

Request for Decision United Townships of Head, Clara & Maria Council

| Type of Decision | | | | | | | | | |
|---|---------------------|------------------|---|----|-----------------|----------------------|------|--|--------|
| Meeting Date | Friday, May 8, 2015 | | | | Report Date | Tuesday, April-14-15 | | | |
| Decision Required | | Yes | x | No | Priority | X | High | | Low |
| Direction | | Information Only | | x | Type of Meeting | X | Open | | Closed |
| <h2>Clerk's - Report #08/05/15/801</h2> | | | | | | | | | |

Subject:

1. Time since the last meeting have largely been spent on the following:
 - a. Completing the Blue Box and waste management Newsletter;
 - b. Attended AMCTO organizational change workshop in Perth, separate report attached;
 - c. Did not attend the Spring Zone meeting – spent the morning writing reports instead;
 - d. St. Patrick's Day issues – separate report attached;
 - e. Prep for Canada Day planning meetings and follow up;
 - f. Support for 50s 60s dance committee;
 - g. Completing the Strategic Planning survey;
 - h. Blue Box/Waste Management Newsletter;
 - i. Shredding election documents once legislated date passed;
 - j. Purchased equipment recommended by Rec committee and approved by Council at the last meeting;
 - k. Old Mackey Park and pavilion;
 - l. Special Council meeting prep – NRERU documents.

2. Attendance at Recreation Committee meetings to troubleshoot issues with sub-committees and council procedure.

3. David Bucholtz of Cambium will address Council later in the year. At that point we should be further along with the Bissett Creek expansion process and he will be able to report on changes with are likely to occur as a result of provincial changes from the Waste Diversion Act to the Waste Reduction Act.

4. Thank you to Councillor Reid for his suggestion for landfill extension; it is still a viable option. Dave Bucholtz from Cambium had this to say..."Excavating landfill cells and reusing cover material is still an option available in the Province. It is commonly known as landfill mining which we have had experience with. The Province considers landfill mining an expansion and the approval would fall under the same process as the proposed expansion for the Bissett Creek expansion (if it is less than a volume of 40,000 cubic metres). The process includes the use of an excavator, a trommel screen, loader and a dozer and can be a bit labour intensive but can also be a great alternative to a traditional size expansion. It is a good option where trenching is/was the method of landfilling and as much as 2/3 of the space can be reclaimed and the "fines" can be re-used as cover material. I can provide more detail and specifics but the above are the basics."

5. Staff have prepared for emergency management and fire prevention and education during the Library Boards, June event. Robert Labre will attend as Community Fire Safety Officer and will hold a draw for fire safety and emergency management awareness.
6. Successful in Heritage Canada Grant application – will receive \$700 towards 2015 Canada Day Event.
7. The grass cutting contact has been renewed for two years. We will have to tender again in 2017.
8. Discussed procedure upon receipt of donations. Tax receipts are issued for amounts over \$10. The policy on donations suggests staff create and implement procedure. This is one aspect of municipal admin that has fallen through the cracks due to time constraints. Mayor Gibson met with Noella and I and we have drafted a letter which will be sent separate from tax receipts containing staff and council member signatures. The blank pages have been provided for your signatures.
9. Staff participated in a Stress Management Workshop given by Valley EFAP at the community centre. It was well received although in my opinion lacking in concrete tools to apply.
10. Canada 150 grant funding has been announced with no deadline as of yet. We have contacted Heritage Canada for a submission kit and will follow up when more is known. After receiving the package, we are still required to contact a rep from Heritage Canada to determine eligibility. I will contact them to determine if an expanded event such as we normally hold would qualify and/or if regular funding opportunities will also be available. Some ideas suggested to make our 150 truly exceptional include: large bouncy castle, fireworks, flotilla, homemade boat contest.

“**Goal** - The goal of the *Canada 150 Fund* is to create opportunities for Canadians to participate in activities that contribute to building a sense of pride and attachment to Canada.

Objectives - *The Canada 150 Fund* will support activities that:

- Encourage participants to give back to Canada through gifts of time and energy, in ways that leave a legacy for the future;
- Provide Canadians with opportunities to actively participate and/or celebrate together, promoting and building a deeper understanding of Canada, its people and what it means to be Canadian; and
- Recognize and promote exceptional Canadian people, places, achievements and events that continue to shape our country.”

11. Gayle has used our municipal contacts to obtain materials for our Canada Day event and was successful in obtaining co-funding for re-useable water bottles – Thank you Cambium Environmental; re-useable bags from OPG – Thank you Jennifer; and funding from OPG and TransCanada. Thank you Gayle for your dedication and cost saving ideas

Peter de Jager – Problem Solving Creativity for Municipal Management

The main message Mr. de Jager gave was, “think outside the box” without ever using that phrase. I now have a different understanding of that phrase than I ever had before. Reframe, change the rules (slightly), take ownership, don’t worry about credit and define objectives. Stick with the problem, use available resources, and ask when you feel you might not have enough and you will resolve the problem. Examples provided were creative and will stick in mind.

The following are notes taken during Mr. deJager’s presentation.

“Einstein – It’s not that I’m smarter than others, it’s just that I stay at it longer.

