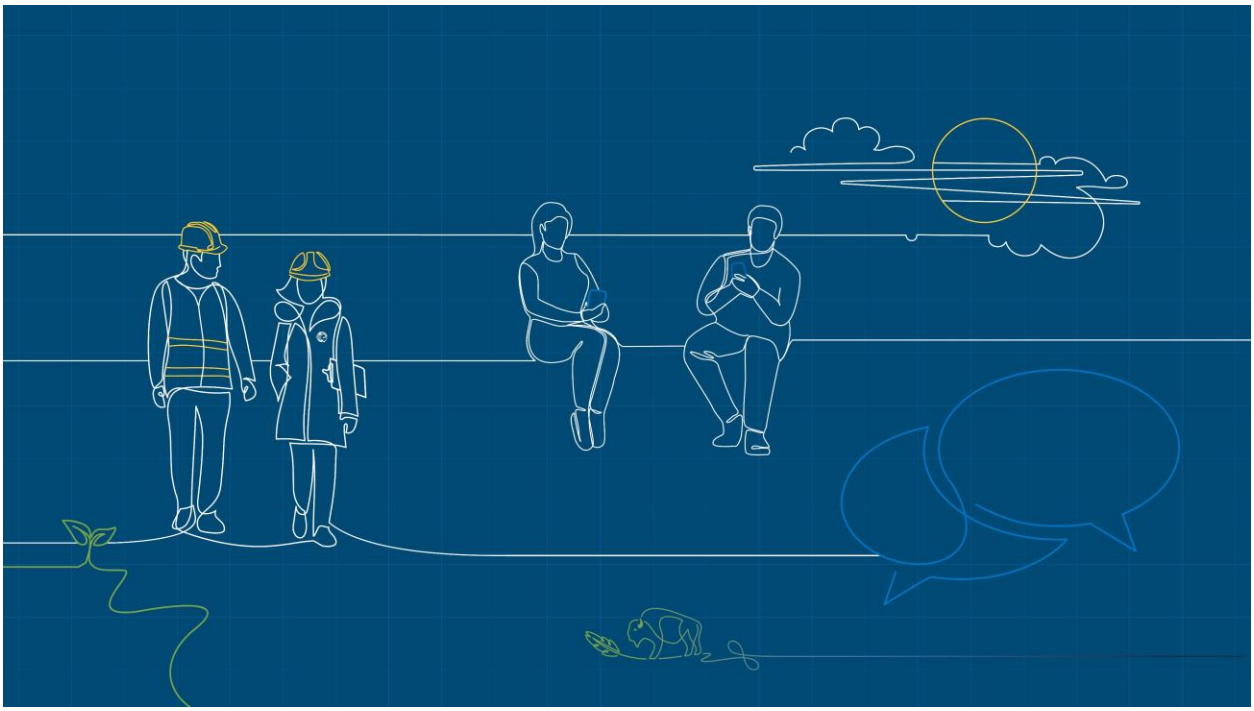

The Insider, Nov. 23

Find out what's new at the RMWB on Nov. 23, 2026.

Gnome on the Roam is back!

Meet Gnoman, your friendly municipal holiday gnome.

This seasonal employee enjoys sipping hot chocolate from his favourite RMWB mug, reading Council meeting minutes in front of his RMWB candle, and staying hydrated with his RMWB Yeti tumbler.

And when we start to approach the end of the year, Gnoman always likes to visit different facilities across the RMWB!

That's why we'll be sharing a photo of Gnoman at a different municipal location in each edition of The Insider before we break for the holidays. Correctly identify the location he's in and you'll be entered to win your choice between a branded candle, mug, or Yeti.

Get ready with your first guess, because Gnoman is on the roam!

Where is Gnoman?

Send your guess to TheInsider@rmwb.ca.

We'll announce the winner and share the next photo of our gnome on the roam in the Nov. 30 edition of The Insider!

Safety and equipment training has a new home

All corporate safety and equipment training is now being coordinated through the Safety branch.

The new Safety and Equipment Training Program establishes a standardized framework for requesting, coordinating, delivering, evaluating, and maintaining safety and equipment training.

This helps ensure training is delivered consistently across the RMWB and that employees have the knowledge and skills they need to work safely.

What does this mean for you?

Connect with your supervisor to make sure your required safety and equipment training is up to date.

Requesting safety and equipment training

Supervisors (or their designate) can submit a booking request by emailing training@rmwb.ca.

Requests are reviewed, and coordinated based on training requirements, course availability, and operational needs. Booking confirmation will be provided once the request has been processed.

If the training required is not currently offered, Safety will work with your department to explore available options.

For more information, visit the Safety and Equipment Training intranet page.

Upcoming year-end reminders from Accounts Payable and Receivable

Accounts Payable

Please ensure all payment requests and expense claims are submitted to apinvoices@rmwb.ca by **Friday, Dec. 11**. Requests received after this date may not be processed until the new year. Our last payment run for 2026 will be Dec. 15.

For more information, contact Accounts Payable at accounts.payable@rmwb.ca or Tara Mullett at 780-788-1653.

Please note: This deadline does not apply to vendor invoices associated with an approved purchase order (PO). PO invoices should continue to be submitted through the normal process.

Accounts Receivable

Please submit all invoice requests by **Friday, Dec. 18**. Requests received after this date may be processed in the new year.

For more information, contact Accounts Receivable at accounts.receivable@rmwb.ca or 780-743-7975.

Central Stores annual inventory count begins Nov. 26

Central Stores will be closed Nov. 26 and 27 to conduct the team's annual inventory count.

Staff will be happy to serve you when they re-open on Monday, Nov. 30 at 7:30 a.m.

