



February 3, 2020

Office of the City Clerk  
Burnaby City Hall  
4949 Canada Way  
Burnaby, BC V5G 1M2

Sent via email: [clerks@burnaby.ca](mailto:clerks@burnaby.ca)

**Re: Delegation to Council Request**

Dear Mayor and Council,

I am writing on behalf of the Parkland Refinery, located in North Burnaby. We provide approximately 25 per cent of B.C.'s transportation fuel, 25 per cent of Vancouver International Airport's jet fuel and 30 per cent of Greater Vancouver's gasoline. We have also started producing renewable fuels at our facility and are looking to improve this capability.

Parkland would like to appear as a delegation before Burnaby City Council to present Parkland's Burnaby Refinery Strategic Plan Overview. This presentation would review our plans to improve our capability to produce low-carbon fuels. Our preferred date would be Monday, February 24, 2020. I (Alex Coles, Refinery General Manager) will be the designated speaker, and will require audio/visual equipment to present a PowerPoint presentation.

Thank you for your consideration; I look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Alex Coles'.

Alex Coles, Refinery General Manager

E: [alex.coles@parkland.ca](mailto:alex.coles@parkland.ca)

T: 604-257-4001

Copied to:  
City Manager  
Dir. Corporate Services  
Dir. Engineering  
Dir. Planning & Building  
Dir. Public Safety & Community Services

Parkland Refining (B.C.) Ltd.  
1000-2025 Willingdon Ave.  
Burnaby, BC V5C 0J3  
T. 604 257 4040  
F. 604 257 4093  
E. [prbcrefineryinfo@parkland.ca](mailto:prbcrefineryinfo@parkland.ca)