a rate of .31 per kilometre. Taxi and bus fares will also be reimbursed if necessary. Food will be provided during the story sharing workshop.

### **Confidentiality**

All correspondence (informed consent forms, transcripts) will be kept in a locked filing cabinet at the Atlantic Health Promotion Research Centre, Dalhousie University. Access to the original data will be limited to the Principal Investigator, the Project Coordinator, and the student researcher. When the project has been completed, data will be kept in the event that an audit of the project is conducted, or that the information is required for further analyses. No identifying features of participants will be present on any documentation or reports to ensure participant anonymity. Tapes will be destroyed immediately following transcription, and transcripts will be securely kept for five years, after which time they will be destroyed by the Principal Investigator.

### **Questions**

Patricia L. Williams, Principal Investigator; Tel. (902) 494-2240, Fax (902) 494-3594,  
Email [patricia.williams@dal.ca](mailto:patricia.williams@dal.ca)

Kim Barro, Project Coordinator; Tel. (902) 494-6038, Fax (902) 494-3594,  
Email [kbarro@tupdean2.med.dal.ca](mailto:kbarro@tupdean2.med.dal.ca)

Rita MacAulay, Research Assistant, Tel. (902) 494-2764, Fax (902) 494-3594  
Email [ritamacaulay@yahoo.com](mailto:ritamacaulay@yahoo.com)

In the event that you have any difficulties with, or wish to voice concern about, any aspect of your participation in this study, you may contact the Human Research Ethics/Integrity Coordinator at Dalhousie University's Office of Human Research Ethics and Integrity for assistance: (902) 494-1462.

**-INFORMED CONSENT FORM-  
Working Together for Food Security in Nova Scotia:  
Building Capacity to Translate Learnings into Policy Relevant Action**

If you have read the information sheet that explains the research project and are willing to participate, please read the following and sign below.

**I understand that:**

- This is a study being conducted by the Atlantic Health Promotion Research Centre and the Nova Scotia Nutrition Council to share stories and examine perceptions related to experiences with food insecurity. These stories will be used to enhance the food costing evidence gathered in Spring and Fall 2002.
- All the information I provide is confidential;
- The workshop will be tape recorded;
- A potential risk for me as a participant in this project is the discussion of sensitive or embarrassing topics;
- A potential benefit for me as a participant in this project is the resulting evidence to use with our food costing data to work towards building food security through policy change;
- I do not have to answer any questions if I so choose, and I can withdraw from the project at any time;
- If I have any questions about this research project, I can contact the lead researcher, Dr. Patty Williams, at (902) 494-2240, or the project coordinator, Kim Barro, at (902) 494-6038.
- I will be provided with a copy of the consent form, which I may keep for my information.

**I have read and understood the information given about the project. I am willing to participate and agree to allow the workshop to be tape-recorded. I have been provided with enough information to make a decision as to whether or not I would like to participate in this research project.**

Participant's Name \_\_\_\_\_ Date \_\_\_\_\_

Researcher's Name \_\_\_\_\_ Date \_\_\_\_\_



**APPENDIX J: COST & CALCULATIONS FOR SELECTED AGE AND GENDER GROUPS**

Sex	Age (yrs)	Cost/wk	Cost/mo
<b>Child</b>	1	\$15.95	\$69.06
	2-3	\$16.67	\$72.18
	4-6	\$21.97	\$95.13
<b>Boy</b>	7-9	\$25.99	\$112.54
	10-12	\$32.36	\$140.12
	13-15	\$37.92	\$164.19
	16-18	\$43.66	\$189.05
<b>Girl</b>	7-9	\$25.09	\$108.64
	10-12	\$30.06	\$130.16
	13-15	\$32.04	\$138.73
	16-18	\$30.17	\$130.64
<b>Man</b>	19-24	\$41.12	\$178.05
	25-49	\$39.91	\$172.81
	50-74	\$36.23	\$156.88
	75+	\$32.86	\$142.28
<b>Woman</b>	19-24	\$30.86	\$133.62
	25-49	\$29.39	\$127.26
	50-74	\$28.87	\$125.01
	75+	28.11	\$121.72

Age of Mother (yrs)	Stage of Pregnancy or Lactation	Cost/wk	Cost/mo
13-15	Trimester 1	\$35.63	\$154.28
	Trimester 2,3	\$37.58	\$162.72
	Lactation	\$38.61	\$167.18
16-18	Trimester 1	\$35.32	\$152.94
	Trimester 2,3	\$38.02	\$164.63
	Lactation	\$38.98	\$168.78
19-24	Trimester 1	\$34.47	\$149.26
	Trimester 2,3	\$36.67	\$158.78
	Lactation	\$37.49	\$162.33
25-49	Trimester 1	\$33.02	\$142.98
	Trimester 2,3	\$35.08	\$151.90
	Lactation	\$35.75	\$154.80

Using the table you can quickly estimate how much it should cost any family; follow the steps for this example or substitute the members of your family to find how much it costs for you.