Problem with finding solutions

- 1. People want to do something to solve a problem.*
- 2. People not only want to fix the problem but/and they want to get credit for solving it.*

Situation, you are not a manager or even in that department but you think you know how to resolve a situation if I only had the authority. If you take steps to do it, you will likely fail as you do not have the authority.

The alternative is that your goal is to truly fix the problem. You don’t want or need credit. You then find all opportunities to drop hints, make suggestions so that others come to the same solution but they get to take the credit – think that they thought of it themselves. You then eventually become the “go to guy”. You are then thought of as the thinker.

Ownership – need to take ownership of some problems. That’s my problem, I’m going to own it and resolve it. Eg. Litter – not mine, I could complain or do something about it. Are you willing to stick your neck out? You decide you can make an issue of the situation and do something about it – take ownership. That is leadership.

Eg. Lights in most buildings were installed many years ago. Solve a problem back then. New technology exists which can save money on electricity and replacement with leds. But we have a solution. Sometimes it makes sense to go back to resolved problems and look at them with a new lens. See if new technology can provide a better solution.

Two solutions – stores, hate boxing day. Have to take things back, negative cash. Don’t have Boxing Day solutions on agenda in November meetings. Don’t ever go back to it.

Problem Solving – try the thing that doesn’t make any sense. Don’t like people coming in to return goods. What if we liked it? What if we paid them to return goods? Have to be willing to consider off the wall idea. First not willing to do it. Creativity – entertaining new ideas. If you really wanted people to return goods, how much are you willing to pay them? Dress - \$100 – return it – we’ll give you \$100 cash or a gift certificate for \$110. What happened – had a gift certificate for \$110 you buy a dress worth \$200. Only going to cost you \$90. Upscale what you were going to buy. Made money on Boxing Day.

Have to develop a sense of playfulness when entertaining solutions. Might not otherwise entertain the idea that will work.

List all your resources, often overlook obvious ones. Resources, didn’t have enough and project failed. Why didn’t you contract for more resources? You are responsible for getting this done, would have had to ask. But never even thought of that option or possibility. Therefore failed. Gone to manager, need to hire more people – might have provided resources required. Might not but without going were doomed to fail.

End of list – write down “I assume that this is all of the resources I have”. What can I do with these things? What can I do differently to get a different result? Get past routine mindset – you cannot do these things to those things. What are the basic attributes I have?

Eg. You’re without a job? Fired? – and want a new job. Don’t take your business card with existing title and try to find that job. It might not exist. Instead list your givens – skills – now go find another job that uses those skills. Opens up a whole new world.

Goals – Where are you trying to get to? Givens – majority of time when looking at problems. Be clear about what we are trying to accomplish. Better all have the exact same goal in mind. If not, they will fail. Impossible.

Find your goal statement to make it precise so everyone knows what it is that you are delivering or attempting to achieve. Eg. Technology – often spend years building a product which doesn't meet the goals or purpose because deliverables not adequately explained.

Techniques to use to Problem Solve

Brute Force – try everything you can do. Maze – get to other size – draw a white line on floor – sooner or later you will find your way out. Powerful tool but very exhaustive time intensive tool.

Working Backwards Technique - Combine with working backwards technique. What does it look like?

Sub-tasking – smaller pieces – accounting part, training part of the puzzle. Work concurrently. Sub-tasking we do naturally.

Take labels off. Have more ability to figure out what you have to do. No longer locked into constraints that a name gives. 6 people – 6 individuals, 6 skill sets. Ignore job title. Look at attributes. They are 6 resources. Flip side – useful to take givens and put categories on them. Names give order to chaos. Jigsaw puzzle. 4 corners, x# of edge pieces and then middle pieces.

Give them a name, better understand how to use it. Sometimes put categories/labels off, sometimes on. Work in different situations. Tool box of things you can use.

Janitor effect – programmer – stuck, into work, lose track of time. At desk 2: 00 am working on problem. Stuck. Don't know how to fix it. Along comes a janitor. Lunch time. Bucket. Nice guy. Hello, one day comes in; decide to take a break and have lunch with him. Don't understand programming but can I bounce an idea off you. Starts to explain it to him. The janitor has no clue about the language of programming. Employee was forced to think about the problem in such a way that someone outside the field could understand. Immediately, began looking at it in a different way.

Cheat – teachers are wrong. You are allowed to look at other people's work. You are allowed to copy ideas. Allowed to look at other management writings. Allowed to be a part of the association. How did you solve it? Ask? School work independently.

Open book exam. Should be available all the time. Resources are available use them. Better problem solver when we stop thinking that we have to solve the problem on our own. NO matter what it takes. New resources, asking someone else, internet to find out how. Use our resources.

Hidden assistance – happen inside our head. Intuition – gut feeling about what you should do in a situation. No mystical or spiritual. Brain sees a pattern before we do. Need to pay attention when thoughts come in. Sometimes they have the answer.

Stuck on a problem – leave it alone. Think about something else. Walk away. Your brain will solve it. Do it before you go to sleep. Your brain will work on it while you are sleeping.

Studies demonstrate the power of sleep.

Einstein – last longer as a problem solver. Not better – last longer. What else can you try? Get stuck, I can't solve it. At that moment you are right. Very simply technique with huge results, applied to the correct situations. Do things a little differently than what you are used to.”