

# RSBC Internal Communications Year-at-a-Glance: 2026

## Purpose

A strategic planning document used by Executive and Communications to identify major initiatives, organizational priorities, engagement opportunities, and planned communication channels throughout the year.

Note: Jan- May (Tatiana)

Month	Initiative / Topic	Email	Intranet	Live Session	Survey / Poll	Notes	STATUS
June	Public Service Week	ADM	Recognition Content	Town Hall		PSW and Excellence Award recognition	<b>DONE</b>
July/Aug	Victoria Office Move	ADM (if required)	Real-time updates	TBD		Office move communications	TBD
	Internal Comms-intranet!			x			
September	Fall Priorities	ADM	Resources and supporting content	Town Hall		Strategic priorities alignment	TBD

	Orange Shirt Day / NDTR	Included in Fall Priorities messaging	Supporting resources	x		REDI and awareness content	TBD
	Alexa / IRP Anniversary	TBD	Awareness content	x		Sept. 20 anniversary	
	Child Passenger Safety Week	TBD	Awareness content	x			
<b>October</b>	Workplace Wellness	(optional)	Wellness resources	x		Optional initiative	
	Global Diversity Awareness Month		Awareness content	x			
<b>November</b>	Day of Remembrance for Road Crash Victims (Remembrance Day, Indigenous Veterans)	ADM Message	Awareness content	TBD		Nov. 18	

<b>December</b>	Year-End Reflections	ADM Message	Community & Culture content	TBD		Year-end message	
	National Safe Driving Week	TBD	Awareness content	x			

## Planning Questions

- What initiatives are coming up this year?
- Which channels should be used?
- Are there opportunities for engagement?
- Are there competing priorities in the same month?
- Are there opportunities to recognize staff achievements?
- Are we using the right mix of email, intranet, live sessions, and surveys?

## Relationship to the Communications Dashboard

The Year-at-a-Glance identifies:

- What we are communicating
- When it is happening
- Which channels may be used

The Communications Dashboard manages:

- Content development
- Approvals
- Scheduling

- Publishing
- Intranet Updates
- Live sessions
- Surveys and polls