



The Insider, Nov. 10

Find out what's new at the RMWB on Nov. 10, 2025.

Take Our Kids to Work Day at the RMWB

National Take Our Kids to Work Day was on Nov. 5! The Municipality welcomed 30 young minds to learn more about municipal operations.

The day began with students joining parents at their workplaces before gathering at the North Operations Centre for a Sharing Circle led by members of our Indigenous and Rural Relations team.

In the afternoon, students toured the Water Treatment Plant and the Timberlea RCMP detachment, wrapping up the day with a visit to Council Chambers to meet some of our newly elected Council members.

A big thank-you to everyone who helped make this an inspiring and memorable experience!

Get ready for year-end with these Payroll notices

Stat Bank payouts

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. 4** (Pay Period 25).

Please ensure that all stat time you intend to use between now and end of day Nov. 27 is entered and approved in SAP by **Nov. 27**.

IAFF

Members can carry forward **48 hours** in their stat bank. Any shifts exceeding this limit will be paid out on **Dec. 4** (Pay Period 25).

Please ensure that all stat time you intend to use between now and end of day Nov. 27 is entered and approved in SAP by **Nov. 27**.

CUPE Transit

Members will have all remaining hours in their stat bank paid out on **Dec. 4** (Pay Period 25).

Please ensure that all stat time you intend to use between now and end of day Nov. 27 is entered and approved in SAP by **Nov. 27**.

Vacation deadlines

CUPE Main

The deadline to enter vacation time for the remainder of the year is **Dec. 11**. All vacation time you intend to use between now and then must be entered and approved in SAP by **Dec. 11**.

Unused vacation, up to your one-year entitlement, will be automatically carried forward into Pay Period 1 of 2026. Any hours remaining that are over your one-year entitlement will be paid out on **Dec. 18** (Pay Period 26).

Time off booked using vacation from **Dec. 12** forward will be taken from your one year carry over or 2026 accrual.

If you would prefer your vacation bank payment be transferred to your RRSP/NRSP, send in your request to pensions@rmwb.ca prior to **Dec. 11**.

CUPE Transit

CUPE Transit employees who have unused vacation will automatically be paid out on **Jan. 15, 2026** (Pay Period 2 of 2026). The exception will be for employees who have made prior arrangements with, and subject to, their supervisor's approval.

Time off booked using vacation from Jan. 1, 2026, forward will be taken from carry over or 2026 accrual.

If you would prefer your vacation bank payment be transferred to your RRSP/NRSP, send in your request to pensions@rmwb.ca prior to **Jan. 8**.

Exempt

Exempt employees who have unused vacation will automatically carry over up to five days of vacation into 2026. Anything over five days will automatically be paid out to employees on Jan. 15, 2026 (Pay Period 2, 2026). Time off booked using vacation from **Jan. 1, 2026** forward will be taken from your five days of carry over or 2026 accrual. If you would prefer your vacation bank payment be transferred to your RRSP/NRSP, send in your request to pensions@rmwb.ca prior to **Jan. 8**.

IAFF

IAFF employees who have unused vacation will automatically carry over up to one year's entitlement of vacation into 2026.

Anything over one year's entitlement will automatically be paid out to employees on **Jan. 15, 2026** (Pay Period 2).

Time off booked using vacation from Jan. 1, 2026, forward will be taken from your one year's entitlement of carry over or 2026 accrual.

If you would prefer your vacation bank payment be transferred to your RRSP/NRSP, send in your request to pensions@rmwb.ca prior to **Jan. 8**.

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.

For more information and to explore additional notices for 2026, visit the [Payroll intranet page](#) on My RMWB.

Cheers for Peers: meet the winners!

Janine Merchant, manager, Customer Service, shared appreciation for **Andrea Eldridge**, supervisor in Accounts Receivable. Here's what Janine had to share about Andrea:

"Andrea always goes above and beyond whenever I reach out for help, feedback, or guidance with anything related to cash handling.

She's super knowledgeable, quick to respond, and such a great collaborator, which I really appreciate. Andrea's always looking out for her team, builds great relationships across the board, and is just genuinely awesome to work with."

Not only did Janine share these kinds words, but she then gave her newly won Oil Barons tickets to Andrea!

Brent Kilboy received "cheers" from **Angie Goredema**, social planner, Community Partnerships & Initiatives. Here's what Angie had to say about Brent:

"A big thank you to Brent Kilboy for helping solve not one, but two tricky IT issues! His expertise and problem-solving skills made a real difference, and I am truly grateful for his support."

Wait, what's Cheers for Peers again?!

Let's celebrate the amazing people we work with! Submit a photo or a short message of appreciation for a colleague who makes a difference (BIG or small) and you'll both be entered to win tickets to an upcoming Oil Barons game.

Share your cheers, spread some positivity, and let's celebrate our incredible team spirit!

How it works

1. Share a photo or message of appreciation for a fellow RMWB staff member by emailing TheInsider@rmwb.ca.
2. Both you and the colleague you're recognizing will be entered into a draw for **four Oil Barons tickets**.
3. Before each stretch of [Oil Barons home games](#), we'll announce the date of the next *Cheers for Peers* draw. Make sure to get your submissions in before the deadline!
4. Winners will be featured in the following edition of The Insider - as well as some of the photos and words of gratitude shared that week.
5. If your entry isn't drawn, don't worry! It will carry over to the next draw. **Keep those cheers coming!**

Let's get started: send in your cheers!

