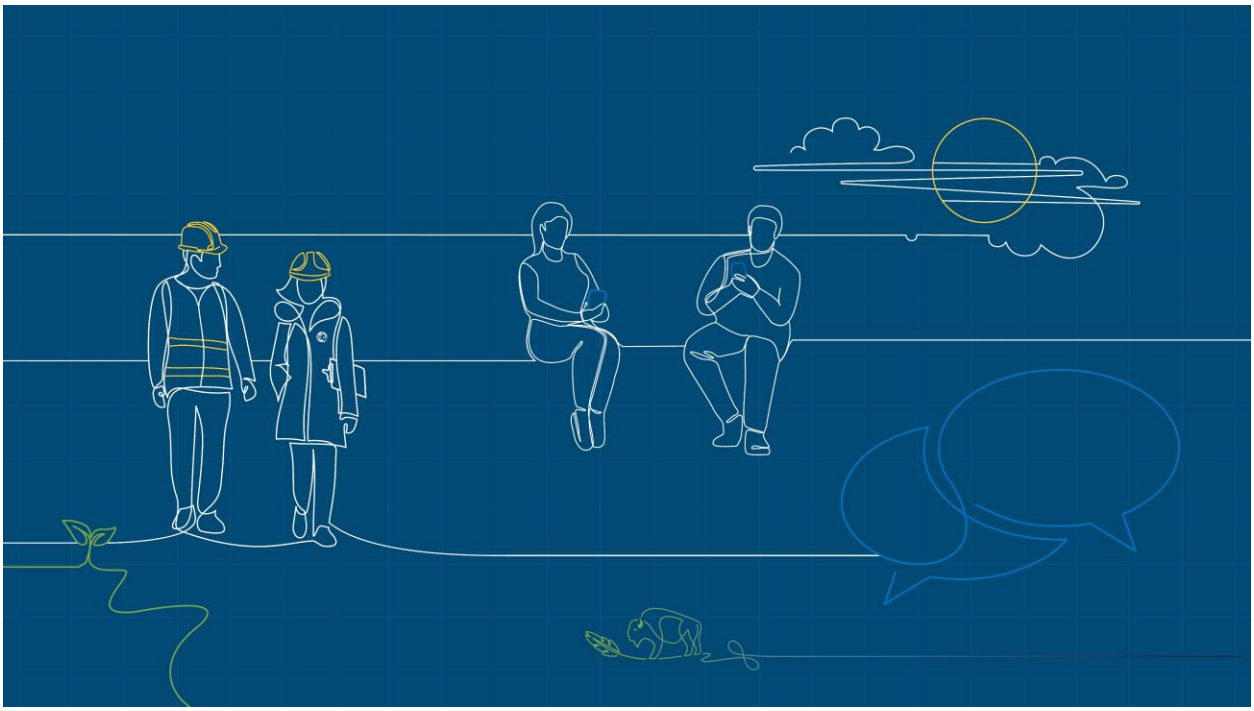

The Insider, Nov. 16

Find out what's new at the RMWB on Nov. 16, 2026.

Plan ahead with Payroll: Check out these upcoming year-end deadlines

All time entries must be entered and approved by end of day **Dec. 22**. Employees will be paid up to and including Dec. 24.

Note for leaders: If you plan to be away that week, please designate a delegate for time approvals to help prevent delays or issues that could impact employee pay.

Since the final pay date of the year, **Dec. 31**, (Pay Period 27) is also the third pay day of the month, there will be **no** deductions for benefits.

Stat Bank payouts

IAFF

Members can carry forward **48 hours** in their stat bank. Any shifts exceeding this limit will be paid out on **Dec. 3** (Pay Period 25)

Please ensure all stat time you plan to use between now and end of day Nov. 26 is entered and approved in SAP by **Nov. 26**.

CUPE Main

Members can carry forward **up to five shifts** in their stat bank. Any shifts exceeding this limit will be paid out on **Dec. 17** (Pay Period 26).

Please ensure all stat time you plan to use between now and end of day Dec. 10 is entered and approved in SAP by **Dec. 10**.

Vacation payouts

CUPE Main

The deadline to enter vacation time for the remainder of the year is **Dec. 22** for time up to and including Dec. 24.

Any unused vacation on Dec. 24, **up to your one-year entitlement**, will be automatically carried forward into Pay Period 1 of 2027. Any hours remaining that are **over** your one-year entitlement will be paid out on **Dec. 31** (Pay Period 27).

If you schedule vacation time from Dec. 25 forward, it will be taken from your one-year carry over or 2027 accrual.

If you would prefer your vacation bank payment be transferred to your **RRSP/NRSP**, send a request to pensions@rmwb.ca before **Dec. 22**.

CUPE Transit

CUPE Transit employees who have unused vacation on Dec. 31 will automatically be paid out on **Jan. 14, 2027** (Pay Period 1, 2027). The exception will be for employees who have made **prior arrangements** with their supervisor to carry over **up to one week's vacation**.

If you schedule vacation time from Jan. 1, 2027 forward, it will be taken from your carry over or 2027 accrual.

