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MEETING MINUTES

Friday, October 19, 2018

9:30 a.m. to 11:00 a.m.

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| **Attendees** | Thomas Tenkate, Jennifer McWhirter, Susan Flynn, April Jalbert, Annete Cyr, George Kapelos, Alanna Bridgman, Phillipe Martin, Cheryl Peters, Tara Vyn, Maria Chu, Shannon Carney, Grita Yashpal, Cheryl Rosen, Loraine Marrett, Rio Alegre, |
| **Regrets** | Georgeanne MacGregor-Fox, Jennifer Labelle, Charlene Hally, Gloria Rachamin, Jennifer Beecker, John Atkinson, Kasthuri Paramalingam, Kim Bergeron, Lynn From, Nathalie McKenna, Nimmi Lawrence, Ralph Chou, Sami Qutob, Sonya Muntwyler, Suzanne Joyal |

1. **Welcome**
   * Welcome, role call, new members and regrets (10 mins)
   * New member: Phillipe Martin from Environment Canada will be joining later on in the meeting. He is a potential new member.
   * Previous meeting was June 1st, and Planniny Day was September 28th
2. **Minute Taker:** Jennifer McWhirter
3. **Review and approval of last meeting minutes – (5 mins)**

* Actions arising from previous Meeting Minutes
* Change to minutes: Shannon (Toronto) reached 45,000 through Carrot Rewards App (update previous meeting minutes, see Item 6)
* Action item: UV policy scan update (Alanna will join meeting later to update the group)
* Action item: George was to provide shade working group update. George offered the following update: Major task was to complete theshade bootcamp work following the UV conference. In September, presented a preliminary report to the group. Working with City of Toronto to update shade policy, with hopes to complete by end of 2018 (will go through TPHU review process). Compeleted report on issues of overshadowing of tall buildings and shade in public places is finalized; will be signed off at next meeting and will be presented to TPHU and shared with OSSWG afterwards. As well, Toronto Cancer Coalition met with Toronto MOH.
* Action item: Social media sub-committee meeting. Meeting has not yet taken place. Will be scheduled for November. Susan to schedule.
* Action item: Planning Day took place.
* Action item: Thomas’ workshop on sun safety for outdoor workers went well with 50 registrants. Developed draft guide for implementing sun safety in management contexts. Will keep everyone informed moving forward.

1. **Overview of Planning Day, September 28, 2018 (5 mins)**

* Broad comments solicited from the group: Annette felt it went very well. Good participation, a job well done. Thomas felt there was a good connection in the room, and participants seemed comfortable contributing. Others in agreement. Thanks to all who participated and contributed in various ways.

1. **Discussion on planning day notes (20 mins)**

* In the planning day, we used group discussion and dotmocracy to have people identify issues of importance for OSSWG.
* Broad categories of awareness/education (top 3: address myths/misinformation, rationale/policy impact, national communication campaign/strategy), policy (top 3: shade into provincial policy statement, education at schools/mandates for shade/sun safety in school boards, outdoor worker policy), and research (top 3: explore adding NMSC to cancer registry, indoor tanning, new national sun safety survey)
* Thomas poses question to group what they think of this (referring to Excel file list from dotmocracy) and which we should look at, prioritize, and what the timeline is (3 years overall, and which years the corresponding work tasks might occur).
* George: Getting a provincial policy statement on shade is of interest, he would be happy to help strategize in this regard. Research is an important priority and would need to occur in order to figure out how to get shade into a provincial policy statement. He would be happy to take the lead on this work. Thomas: Maria might have some involvement in this. Will need to determine how to get it on people’s agenda to move it forward.
* Maria: Provincial work not taking place until 2023, so should scope out the amount of work involved and what sort of work and engagement might be necessary. Could help with doing the intial sketch of what would be involved.
* Thomas asked to elaborate on what we would do for e.g., each of the items under policy. Indicates that is a next step; right now we’re focused on broad areas.
* Susan: trying to get schools to have mandatory policies about sun safety (clarifying response to Anette re: what we would do under each policy idea)
* Thomas: Each of these areas need to be broken down into manageable tasks. We’re into the next three year cycle.
* Anette: prioritization is done, now to take on 4-5 key intiatives and flesh them out more and seeing who would be willing to take on key intiatives.
* Cheryl Rosen: There is a lot here. Others agree, task now is to narrow it down and determine what can be done.
* Susan: We talked about where the interest and skill sket of the group lay. If your work can be supported or enhanced by any of the intiatives or priorities the groups takes on, that is also relevant. Also need ot think about what has finished, and what will continue. E.g., raising the awareness of the group is something that would be ongoing and an area she’s happy to support.
* Susan: Some folks who were not at planning meeting expressed interest and importance of a province wide education campaign.
* Jennifer: Shifting indoor tanning work from research to policy advocacy over the next three years.
* Cheryl Peters: Economic burden of skin cancer piece might have some momentum. We might be able to contribute to this.
* Cheryl Rosen: Working on the sunscreen part all the time, part of an ongoing process.
* Thomas: Jennifer, Thomas, Susan, to take our previous planning document and slot in some of these issues to see what it might look like: tasks, activities within broad goals, and priority areas. Will prepare an initial draft for high level activities that came out of planning day. From there, determine what sort of tactics or specific activities we would need to do to start moving forward.
* Susan: Would anyone like to join in this draft-making process over the course of November? Those interested can email her.