The next Cheers for Peers draw is **Tuesday, Nov. 18** for the Nov. 25 and 26 Fort McMurray Oil Barons home games.

Submit a photo or kind message celebrating a colleague by Tuesday at noon. We'll draw two names that afternoon.

Reminder: Check out the exempt employee guide for year-end assessments

Year-end assessments are now open in SuccessFactors for completion by both employees and leaders

As you complete your year-end assessment, don't forget to check out the **Employee Guide** on the [Performance Management intranet page](#) on My RMWB.

The guide includes:

- Tips for writing clear and effective comments.
- Step-by-step instructions for navigating the assessment form.
- Guidance to support **cultural competency examples**.

Take a few minutes to review the guide before submitting your assessment as it's a helpful resource to make the process easier and more meaningful.

If you have questions, speak with your leader.

Success Story: SharePoint Online Pilot implementation

We are pleased to share that the pilot implementation of SharePoint Online has been successfully completed for the Customer Experience & Analytics department.

This marks an important milestone in RMWB's broader digital transformation initiative. SharePoint Online is a modern, cloud-based platform designed to improve how we collaborate, manage content and access organizational knowledge. The pilot aimed to validate the platform's capabilities in a live environment, ensuring it aligns with the needs of our users and supports our long-term goals.

Customer Experience & Analytics has fully transitioned to SharePoint Online, and achieved:

- A centralized team site for document storage and communication.

- Real-time document collaboration and co-authoring.
- Improved version control and document tracking.
- Enhanced permissions and security.

In total, the team successfully migrated **36,418 items** from the CE&A shared drive into SharePoint!

Early results and feedback

Feedback from pilot users has been highly encouraging. Team members have reported via survey that:

- They felt supported during the implementation phase
- For some that already used SharePoint, the refresher training was appreciated
- Look forward to being able to scan files and then be able to do a quick word search

The pilot helped us identify best practices and opportunities to further enhance the platform before broader rollout.

Next steps

With the pilot phase now complete, we are moving into a phased rollout where we will design and build the structure for the remaining departments at the RMWB.

We are committed to supporting all staff throughout this transition. Training and support resources will be made available as we expand implementation across the organization.

We extend our sincere thanks to the CE&A department for their participation and effort during this critical phase. Their contributions have laid the groundwork for a successful organization-wide adoption.

We look forward to sharing more updates as the rollout progresses. If you have any questions about the SharePoint Online rollout, please reach out to Corporate Records.

What's new, WBRs? Discounted tickets & upcoming events!

Whether you're looking to beat the crowds to watch Wicked: For Good or are ready to prepare for festive celebrations, the Wood Buffalo Recreation Society (WBRs) has something for you!

Learn more and purchase tickets at rmwb.ca/WBRs.

Tickets for Festival of Trees still available!

Tickets for the following 2025 Northern Lights Health Foundation's Festival of Trees events are still available to **all** RMWB employees:

- **Ugly Christmas Sweater Party**, Nov. 14
- **Super Mom Hero Son Ball**, Nov. 16
- **Daddy Daughter Sugar Plum Fairy Ball**, Nov. 16

To purchase tickets, contact the [WBRS](#) with your order request.

Get tickets for an exclusive pre-screening of Wicked: For Good

Join the WBRS at 6 p.m. on Nov. 19 for an exclusive pre-screening of Wicked: For Good.

Seats are limited and available to **all** RMWB staff – don't wait to grab yours.

[Get your tickets now!](#)

Children's Holiday Party

Bring the kids down to MacDonald Island Park for one of three holiday party sessions on Nov. 30.

Join the WBRS for crafts, treats, and a visit from Santa! Get your tickets by Nov. 17 at 12 p.m.

Adult Holiday Party

Start planning your outfit for the annual RMWB holiday party on Dec. 13 at SMS Equipment Place. This year's theme is Old Hollywood!

Tickets will be available online shortly - and are open to **all** RMWB staff.

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

Celebrating a new designation in P&D

Vandana Solanki, planner, recently celebrated receiving the Registered Professional Planner (RPP) designation.

With support from **Amanda Owens**, director, Vandana completed all five steps of the certification process - ranging from candidate assessment to professional examination - and can now add RPP to her email signature!

Congratulations on achieving this designation, Vandana!

WinterPLAY planning is underway!

Members of Community Partnerships & Initiatives and Parks marked an important milestone in planning preparations for WinterPLAY: the first visit to the Snye!

As we fully embrace the winter months, stay tuned for more information on this family-friendly event at the Snye.

Strategic Communications recognizes new graduate!

Emily Smith, strategist, Strategic Communications, officially became a graduate of the Bachelor of Arts in Professional Communication program as she walked across the stage at Royal Roads in Victoria last week. Congratulations, Emily!

Development Engineering celebrates launch of new standards

After collecting valuable input from both internal and external stakeholders, the Development Engineering team celebrated the launch of new standards for the development of land and the installation of infrastructure in the region.

The updated **Design Servicing Standards (DSS)**, formerly known as the Engineering Servicing Standards (ESS), and the **Standard Construction Specifications (SCS)** are now available at rmwb.ca. Congratulations!

Staff capture wonder of Mother Nature



Left: **Raymond Lepine**, team leader, Roads, captured this vertical light show over the weekend.

Below: **Curtis Kachale**, Community Peace Officer, Bylaw Services spotted a northern lights show while deployed to support the Fort Chipewyan Water Treatment Plant incident.

