

EMAIL TOPIC/PURPOSE:	940 Update
ANTICIPATED SEND DATE:	March 7, 2024
BCC (target group):	
FROM (sender):	
SUBJECT LINE:	940 Blanshard Renovations Update

* The text beneath the header is on a table with invisible borders that will fit to any screen size. Please copy the entire table to the email body upon send out.

EMAIL TEXT/BODY:

=====BEGIN COPY=====



Hello, RoadSafetyBC!

I hope this message finds you well. I am reaching out to share an important update on the progress of the 940 Blanshard renovations, which is kicking into full swing sooner than anticipated.

Due to unforeseen electrical issues, it's become necessary to ensure the safety and productivity of our 940 team members and temporarily vacate the premises by March 27th. This move is aimed at providing our team with a workspace free from the hustle and bustle of the construction zone.

Here's what this means for our teams at 940 Blanshard, as well as our teams at 914 Yates and 880 Douglas:

Relocation Period: The relocation will start March 18th in phases and is expected to last until July. We understand that a change in workspace can be an adjustment, and we appreciate everyone's flexibility during this period.

Workspace Options: The goal is to provide a comfortable and efficient working environment while construction ensues. Our 940 team has been presented with three temporary work options (remote from home, at 914 Yates, or at 880 Douglas). If you are a resident of 940 (someone who works in the office 3 or more days a week), please connect with Dana Eckardt or Brent Morton to confirm your work location during this period.

Support and Resources: We are committed to making this transition as smooth as possible. The necessary resources, equipment, and support will be provided to ensure that all our teams can continue their work seamlessly. Few things to draw your attention to:

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- 1.) If you have any personal belongings at 940, they must be collected by March 18th otherwise they may be donated to a local charity.
- 2.) If you are a resident worker at 940 you will receive additional information on packing and timelines.

Over the coming months, you may see different colleagues at 880 or 914 – we appreciate everyone’s patience and flexibility as we all find our rhythm in new spaces.

Regular Updates: Throughout the relocation period, we will keep you informed with regular updates on the progress of both the renovations and the move back in to 940.

Your understanding and cooperation during this exciting phase of improvements is so appreciated. And I do mean *exciting* – I’ve had a sneak peak!

If you have any questions or concerns, please feel free to reach out to Dana Eckardt or Melanie Morneau.

Thank you for your continued dedication and hard work.

Sincerely,

Amy Miller
Assistant Deputy Minister <<CONFIRM SIGNATURE BLOCK>>
RoadSafetyBC

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APPROVALS:

Reviewed by	Name	Reviewed for	Date approved
ADM	Amy Miller	Approval, alignment, errors	
ADMO	Dana Eckardt	Style, tone, consistency, grammar, links, errors	
Executive Director			
RSBC Business Area		Style, tone, consistency, grammar, links, errors	

Remember:

- Use the **BCC line** (not the *To* line).
- Send from the represented executive’s inbox, not *on behalf of* the signatory.

RSBC-ADM Executive Update: Email Template

- Please fit the message onto one page.
- Copy and paste (or draft) the message onto this template. (Calibri, Size 12, Single spaced)

DRAFT