



The Insider, Sept. 8

Find out what's new at the RMWB on Sept. 8, 2025.

Vote for your favourite photos in the Summer Photo Contest!



We've picked the top 10 photos of the Summer Photo Contest - now it's your turn to crown its three winners!

Cast your vote by Friday, Sept. 19. We'll announce the winners in a later edition of The Insider.

Week 2 of your Truth and Reconciliation Challenge begins

This week, the Challenge will cover the following themes and subjects:

- History of Indian Residential Schools
- Holy Angels Indian Residential School (1874 – 1974)
- Indian Day Schools

- Lasting impacts of Residential Schools

Watch your RMWB email inboxes this week and the following weeks for TRC Challenge email newsletters. This year there is only one newsletter per week – please set aside about 15 minutes to complete this newsletter.

If you are often away from your desk and don't have the opportunity to read the email newsletters, you should expect to hear short TRC Challenge presentations and receive printed handouts from TRC Champions and volunteers in your department.

These TRC Challenge handouts are also available on the Intranet home page under "Announcements."

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Curious about the new Transit system? Let's talk!

Big changes were made to Fort McMurray's transit system - and we want you to be in the know!

Whether you ride the bus daily, are considering commuting to work or just want to learn what's new, drop by one of our upcoming **Transit Info Sessions** to chat with the team, ask questions, and explore what's improved.

We've redesigned the system with **you** in mind! Come see what's different, what's better and how it might benefit your commute.



When: September 15 & 17



Drop-in Times:

- 7:30 a.m. to 9:00 a.m.
- 11:00 a.m. to 1:30 p.m.
- 3:00 to 5:00 p.m.



Where: Jubilee Centre lobby

Message from Facilities: Adjustments to Custodial Services

As part of our ongoing efforts to identify potential cost savings while maintaining necessary services across RMWB facilities, we are implementing adjustments to custodial services aimed at better managing expectations and improving overall efficiency.

This will affect all municipal facilities in the urban service area starting in October.

Among several changes, the most noticeable for staff will be the new requirement to place compostable waste (banana peels, apple cores, etc.) in daily-cleared receptacles, such as those located in kitchen areas. This change is intended to support a more sustainable and manageable waste collection process.

Additionally, large-scale semi-annual cleanings may not occur at the same intensity as in the past. Instead, many of the associated tasks will be addressed on an "as required" or "upon request" basis, as well as through regularly scheduled services. This approach allows us to better align services with actual needs throughout the year.

If you have questions, please contact facilities@rmwb.ca.

Fallen Firefighter Memorial Service is Sept. 11

The Fort McMurray Honour Guard and Fort McMurray Fire Department members pay tribute to firefighters who made the ultimate sacrifice on September 11. Their courage, dedication, and selflessness will never be forgotten.

Seating will begin at 10 a.m. with the ceremony starting at 10:30 a.m. at Fire Hall 5, 200 Airport Rd. (Saprae Creek Trail).

It will commemorate their legacy as well as express gratitude to those who continue to serve.

For more information, check out the [event post](#) on the RMWB Facebook page.

Accounts Payable process change

Accounts Payable now only accepts **typed PDF fillable forms**. Handwritten submissions are no longer accepted.

Updated forms are available on My RMWB under [Forms and Templates – Accounts Payable](#) and include:

- Expense Claim Form
- Payment Requisition Form (formerly Cheque Requisition)
- Private Car Allowance Mileage Expense Claim Form
- Council Travel and Expense Claim and Mileage & Per Diem Form
- Service Entry Sheet Training Manual

Submit **completed forms** to apinvoices@rmwb.ca.

What you need to do:

- ✓ Download and use the new PDF fillable forms.
- ✓ Type and submit all claims and requisitions.
- ✓ Review instructions for guidance.

Incorrectly submitted forms will be returned for correction

Why the change?

- Faster processing
- Fewer errors
- Better efficiency

Continue to send **all** Accounts Payable inquiries to accounts.payable@rmwb.ca.

Teams, SharePoint & OneDrive: What's the difference!?

Microsoft 365 — including Teams, SharePoint, and OneDrive— is designed to be a universal toolkit to give your team members integrated and flexible ways to work for their projects and tasks.

Feeling confused about these three apps? Read on to find out the difference between them!

Teams

A communication platform that integrates chat, video conferencing and file sharing, enabling real-time collaboration among team members.

Key features:

- Chat-based communication and threaded conversations.
- Video meetings and calls for remote collaboration.
- Integration with SharePoint and OneDrive for file sharing and collaboration in channels. Intended for file sharing, not storage.

Use for: Team collaboration, project discussions, and real-time communication.

SharePoint

A centralized hub for document management and collaboration. It allows teams to create sites for projects, manage documents and share knowledge across the RMWB.

Key features:

- Document libraries for storing and organizing files.
- Customizable site for different teams or projects.
- Integration with other Microsoft 365 tools for seamless collaboration.

Use for: Managing shared content and facilitating organization-wide collaboration.

OneDrive

Designed for personal file storage and management, it allows users to store files in the cloud and access them from any device.

Key features:

- Personal storage space for drafts and files not ready for sharing.
- Automatic syncing with local files on devices.
- Easy sharing options for individual files on devices.

Use for: Individual users to store personal files, drafts and documents that are not ready for collaboration.

From near and far around the RMWB

Big thank you to Payroll

A message from IAFF Local 2494:

On behalf of all firefighters, we want to send a big thank you to the Payroll team in Human Resources! We know you've been putting in extra hours recently, and it doesn't go unnoticed.

Because of your hard work and dedication, we can focus on our jobs knowing everything on your end is taken care of.

We appreciate all that you do behind the scenes and want you to know how much it means to us. Thanks for always going above and beyond!

Access & Privacy and Policy team tours the Landfill

Last Thursday, the **Access & Privacy** and **Policy** unit had a tour of the landfill.

Hosted by **Matthew Clements**, Public Drop-off attendant, team members were given a detailed tour of the landfill area, compost area, and the different areas of storage for things such as mattresses, metal, and tires.

The team also toured the Material Recycling Facility (MRF) and observed the Solid Waste Services team sort through the paper products for non-paper items. A lot of work is put into the sorting, and the team was surprised at some of the items that residents put in the light blue bins.

After learning some helpful tips, team members can now answer a common question heard from residents: Do they really sort the bins and recycle? YES, they do!

Contact us

For questions and concerns, contact TheInsider@rmwb.ca.

For previous editions of The Insider, visit the archive on rmwb.ca/staff.

