

## Sheralee Mitchell-MacEwan

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**Subject:** FW: Rawdon/Uniacke Office  
**Attachments:** S\_Sgt\_ Michael Balmaceda.vcf

**From:** Balmaceda, Michael (RCMP/GRC) <[Michael.Balmaceda@rcmp-grc.gc.ca](mailto:Michael.Balmaceda@rcmp-grc.gc.ca)>  
**Sent:** Friday, February 23, 2024 2:16:26 PM  
**To:** Kim Ramsay <[kramsay@easthants.ca](mailto:kramsay@easthants.ca)>  
**Cc:** Collier, Evan (RCMP/GRC) <[evan.collier@rcmp-grc.gc.ca](mailto:evan.collier@rcmp-grc.gc.ca)>; Macrae, Scott (RCMP/GRC) <[scott.macrae@rcmp-grc.gc.ca](mailto:scott.macrae@rcmp-grc.gc.ca)>  
**Subject:** Rawdon/Uniacke Office

Kim,

As a follow up to our conversation on Wednesday, I have looked into the hours and days of operation of the Uniacke and Rawdon Office.

### Background

- Pre Covid
  - MTWF 7-3 Rawdon
  - TH 7-3 Mt Uniacke
- During Covid – Compressed work week
  - Offices were by appointment only during restrictions
    - MTWF 7-4/TWF 7-4 Rawdon
    - TH 7-4 Mt Uniacke
- Since summer 2023 4 Day work week. This was done to accommodate the 7-8 traffic and 4-5 traffic that were coming from their work in other areas.
  - The 4 day work week was brought in to accommodate the members of the public asking for later hours to accommodate them commuting to or from work
    - MTW 7-5 Rawdon F 7-430
    - TH 7-5 Mt Uniacke
- All schedules have 35 hrs (plus lunch break built in)

### Current Situation

- The current schedule add 2 hrs to each day in exchange removing 1 day, Mondays, which was done to assist the members of the public needing office based police services.
- No member of the public has asked for additional days, but there have been public members who have commented on the benefits of the extra two hours daily.
- Rawdon, like any other police station generally does not open with a front counter without a Detachment Service Assistant, however, there is a telephone outside the detachment for those scheduled to come in or in need of a police officer. The 24 hour model, starting March 4 0700, will allow for this type of service outside of working and outside of the standard

### Strategic options

- A switch to reopening the either Rawdon or Mt Uniacke office Mondays is possible and would hold no CBA implications other than a short period to notify the employee of the change in hours
- This said any of the above three options can be actioned.

I hope this helps to paint a more concise picture of why things were done.

**S/Sgt. Michael Balmaceda**  
East Hants District Commander

(902) 883-7077  
[REDACTED]



136 Highway 2  
Enfield, NS, B2T 1C8

[michael.balmaceda@rcmp-grc.gc.ca](mailto:michael.balmaceda@rcmp-grc.gc.ca)

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