

Internal Communications Samples

RoadSafetyBC Internal Updates (Email + Intranet Content Examples)

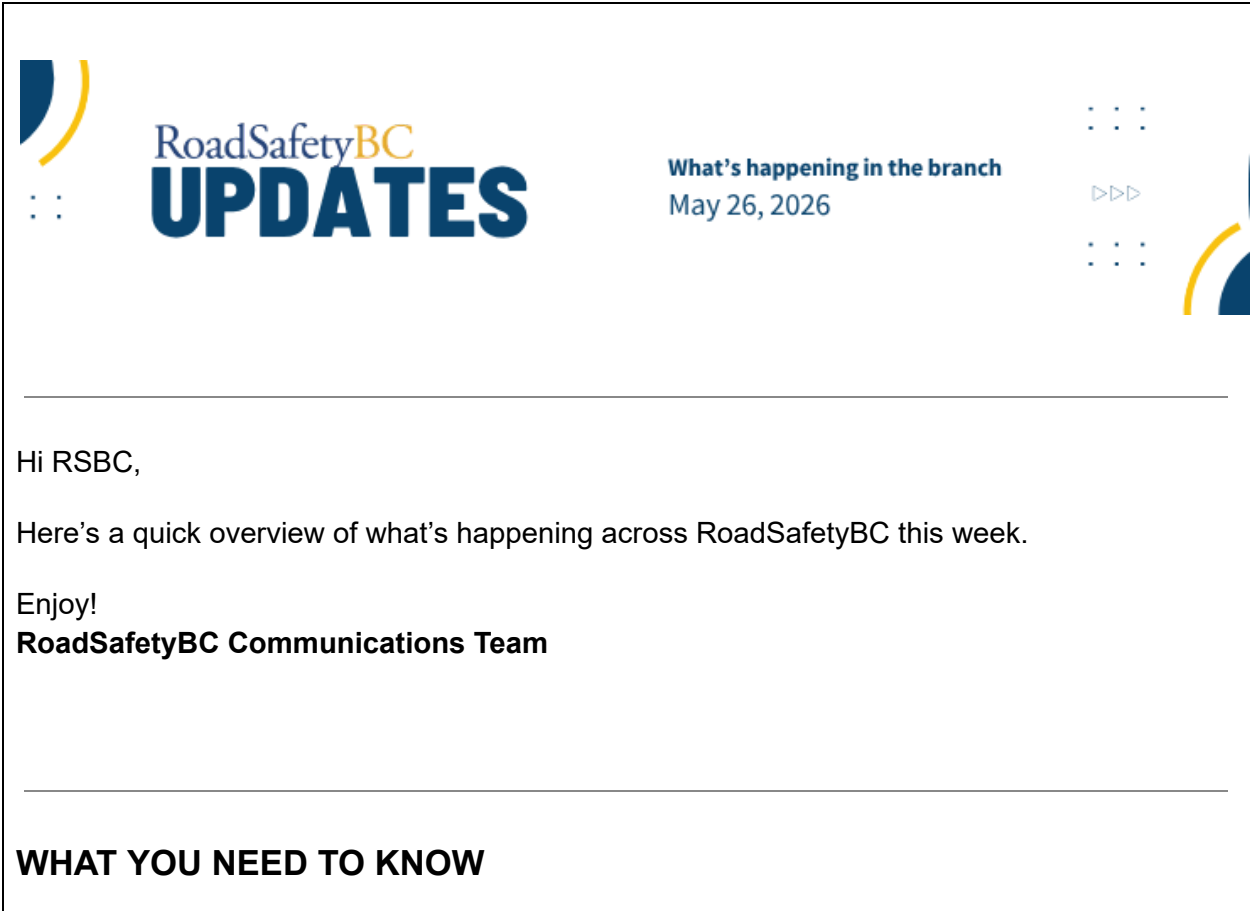
Date: May 26, 2026

Format: Sample internal communications artefacts (email + intranet posts)

Purpose: Demonstrates final output of redesigned internal communications system

1. Sample Internal Email Update


(3-5min read)



The image shows a sample internal email update layout. At the top left is the RoadSafetyBC logo, which consists of a blue square and a yellow curved line. To the right of the logo is the text "RoadSafetyBC" in blue and "UPDATES" in a larger, bold blue font. Further right is the text "What's happening in the branch" in blue and "May 26, 2026" in a smaller blue font. On the far right, there are three vertical ellipses, a double right-pointing arrow, and another three vertical ellipses. Below this header section is a horizontal line. The main body of the email contains the following text: "Hi RSBC,", "Here's a quick overview of what's happening across RoadSafetyBC this week.", "Enjoy!", and "RoadSafetyBC Communications Team". Below this text is another horizontal line. At the bottom of the email is the text "WHAT YOU NEED TO KNOW" in all caps.

Operational update or initiative title


Brief plain-language summary of the update.3 key impacts

 Full details, timelines, and supporting information available on the intranet →

ACTION REQUIRED

Registration closes Friday – Learning Sessions

Staff are reminded to register for upcoming learning sessions before date.3 key elements of training.

 Register via the intranet →

ACROSS THE BRANCH

Team Spotlight: [Team Name]


Highlight of cross-branch or project work currently underway.

