

EMAIL TOPIC/PURPOSE:	880 Douglas lease up in November
ANTICIPATED SEND DATE:	July 18, 2024
BCC (target group):	
FROM (sender):	
SUBJECT LINE:	RSBC Office Space 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=====

Hi RoadSafetyBC team,

Over the last few years, the way we work has changed significantly, and in line with our evolving work-life, our workspace has also undergone a transformation as well. In Victoria, the recent closure of our 914 Yates Street location and the ongoing renovation of our 940 Blanshard Street office, reflects the shift to a modern hybrid workplace environment. Based on our evolving space planning efforts and a deeper understanding of our office requirements, RoadSafetyBC has decided to not renew our lease at our 880 Douglas Street office location in Victoria later this fall when the lease was set to expire. This decision not only reflects a desire to have all Victoria based RSBC staff in one location allowing for increased collaboration of teams, but also creates an opportunity for us to plan for the best utilization of space at 940 Blanshard.

With the closure of our 880 Douglas location, the Space Consolidation Project Team lead by Business Service along with our partners at Citizen Services have planned to accommodate all Victoria based RSBC staff at 940 Blanshard. As we continue to plan for our transition into this space, we will begin to evaluate how our teams are configured within this new shared space. Our primary goal is to ensure that resident workers are comfortably accommodated and that there is plenty of accessible drop-in space and flexibility built into our new and refreshed space at 940 Blanshard. Moving forward, details of the move out of 880 Douglas later this fall will be shared as they become available.

On an exciting note, our 940 Blanshard office renovations are coming together beautifully. The project is progressing, and we're all getting excited for the big move-in early this fall. We are committed to keeping you informed throughout this process, and Executive has committed to providing regular updates through our RSBC newsletter, so please stay tuned to future details.

Thank you for your understanding and cooperation as we make this transition. Here's to our exciting new venture!

Sincerely,

Brad Truswell on behalf of Amy Miller
A/Assistant Deputy Minister
RoadSafetyBC

===== End of copy =====

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