

CORRESPONDENCE  
2022 MAY 09

**From:** Kate Arkiletian [REDACTED]  
**Sent:** Sunday, April 24, 2022 10:57 PM  
**To:** Clerks <[Clerks@burnaby.ca](mailto:Clerks@burnaby.ca)>  
**Cc:** [REDACTED]  
**Subject:** Burnaby Potters' Guild - Temporary Signs Placement Request

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. **The City will never ask for personal or account information or account password through email.** If you feel this email is malicious or a scam, please forward it to [phishing@burnaby.ca](mailto:phishing@burnaby.ca)

Good Morning Office of the City Clerks,

This email is a request for council to consider once again our group, the Burnaby Potters' Guild, to have temporary signage for our spring sale. The sale will be held at Lochdale Community Hall on June 11th, 2022

Our signs are 18" x 26" with black lettering on bright yellow backgrounds. We have 26 signs and lawn wires. The majority of requested locations are in the central/north Burnaby area. I have included a list of the locations requested. We would like to have the signs up for one to two weeks with the final date to remove signage June 14th, 2022.

Previous permission was granted on an annual basis and we would greatly appreciate your consideration to grant permission again.

My contact number is [REDACTED] and my email is: [REDACTED]

Thank you,  
Kate Arkiletian

Sign location requests:

1. Boundary - south of 2nd St
2. Boundary/Moscrop
3. Willingdon and Albert St
4. Willingdon and Canada Way
5. Willingdon and Parker
6. Willingdon and Moscrop
7. Willingdon and Still Creek
8. Patterson and Moscrop
9. Hastings and Springer
10. Hastings and Ingleton
11. Hastings and Gamma
12. Parker and Gamma
13. Parker and Holdom
14. Gilmore and Dawson

15. Gilmore and Parker
16. Broadway and Holdom
17. Canada Way and Royal Oak
18. Sperling and Halifax
19. Kensington and Halifax
20. Kensington and Curtis
21. Kensington and Hastings
22. Deer Lk. Pkwy and Royal Oak
23. Deer Lake Municipal Hall
24. Canada Way and Willington Green
25. Boundary and Vanness
26. Gaglardi and Broadway

Please see attachment for visual map locations for signs.

Thank you,  
Kate Arkiletian - BPG Marketing Committee Chair

Copied to:	Chief Administrative Officer GM Corporate Services GM Engineering
------------	---

Note from GM Engineering:

Transportation has reviewed the request for the sign locations, and they are acceptable. Once the signs have been installed, staff will ask the applicant to advise the City at [transportation@burnaby.ca](mailto:transportation@burnaby.ca), and our team will visit the signs to make sure that sightlines for drivers are unobstructed. If needed, signs may be moved slightly within the same location to ensure clear sightlines are maintained, and our team will reach out to the Burnaby Potters' Guild.