 Read the full spotlight on the intranet →

PROJECT MILESTONE

Operations milestone completed


Summary of completed initiative and impact.

 Full update on the intranet →

PEOPLE & CULTURE


Welcome to RoadSafetyBC

New staff introductions.

 [View profiles on the intranet →](#)

KUDOS CORNER

Recognition highlights from across the branch.

 [View full recognition post on the intranet →](#)

QUICK LINKS

- Onboarding resources
 - Wellness sessions
 - Hybrid work guidance
 - Recognition nominations
-

For submissions or updates, contact: [inbox]

2. Sample Intranet Post (Navigation Hub)

(Linked from Banner ad on homepage and section on homepage)

RoadSafetyBC Internal Updates – [Date]


This week's internal updates are now available.

HIGHLIGHTS

- [Operational update or initiative]
- [Team spotlight]
- [Learning / action item reminder]

- [Project milestone]
 - [Recognition update]
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ACCESS FULL CONTENT

 View full update hub on the intranet:
[Link or placeholder]

ABOUT THIS PAGE

This page serves as the central entry point for internal updates, providing quick access to detailed content hosted across the intranet.

It is designed to:

- Support quick navigation to full updates
- Improve searchability and content reuse
- Reduce duplication across email and intranet channels


3. Optional Visual Section

Intranet Content Structure (Concept Visuals)

Intranet homepage (banner to advertise new content, section updated to be Intranet highlights)



RoadSafetyBC



NEW INFO

Joint Occupational Health & Safety every one of us
Introducing the RSBC JHS program's new red space for health and safety information

See what's on the JHS page REDI Learning framework

- ### BC Public Service
- [Accessibility toolkit](#)
 - [ARCS](#)
 - [B.C. Government directory](#)
 - [Compass](#)
 - [Canada Life](#)
 - [LearningHUB](#)

Welcome to the RoadSafetyBC intranet!

The links below lead to a variety of tools and resources for all RSBC employees in all program areas.



<h3>Staff Newsletter</h3> <div style="background-color: #003366; color: white; padding: 10px; text-align: center;"> <h2>STAFF</h2> <p>NEWSLETTER</p> </div> <p>Our RSBC staff newsletter is published monthly. Read the latest issue.</p>	<h3>About RoadSafetyBC</h3> <div style="background-color: #FFC000; color: white; padding: 10px; text-align: center;"> <h2>ABOUT</h2> <p>ROADSAFETYBC</p> </div> <p>Are you new to RSBC or want to find key information about our branch and our teams? Looking for recordings of our Townhalls, RSBC contacts or WES results? Start here.</p>
<h3>Resource hub</h3> <div style="background-color: #003366; color: white; padding: 10px; text-align: center;"> <h2>RESOURCE</h2> <p>HUB</p> </div> <p>Tools and resources for daily RSBC program area operations.</p>	<h3>Planning and strategies</h3> <div style="background-color: #FFC000; color: white; padding: 10px; text-align: center;"> <h2>PLANNING</h2> <p>AND STRATEGIES</p> </div> <p>Learn about RSBC's goals and planning.</p>

- ### RSBC links & tools
- IT support**
- [7-7000 / OCIO IT services](#)
 - [JAG Service Desk](#)
 - [JIRA - project, issue, and bug tracking system](#)
 - [OCIO My Service Portal](#)
 - [Outlook Web Access \(OWA\)](#)
 - [WIKI](#)
- Finance**
- [Corporate Accounting Service \(CAS\)/Corporate Financial System\(CFS\)](#)
 - [iExpense \(Travel\)](#)
- Data & Business Intelligence**
- [Business intelligence request form](#)
 - [External data resources \(PDF, 67KB\)](#)
 - [External & internal data resources \(DOCX, 191KB\)](#)

Blog content layout (sections like Projects / People / Ops)]

RoadSafetyBC attends Surrey's 28th annual Khalsa Day Vaisakhi Parade

May 6, 2026

Categories: [Celebrating frontline workers](#) | [Equity, Diversity & Inclusion](#) | [General News](#) | [Important & Commemorative Months](#) | [Multiculturalism](#) | [People Stories](#) | [RoadSafety BC](#)

By



RoadSafetyBC's Intersection Safety Camera Unit (ISCU) officers (left to right): Jarnell Dosanjh, Diego Dhillon, Pavneet Sekhon, Bobby Kooner, Manpreet Sidhu, Jorge Duarte, ; Manmeet Kaur, Krishant Nowrang

Krishant Nowrang, Assistant Supervisor Intersection Safety Camera Unit, RoadSafetyBC

On Saturday, April 18, 2026, officers from RoadSafetyBC's Intersection Safety Camera Unit (ISCU) participated in Surrey's 28th annual Khalsa Day Vaisakhi Parade. Widely recognized as the largest celebration of its kind outside of India, the event holds significant cultural and community importance, bringing together hundreds of thousands of attendees to commemorate the spring harvest festival and the creation of the Khalsa.

4. Notes

These samples represent the working output of a redesigned internal communications system where:

- Email functions as a curated distribution layer
- Intranet functions as the system of record
- Content is modular, reusable, and structured for navigation rather than duplication