**Family "X" consists of:**

Mother: female between 25 and 49 years

Father: between 25 and 49 years

Two children: A girl aged 7 and a boy 14.

**Step 1:** Write down the ages and sex of all the people you are feeding

**Step 2:** Using the chart on the following page you can figure out the costs based on the NNFB

Mother:	\$29.39
Father:	\$39.91
Girl aged 7:	\$25.09
Boy aged 14:	<u>\$37.92</u>
<b>Total</b>	<b>\$132.31</b>

**Step 3:** Since it costs a little more per person to feed small groups of people and a little less to feed larger groups, you may have to adjust the total cost found in Step 2. Using the following adjustment for family size if it applies to your situation.

<b>1 person:</b>	<b>increase costs by 15%</b>	(multiply food costs by 1.15)
<b>2 persons:</b>	<b>increase costs by 10%</b>	(multiply food costs by 1.1)
<b>3 persons:</b>	<b>increase by 5%</b>	(multiply food costs by 1.05)
<b>4 persons:</b>	<b>no change</b>	
<b>5 persons:</b>	<b>decrease food costs by 5%</b>	(multiply food costs by .95)
<b>6 persons:</b>	<b>decrease costs by 10%</b>	(multiply food costs by .90)

**Step 4:** If you want a monthly rate, multiply your weekly rate by 4.33  
 (\$132.31 x 4.33 = \$572.90)

**APPENDIX K: FOOD COSTING SCENARIOS BASED ON LICOs**

Reference family of 4 earning:	LICOs (Urban Nova Scotia)	LICOs (Rural Nova Scotia)
<b>Monthly Net</b>		
Wages	\$1454.75	\$1405.51
CTB	\$485.16	\$496.07
GST credit	\$55.00	\$55.00
<b>Total</b>	<b>\$1994.91</b>	<b>\$1956.58</b>
<b>Basic Monthly Expenses</b>		
Shelter	- \$630.00	- \$546.00
Power/heat/water	- \$125.00	- \$125.00
Telephone	- \$28.75	- \$28.75
Transportation	- \$325.75	- \$325.75
Childcare	- \$173.33	- \$173.33
Clothing, footwear, etc.	- \$191.00	- \$191.00
<b>Funds remaining for food</b>	<b>\$521.08</b>	<b>\$566.75</b>
<b>Cost of the NNFB</b>	<b>\$558.85</b>	<b>\$587.22</b>
<b>Funds remaining for other expenses</b>	<b>- \$37.77</b>	<b>-\$20.47</b>

➤ The LICOs for a family of 4 in Urban Nova Scotia (pop. 100,000-499,999) is \$31,090/yr before tax. In a Rural Nova Scotia it is \$25,050/yr before tax.

Lone mother of 2 earning:	LICOs (Urban Nova Scotia)	LICOs (Rural Nova Scotia)
<b>Monthly Net</b>		
Wages	\$1441.08	\$1161.10
CTB	\$488.19	\$512.07
GST credit	\$55.00	\$55.00
<b>Total</b>	<b>\$1984.27</b>	<b>\$1728.17</b>
<b>Basic Monthly Expenses</b>		
Shelter	\$535.00	\$464.00
Power/heat/water	\$100.00	\$100.00
Telephone	\$28.75	\$28.75
Transportation	\$100.79	\$276.88
Childcare	\$304.41	\$304.41
Clothing, footwear, etc.	\$162.35	\$162.35
<b>Funds remaining for food</b>	<b>\$752.97</b>	<b>\$391.78</b>
<b>Cost of the NNFB</b>	<b>\$342.83</b>	<b>\$360.47</b>
<b>Funds remaining for other expenses</b>	<b>\$410.14</b>	<b>\$31.31</b>

➤ The LICOs for a family of 3 in Urban Nova Scotia (pop. 100,000-499,999) is \$25,684/yr before tax. In a Rural Nova Scotia it is \$20,694/yr before tax.