



TOWN OF MARATHON

**CONTINUOUS  
IMPROVEMENT  
PROGRAM  
(CIP)**

# **Vision Statement**

Marathon,  
The Superior Community

# **Mission Statement**

Marathon will continue to be a healthy and progressive community that supports development opportunities, lifestyle quality and open, flexible governance.

# CIP OBJECTIVES

- To encourage anyone to generate and share ideas and suggestions that could improve efficiency, save time and money for the Town of Marathon, our tax-payers and customers.
- To provide a positive forum or vehicle by which creative thinking is stimulated and employees can express their ideas openly and freely.
- To create an environment whereby employees are encouraged to reflect on their experience, share their knowledge and challenge traditional methods of job performance.
- To instill teamwork as an essential ingredient to achieving excellence. What is important is the outcome, not who makes the suggestion.
- To strive for excellence...provide a challenging and fulfilling work environment and effectively manage our resources in a cost-efficient and innovative manner.
- To acknowledge and reward workers for their efforts in recognizing and achieving **CONTINUOUS IMPROVEMENT**.

# THE DETAILS...

- Ideas must be submitted in writing, preferably on the CIP forms. Forms will be posted on all JH&S bulletin boards, available from your supervisor and on the Town's website.
- All new employees will be oriented to the CIP as a component of their workplace orientation.
- Ideas can be submitted by individuals or by teams.
- Suggestions need not be restricted to your specific work area or areas of knowledge or expertise.
- All questions on the form should be answered to the best of your ability. Attach any additional information or examples you feel will better explain the idea. Submit the form to any member of the CIP Team. The CIP Team will meet monthly to review the suggestions submitted.
- During the preliminary review, the CIP Team may interview the proponent(s), ask for additional information or research to be completed, or draw on other resources in order to fully assess the merits of your suggestion. In all cases, the proponent(s) will be immediately notified and advised of the status of the suggestion.

# THE DETAILS...cont'd

- Pending the results of the assessment, the suggestion may be immediately implemented in full, in part or deferred. The proponent will be advised accordingly.
- Awards will be based on the ultimate benefits of the suggestion and, in some cases, only after the successful implementation of the idea. This will be discussed with the proponent(s) prior to any announcement.
- All ideas will be acknowledged and the status of the suggestion communicated as indicated. Proponents will receive rewards as soon as practicable. Announcements and/or presentations will be made in the employee newsletter, the Town's website and during May and December staff meetings by the Mayor or a member of Council. Other opportunities for recognition may be discussed with the proponent(s).
- All accepted ideas become the property of the Town of Marathon.
- The CIP Team consists of Grant Dee, Brian Hyshka, Lee-Ann Kraan, Chuck Verbo and Brian Tocheri.

# THE AWARDS...

1. Awards will be granted only after the successful implementation of the idea.
2. Ideas which would normally be part of the proponent's responsibilities and for which they have the authority to implement will be acknowledged but may not be eligible for reward.
3. The amount of the award will be based on the ultimate value of the suggestion to the Corporation and/or the community. This will be discussed with the proponent(s) and decided after consensus has been reached.
4. Awards for suggestions may not necessarily be monetary. The recipient is encouraged to consider and recommend other forms of reward that may be of particular interest or value to him/her/them.

# Town of Marathon

## Continuous Improvement Program

### SUGGESTION FORM

What is your suggestion/idea?

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What do you believe will be the impact, improvement or benefit of this suggestion/idea?

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Outline your experience, research and basis for proposing this suggestion/idea. Attach all additional information if available.

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Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Submit this form to any member of the CIP Team  
(Grant Dee, Brian Hyshka, Lee-Ann Kraan, Chuck Verbo, Brian Tocheri)**