If you would prefer your vacation bank payment be transferred to your **RRSP/NRSP**, send a request to pensions@rmwb.ca before **Jan. 7, 2027**.

Exempt

Exempt employees with unused vacation will automatically carry over **up to five days** of vacation into 2027. Anything over five days will automatically be paid out on **Jan. 14, 2027** (Pay Period 1, 2027).

If you schedule vacation time from Jan. 1, 2027 forward, it will be taken from your five days of carry over or 2027 accrual.

If you would prefer your vacation bank payment be transferred to your **RRSP/NRSP**, send a request to pensions@rmwb.ca before **Jan. 7, 2027**.

IAFF

IAFF employees who have unused vacation as of Dec. 31 will automatically carry over up to **one year's entitlement** of vacation into 2027. Anything over one year's entitlement will automatically be paid out to employees on **Jan. 14, 2027** (Pay Period 1, 2027).

If you schedule vacation time from Jan. 1, 2027, forward, it will be taken from your one year's entitlement of carry over or 2027 accrual.

If you would prefer your vacation bank payment be transferred to your **RRSP/NRSP**, send a request to pensions@rmwb.ca before **Jan. 7, 2027**.

A note on RRSP/NRSP contributions

RRSP deductions are before taxes and NRSP deductions are after tax. For NRSPs, this means that you pay taxes on the funds first before they are moved to your NRSP, which could cause a lower-than-normal pay.

Floaters

Floaters must be used by the following dates and are not paid out or carried over into 2027.

- **CUPE (Main & Transit):** Dec. 24
- **Exempt and IAFF:** Dec. 31

CUPE Transit Lieu of Rest Period payments

For CUPE Transit members, Lieu of Rest Period Payments will be paid on **Dec. 31** (Pay Period 27).

Have questions about upcoming deadlines?

Have questions...

- ...about your pay, time entries or quota banks? Email payroll@rmwb.ca.
- ...about your LAPP, APEX, RRSPs or NRSPs? Email pensions@rmwb.ca.

Review the updated Alcohol and Drug Administrative Directive

Creating and maintaining a safe workplace is a shared responsibility. That's why the Alcohol and Drug Directive and supporting Procedure has been updated to make expectations, processes, and available supports clearer and easier to understand.

The updates are designed to provide greater clarity for employees and supervisors alike, helping ensure a consistent and supportive approach when fitness-for-duty concerns arise.

What's changing?

- More consistent decision-making.
- A structured checklist to support reasonable cause and post-incident testing decisions.
- Clearer roles and responsibilities across Safety, Human Resources, and operations.
- Easier access to medication and accommodation requirements.
- Enhanced guidance for supporting employees through treatment, recovery, and return-to-work processes.

These updates reflect our ongoing commitment to fostering a safe, respectful, and supportive workplace while ensuring employees have access to the resources and information they need to succeed.

What's new for employees?

Use of Medication

You are responsible for understanding how prescription and non-prescription medications may affect your ability to safely perform your duties. Consult with your treating or authorizing physician to understand any potential impact on your ability to work safely.

When medication use, or a change in medication type, usage or dosage, may affect your ability to safely perform your duties, you are required to notify the Municipality. The focus of disclosure is the potential impact on workplace safety and your ability to perform your duties, **not** the name of the medication or the underlying diagnosis. You are not required to report every medication change where there is no impact on your ability to work safely.

Where a potential safety risk is identified, you may be referred for an independent health assessment (Fitness to Work Assessment) to evaluate how any medical limitations interact with the demands of your role. Depending on the circumstances, the assessment may result in medical clearance, workplace modifications, a recommendation to consider alternative medication, or a medical absence.

Self-Disclosure

Employees who are concerned about their use of alcohol or drugs may seek assistance through their leader, Human Resources or the Employee and Family Assistance Program (EFAP). Depending on the circumstances, they may be referred to Human Resources and, where appropriate, to a Substance Abuse Professional (SAP) for an assessment.

The SAP will assess whether the employee has a substance use disorder or dependency and may recommend education, treatment, aftercare and return-to-work monitoring, including unannounced follow-up testing where appropriate.

As part of the assessment process, the Municipality will establish a Return-to-Work Agreement outlining the employee's responsibilities and expectations, including accountability for following recommended treatment, aftercare and any applicable monitoring requirements.

The Municipality will support recommended treatment and aftercare in accordance with the SAP's recommendations and within the coverage available under the Municipality's benefit plan. Employees remain responsible for complying with the Alcohol and Drug Policy, including the requirement to be Fit for Duty.

Take a few minutes to review the updated Directive and Procedure and familiarize yourself with the changes.

Did you know: Disability Management and Workplace Accommodation

If an illness or injury affects your ability to perform your regular duties, support may be available to help you remain at work or return to work safely.

The **Disability Management and Return to Work process** provides an opportunity to work with Human Resources and your leader to understand your medical restrictions, functional abilities, and any workplace limitations that may need to be addressed.

Every situation is different. Potential workplace supports are considered on an individual basis, taking into account the available medical information, the requirements of the position, and the circumstances of the workplace. The process involves collaboration and ongoing communication to identify and assess appropriate options.