1. **Review and update of current goals: (30 mins)**

* Thomas identifies things from 3 year work plan that are ongoing or not complete. **Goal 1: Promote healthy behaviours and advocate and evaluate policies and regulations to reduce sun/UV radiation exposure**Thomas: Outdoor worker policy, sun safety at work Canada working group would continue.
  + **Goal 2: Lead or support sun/UV radiation research and initiatives**

Thomas: Ongoing. Compile evidence of the effectiveness of shade was an item, but might move onto next document to feed into what George and others are doing.

* + **Goal 3: Support development and delivery of consistent public health approaches.**Thomas: Develop shade toolkit ocould be part of education piece moving forward, which people are keen on. (George: seeking Mitacs funding for UV work.)
  + **Goal 4: Increase profile of OSSWG as a credible source of sun/UV radiation information and support**Ongoing.
  + **Goal 5: Raise awareness of the effects of solar and artificial UVR on human health (No current projects)**

Thomas: This is something that is ongoing. Do we need specific activities for this or is this just something that we do as part of our other work? Do we keep in it in the workplan or is it embedded as part of our other work? Thomas feels it should be listed there as it gives opportunities for people to reflect on.   
Anette: If there are actionable items, keep it in strategic plan. Outcomes of strategic plan should still support awareness and visibility of the group.   
Thomas: We may need to be opportunistic, too, depending on where there is interest and momentum. The document is a living document that can be flexible.   
***Action item:*** Next steps: small group will get together to pull a draft together to circulate to the group for feedback.

1. **Provincial UV Policy Scan.** Thomas provides policy scan update as Alanna not on the call yet. Work is ongoing. Scan is conducted, outline of paper has been provided. Susan has circulated documents to the group. Policy scan subgroup met immediately after OSSWG to discuss project and next steps for writing up the scan as a paper.
2. **Discussion of new activities under each new goal (30 mins)**

See above. As well, to be discuss at next meeting/when group has seen draft document.

1. **New Business and Member Updates (10 mins)**

***Anette:*** Planning phase for Melanoma Network at the moment. Will provide update at next meeting.   
***April:*** Returned from maternity leave. Nothing to share at this time as PHU is at planning stage. Looking to OSSWG for their direction for how PHU can further assist and promote the work of the group. Hoping to have more two way communication with municipalties, looking to populations that are more at risk, and strategies that can be used to redcue UVR exposure according to the statistics and evidence. UVR is moderate to low as a priority, but PHU will still keep the promotion piece alive and well. The Standards dramatically reduced the language around UVR.

***Cheryl Peters:*** Put in an application (Alberta specific) to monitoring UV for outdoor workers; grant was successful (November start). Also put in a submission to update sun safety messages to update them for outdoor workers (innovation part of the grant). (Loraine expresses congratulations for this success on behalf of group.)

***Cheryl Rosen:*** Sun Safety CDA group has not met since summer, but we’re considering working with CCS on some projects.  
***George:*** No further updates.

***Grita:*** (Not on the call during updates.)

***Jennifer:*** Grant submitted to SKINPact awards with Loraine Marett and Jennifer Beecker. Draft paper on PHU survey complete and will be circulated to sub-group for feedback.

***Loraine:*** No updates.

***Maria:*** Beginning to scope out the work for quality index, including for UV, but won’t be release until 2020 so early stages still.

***Shannon:*** Results of sunscreen partnership (50 dispensers along waterfront) will be reviewed later this fall, but no other update at this time. Initial results of that project: Primary partner (Danielle Paterson at DCMF) has had more requests for information, including from across Canada. Website traffic: drove 35,000-45,000 people to the website through Carrot rewards app, but the media release didn’t. Dispenser partnership increased in profile and (potentially) in use (5 to 50 dispensers). Hard to gauge impact of campaign in bus shelter ads, because not traceable. Looking forward to continuing partnership to plan for next year.

***Susan:*** For those working with elementary schools, please encourage schools to register to be sun safe schools. Find out more at [www.cancer.ca/sunsense](http://www.cancer.ca/sunsense). CCS is looking forward to working on some projects with CDA on some projects targeted to other youth. Susan will send link to Shannon and Tara who will then send it out to nurses who workwith schools.

***Tara***: Mentioned final results from Carrot app offer. Also putting together medical directive so they can dispense sunscreen. Also connecting with planners about shade as they are at the start of their planning cycle. Would be interested in shade education work for strategic plan moving forward.

***Thomas:*** Working on some WHO projects related to solar UVR and development of cataracts (Cheryl P also involved). As follow up to outdoor worker worksop, he and Peter will be working on a guide for occupational sun safety. Seeking peer review on that document at the moment.

**Next Meetings:**

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| **When:** | **Chair** | **Minute Taker** |
| TBD for 2019 |  |  |
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