

EMAIL TOPIC/PURPOSE:	Victoria Office Move – September 2026
ANTICIPATED SEND DATE:	September 2, 2026
BCC (target group):	RSBC Victoria Staff
FROM (sender):	Toby (Eleanor on behalf of)
SUBJECT LINE:	Update on RSBC Office Move

** 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 everyone,

I'm writing to share more information about RSBC's upcoming move for Victoria area-based staff from 940 Blanshard to 620 Superior.

With the move now less than a month away, we have some important dates and moving instructions for Victoria-area staff to review. We've also added these details to the [RSBC Office Move Intranet Page](#), which we'll continue to update as details are confirmed.

I know a move of this size requires some adjustment, and I appreciate everyone's patience and flexibility as we work through the details. To help with the transition, we ask that staff follow the below schedule so we can ensure the space is ready and avoid having too many people working in the new space at once.

Here's what you need to know now:

- Meeting with resident workers to discuss the transition to the new workspace: September 10
- Packing deadline: end of day September 17
- Last workday at 940 Blanshard: September 17
- Moving activities (packed boxes, equipment and furniture): September 21 to 23
- Staff asked to work at home or arrange an alternate work site: September 18 to 25
- First day for designated RSBC staff to access new workspace: September 24
- Resident staff may visit the new space as part of work transition: September 24–25
- Resident Week (resident workers begin working in the new space): Week of September 28

RSBC-ADM Executive Update: Email Template

- Drop-in Staff Week (staff without dedicated workspaces may begin working in the new space): Week of October 5

What you need to do (Victoria-based staff):

- If you haven't already started, now is the time to begin decluttering and packing your work and personal belongings.
- Staff who are resident workers at 940 Blanshard and have a dedicated workstation should pack up their current workspace and ensure everything is labelled for their new dedicated workstation at 620 Superior Street.
- Staff who work in the Victoria office occasionally and do not have a dedicated workspace are asked to take all personal belongings home before September 17.

Please visit the [RSBC Office Move Intranet Page](#) for more information, including photos of the new space. If you have questions, please reach out to your supervisor or our key RSBC contacts are [Nadia Laczkowski](#) and [Luke Oldfield](#).

Thank you for your patience and cooperation as we make this move.

Toby

Assistant Deputy Minister & Superintendent of Motor Vehicles
RoadSafetyBC

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PREPARED BY:
Jillian Mitchell, Communications Officer

APPROVALS:

Reviewed by	Name	Reviewed for	Date approved
Comms	Jillian Mitchell	Style, brand consistency & errors, drafter	Sept. 1
RSBC ED (if required)	Brent Morton (obo Brianna Fougere)	Content themes & accuracy	Sept. 1
RSBC ED	Brad Truswell	Content themes & accuracy	Sept. 1
ADM	Toby Louie	Approval & personal voice, advise if banner should be used	Sept. 1

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