If an illness or injury is affecting your ability to work, connect with your leader or Human Resources as early as possible. Providing relevant medical information and participating in the process helps identify and assess potential options.

For more information, refer to:

- *Disability Management and Return to Work Administrative Procedure (HRM-340)*
- *Duty to Accommodate Administrative Procedure (HRM-690)*

Be prepared: Sign up for Emergency Management training!

Whether you're new to emergency management or looking to refresh your skills, there are training opportunities available for a range of experience levels.

Over the next few months, the following courses are coming up:

- RMWB Emergency Social Services (ESS) 101 – Jan. 20, 2027
- Basic Emergency Management (BEM) – Jan. 26, 2027
- Incident Command System (ICS) 100 – Jan. 27, 2027
- RMWB ESS Registration Centres and Teams – Feb. 10, 2027
- ICS 200 – Feb. 17-18, 2027*
- ICS 300 – March 2-4, 2027*

*All starred courses have prerequisites.

All courses are loaded into Learn. Search for your next course today!

Get your disco vibes ready for the WBRS Adult Holiday Party!

It's time to dust off those dancing shoes, bring out the sparkles, and get ready to celebrate!

🗓️ **Saturday, Dec. 12**

📍 **SMS Equipment Place, Fort McMurray**

⏰ **Doors & Bar Open:** 6 p.m. | **Dinner:** 7 p.m.

🎟️ **$50 per person — including 3 drink tickets!** 🍹

🪩 **Disco dress code!**

Sequins, velvet, metallics, bell bottoms — bring on the retro vibes! Dressing up is encouraged but totally optional.

What does your ticket get you?

- Delicious dinner and dancing
- 3 drink tickets included with your admission
- 360° video and photo booth to capture your best (or most questionable) dance moves
- Live caricature artist — because who doesn't want a cartoon version of themselves?
- Personalized giveaways at our live engraving bar
- Door prizes and a chance to win a **$500 WestJet gift certificate!**

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*The WBRS Adult Holiday Party is open to **all staff**. Ticket sales close Dec. 4. Get your tickets now!*

Wood Buffalo recognized at the 2026 Communities in Bloom National Symposium & Awards

The Regional Municipality of Wood Buffalo proudly participated in Communities in Bloom's National Edition Circle of Excellence (Non-Evaluated Category) in 2026, providing an opportunity to connect with communities across Canada and celebrate initiatives that contribute to vibrant, sustainable places to live.

This year's recognition also highlights the incredible work of our employees. A special congratulations goes to our Parks and Horticulture teams, whose creativity, expertise and dedication help make Wood Buffalo a beautiful and welcoming community through stunning floral displays and well-maintained green spaces.

Wood Buffalo was also named a finalist in two award categories at the Communities in Bloom National Symposium & Awards:

- Plant & Floral Displays
- WinterLife Award for WinterPLAY

These nominations reflect the hard work and passion of employees across Parks, Horticulture and Community Services who help create exceptional experiences for residents year-round.

Congratulations to everyone involved on this national recognition!

The Communities in Bloom committee will be wrapping up 2026 with the Nominate Your Neighbour - Winter Lights program.

Take part by nominating your favorite winter display online!

Staff snapshots: Where we are & what we're up to

Development Planning celebrates World Town Planning Day

Last week, members of the Development Planning came together as a team to celebrate the World Town Planning Day.

World Town Planning Day was celebrated globally on Nov. 8, marking its 77th anniversary. Originally founded in 1949 by Professor Carlos María della Paolera in Buenos Aires, this year's theme was *Great communities are built on planning: Together we deliver, together we thrive, together we sustain.*

Festival of Lights brings colleagues together

Last week, employees came together in Jubilee Centre to celebrate **Diwali**, the Festival of Lights, and share in the traditions, food, and spirit of the occasion.

Hosted by colleagues from Planning and Development, Human Resources, and the Project Management Office, the celebration welcomed staff to enjoy traditional snacks and sweets while learning more about the significance of Diwali and the values it represents.

Observed by millions of people around the world, Diwali is celebrated by Hindu, Sikh, Jain, Buddhist and other communities. Often referred to as the Festival of Lights, it symbolizes the triumph of light over darkness, hope over despair, and the promise of new beginnings.

The gathering provided an opportunity for employees to connect, learn from one another, and celebrate the diversity of cultures and traditions that make our workplace stronger.

Thank you to the organizers for sharing this celebration with colleagues and helping create a welcoming space to learn, connect, and celebrate together.

Bylaw Services celebrates milestones and makes a community presence for Remembrance Day

Patrick Foster, Kelly Dyck, Victoria Saville, and Renee Earle received their Alberta Emergency Services Medal for their years of service as a public servant.

*1 - **Patrick Foster**, 13 years of service, **Kelly Dyck**, 15 years of service, **Victoria Saville**, 20 years of service*

*2 - **Renee Earle**, 17 years of service*

Several members of the Bylaw Services team took part in Remembrance Day events throughout the community.