

<b>EMAIL TOPIC/PURPOSE:</b>	Public Service Week / Recognition of Excellence Award winner
<b>ANTICIPATED SEND DATE:</b>	June 17, 2026
<b>BCC (target group):</b>	RSBC All Staff
<b>FROM (sender):</b>	Toby Louie
<b>SUBJECT LINE:</b>	Celebrating Public Service Week and Team Excellence

\* 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:**

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Hi RoadSafetyBC team,

I hope you've been enjoying this week's Public Service Week activities.

Public Service Week is more than a recognition moment on the calendar—it's a chance to focus on the people and impact behind this work. Every day, your efforts contribute to our shared goal of zero fatalities on B.C.'s roads. Whether you work directly with the public or behind the scenes, your work helps keep people safe and saves lives. I am very proud of the work you do in RoadSafetyBC. Thank you for the dedication, expertise, and care you bring to your role.

As we celebrate the contributions of our teams this week—including at Wednesday's Town Hall—I would like to recognize all of RSBC's 2026 Excellence Award nominees and award recipients.

The Manual Operations Centre (MOC) team, who will be honoured with an Excellence Award for client service at this week's virtual awards ceremony. MOC, a key part of the Administrative Justice Branch, is being recognized for its significant efforts in addressing a job-action backlog of police-issued documents (impaired driving, high-risk driving behaviours, and vehicle impoundments) cleared in just eight weeks.

Congratulations goes to: [names redacted]

And congratulations to all the award nominees: [names redacted]

Congratulations to the entire MOC team on this well-deserved recognition and to all the award nominees.

I hope you enjoy the remainder of Public Service Week!

Sincerely,

Toby Louie  
Assistant Deputy Minister & Superintendent of Motor Vehicles  
RoadSafetyBC

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PREPARED BY:  
{insert name and title here}

APPROVALS:

Reviewed by	Name	Reviewed for	Date approved
Comms Officer	Jillian Mitchell	Style, brand consistency & errors	Draft written June 8, 2026
ADM	Toby Louie	Approval & personal voice	June 11, 2026

**Remember:**

- Remove draft watermark
- Use the **BCC line** (not the *To* line).
- Send from the represented executive's inbox, not *on behalf of* the signatory.
- Copy and paste (or draft) the message onto this template. (Calibri, Size 12, Single-spaced)