What's new with People Changes?

We've streamlined the People Changes process:

- When you submit a post to People Changes, it will be posted automatically. No more waiting for approvals!
- We have created templated messaging for you in the updated guidelines to simplify the message writing process.

You can continue to use the People Changes portal on My RMWB. It will remain beside the Announcements tab on the intranet homepage.

Check out some of the new hires we spotted in People Changes over the last week!

Stefanee Sjoquist

Please join us in welcoming **Stefanee Sjoquist** as one of our Customer Service Agents!

Stef joined the RMWB in 2025 as a Casual Customer Service Agent and has recently transitioned into a full-time position.

We are excited to have Stef as a permanent member of the team and look forward to her continued contributions and growth in this role.

Please join me in congratulating Stef on this exciting milestone and wishing her continued success!

Myra Penafiel

Please join us in welcoming **Myra Penafiel** as one of our Customer Service Agents!

Myra began her journey with the RCMP in 2022 as a Watch Clerk before transitioning to Customer Services in 2025. In September 2026, she joined us as a full-time employee.

We are excited to have Myra as part of the team and look forward to her continued contributions in this role.

Please join me in congratulating Myra on this new chapter and wishing her continued success!

Heidi Taves

Heidi Taves is excited to join the Indigenous and Rural Relations team, bringing many years of experience in Indigenous business through her work with the Fort McKay Group of Companies, NAABA, and most recently, Infinity Métis Corporation.

Her career has also included roles with the Fort McMurray Chamber of Commerce and the Oil Sands Community Alliance (now the Oil Sands Alliance).

Originally from Ontario, Heidi moved to Fort McMurray in 2005 with a two-year plan—and more than 20 years later, she's still happy to call it home.

Outside of work, she volunteers with her Rotary Club and enjoys watercolour painting, reading, and crocheting. Welcome, Heidi!

Misty Snook

Please join us in welcoming **Misty Snook** to the Indigenous and Rural Relations team!

Misty is new to the organization and joins us from Fort McMurray #468 First Nation, where she worked as the Employment and Training Coordinator. We look forward to working with Misty!

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.

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

Holiday spirit abundant at Council's Holiday Luncheon for Seniors and Elders

A big thank you goes out to all who helped make Council's Holiday Luncheon for Seniors and Elders such an amazing success.

On Nov. 16, we welcomed more than 400 seniors and elders to SMS Equipment Place as we shared laughter, stories, delicious food, and of course, a few games of bingo. This event is one we look forward to every year, and we were pleased to have so many seniors and elders join with us to kick off the festive season.

Thank you to all who helped bring this special event to life. Santa may add you to his good list!

Celebrating GIS Day

On Nov. 17, the GIS team and colleagues from Asset Management celebrated GIS Day.

Staff watched Esri Canada's virtual celebration, followed by GIS trivia, games, and of course, cake! It was a great opportunity to come together, have some fun, and recognize the GIS team's contributions throughout the year.

Explore the RMWB GIS Hub

The GIS Hub is now available under Quick Links – Internal on the My RMWB intranet homepage!

The goal of the GIS team is to make this resource a central place for staff to access GIS maps, data, and applications they need for their daily work. This is an ongoing initiative by the GIS team; they plan to continue to improve this tool with updated content and new resources.

To access the GIS Hub, log in with your RWMB credentials.

If you have questions or need assistance, please contact GISRequest@rmwb.ca.

3rd Annual Chili Cook Off raises $400 for Wood Buffalo Food Bank

Thanks to everyone who participated in Jubilee Centre's first floor Annual Chili Cook Off, $401 was raised for the Wood Buffalo Food Bank.

This is the third year of the annual competition, with participants from Planning and Development Services, Facilities and Asset Management, and the Project Management Office.

Congratulations to the winners:

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*1 - Best Meat Chili: **Lori Parsons**, manager, Safety Codes Services*

*2 - Best Vegetarian Chili: **Saboor Nasir**, program coordinator, Project Management Office*

Bringing holiday cheer to kiyām Community Park and beyond

The holidays are officially taking shape around Fort McMurray, thanks to the hard work of our Parks team.

Over the past few weeks, Parks staff have been hard at work installing holiday decorations throughout the community. One of the highlights of their work was the setup of the Christmas tree in kiyām Community Park.

A big thank you to Parks for helping make the community a little brighter this holiday season!

Santa, smiles and lots of holiday fun!

There was no shortage of holiday cheer at this year's **WBRS Kids Christmas Party** as RMWB employees and their families came together for a day of festive fun.

Kids kept busy writing letters to Santa, creating ornaments, bouncing through giant inflatables and, of course, sharing their Christmas wishes during a visit with Santa himself.

A big thank you to the **Wood Buffalo Recreation Society (WBRS)** and the many volunteers who helped make the event possible. Their time, energy and holiday spirit created a fun-filled experience and plenty of special memories for RMWB families.

Budget binder heroes: Proof that teamwork adds up

A huge thank you goes to numerous team members for building the Council Budget Binders for the upcoming budget meetings.

Thank you to Megan Langille, Sherri-Lynn Cassell, Charlotte Hickey, Melissa Xu, and Rachel Orser for their efforts in preparing for the 2027 Budget presentation.

You put your cents into Budget 2027, and it made a difference!

International Day of Persons with Disabilities is Dec. 3

Join RMWB staff on Dec. 3 to recognize the International Day of Persons with Disabilities at Keyano College.

From 10 a.m. to 12 p.m., hear from local speakers whose personal experiences have inspired meaningful action, advocacy, and positive change in the community.

Breakfast is included!