

James Koll  
Burnaby Artists Guild  
211-5350 Victory Street  
Burnaby, BC V5J 1T1

December 3, 2018

Mayor and Council  
c/o Office of the City Clerk  
4949 Canada Way  
Burnaby, BC V5G 1M2

Dear Mayor and Council,

**Request To Place Temporary Event Signs On Burnaby Public Property**

The Burnaby Artists Guild requests the consent of the Council to place temporary signs on City road rights-of-way and boulevards to publicize our annual Spring and Fall Original Art Shows at the Shadbolt Centre on the following dates:

- Spring 2019 - April 5, 6 and 7
- Fall 2019 - October 25, 26 and 27
- Spring 2020 - April (Exact dates to be confirmed)
- Fall 2020 - October (Exact dates to be confirmed)

We have a total of eight 4ft x 4ft signs for this purpose. We will take care to comply with all City guidelines and locate them as directed by the City's Traffic Engineering Division. The signs would be erected no earlier than two weeks before each event and be removed within three days afterwards.

Thank you for your consideration in this matter.

Respectfully,



James Koll  
Vice President, Burnaby Artists Guild

Copied to:  
City Manager  
Dir. Engineering

**Note from Dir. Engineering:**

In accordance with the Burnaby Street and Traffic Bylaw and Burnaby Sign Bylaw, a motion of Council is required to permit the temporary placement of signs on street rights-of-way for this event.

The request is generally supportable and Engineering staff will work with event organizers to determine the appropriate location and number of signs to be placed on City boulevards. Requests for 2020 must be made in 2019 when dates are finalized.