

Internal Communications Samples

RoadSafetyBC Internal Updates - Email + Intranet Content Examples

Date prepared: 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

These emails will be sent to staff as a push channel, directing them to the intranet (our pull channel). The same content will also be curated on the intranet, so staff can easily find what's new without having to search through their inbox. In addition, homepage banner ads will highlight new content and link directly to the latest email update that has been posted on the intranet.

Estimated: 30sec-1min read



Hi RSBC,

This week's updates are now available on the Staff Hub. Visit the intranet for details.

Enjoy,
RSBC Communications Team

Featured update (header to be designed)

Registration closes Friday for learning sessions
→ [Register for learning sessions](#)

What's New on the Staff Hub (header to be designed)

◆ **Branch updates**

New licensing change may impact timelines this summer.
→ [View branch updates](#)

◆ **Staff updates**

Upcoming training sessions with a registration deadline this week.
→ [Take action on staff updates](#)

◆ **Leadership updates**

New priorities shared for the upcoming quarter.
→ [Read leadership updates](#)

◆ **Community & culture**

Welcoming new team members and celebrating recent recognition.
→ [Explore community and culture updates](#)

→ [View all updates on the Staff Hub](#)

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

Thanks for reading! Feedback? Submit on our [feedback form](#).

2. Intranet Content Structure (Concept Visuals)

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

RoadSafetyBC

Register for summer well-being workshops
 Explore workshops on burnout, resilience, and EFAS supports.
[Register now](#)

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.



RSBC links & tools

IT support

- [OCIO IT services](#) | 250-387-7000 | 77000@gov.bc.ca
- [JAG Service Desk](#) | 250-356-0545
- [JIRA - project, issue, and bug tracking system](#)
- [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 \(DOCX, 280KB\)](#)

Client service / Programs

- [Case & Review Management Application \(CARMA\)](#)
- [Document Processing System \(DPS\)](#)
- [Driver Fitness Case Management System \(DFCMS\)](#)
- [ICBC Driver Licensing Procedures \(DLP\)](#)
- [ICBC Drivers'](#)

News RoadSafetyBC



Stay up to date with branch news, updates, and announcements.

- Branch Updates
- Staff Updates
- Leadership Updates
- Culture & Community

About RoadSafetyBC



Are you new to RSBC or want to find key information about our branch and our teams? Start here.

- An overview of RoadSafetyBC
- Orgcharts
- Contacts
- Road safety data
- Work Environment Survey (WES)

Resource hub



Tools and resources for daily operations.

Occupational health and safety



Incidents to emergencies: key safety essentials.

My work



Tools, resources, and guidance to support your day-to-day work and help you get things done.

- Facilities
- Working from the Victoria office
- Templates & Branded content
- Engagement & Recognition

People and HR




Information, services, and support for employees, including HR policies, benefits, and workplace programs.

- Onboarding
- Flexible work
- Hiring managers resources
- Learning & training

3. Blog content layout

(sections like Projects / People / Ops)]

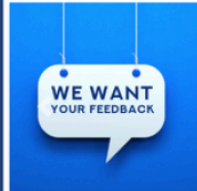


Search

My account Log out

Our ministry ▾
Our people ▾
Our tools ▾
Our community ▾
Our workplace ▾
Careers and MyHR
Compass


Connected as Mitchell, Jillian PSSG:EX ✕




Patient Care Quality Survey

Help improve care quality reviews. Take the survey by June 26 and share with partners.

Take the survey >>





[June update](#)

📅 Jun 18, 2026 👤 [Executive Messages](#)

Dear colleagues, We are approaching the halfway point of 2026. The weeks and months are moving quickly, and I am glad... [Continue Reading](#)

Honouring National Indigenous Peoples Day: June 21

📅 Jun 17, 2026 👤 [Executive Messages](#)

Ama sa colleagues, June is National Indigenous History Month, a time to recognize and honour the rich cultures, histories... [Continue Reading](#)

First Aid

[Occupational First Aid Attendants:](#)

1515 Blanshard: 250-952-1000

1405 Douglas: 250-361-8307

1483 Douglas: 778-679-9708

*After hours call 911

Upcoming Events

- Wed, Jul 01, 12:00 pm
[Virtual Mindfulness Meditation](#)
- Wed, Jul 08, 12:00 pm
[Virtual Mindfulness Meditation](#)
- Tue, Jul 14, 11:00 am
[Tech Tuesday: Microsoft 365 training](#)
- Wed, Jul 15, 12:00 pm
[Virtual Mindfulness Meditation](#)
- Wed, Jul 22, 12:00 pm
[Virtual Mindfulness Meditation](#)

[> View Full Calendar](#)

Quick Links

- [CAMPUS: policy repository](#)
- [CLIFF](#)
- [Corporate Financial System](#)

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