

2021.09.20

James Koll  
Burnaby Artists Guild  
[REDACTED]  
Burnaby, BC V5J 1T1

September 8th, 2021

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 Fall Original Art Show at the Shadbolt Centre on the following dates:

· October 22, 23 and 24, 2021

We have a total of six 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 the 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: Chief Administrative Officer  
Director Corporate Services  
Director Engineering