

**CORRESPONDENCE**  
**MARCH 13, 2023**

**From:** [Kate Arkiletian](#)  
**To:** [LegislativeServices](#)  
**Subject:** Re: Burnaby Potters" Guild - Temporary Signs Placement Request  
**Date:** Sunday, March 5, 2023 8:59:53 PM

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Good Morning,

I sent in a request for posting signage for the Burnaby Potters' Guild November and June sales and exhibits back in September 2022. The request was approved. The date of our June 2023 sale has changed. The sale date was to be June 10th, 2023, but is now June 24th, 2023. I wanted to make you aware of the change of dates which will affect when we put the signage up and take it down.

Thank you,  
Kate Arkiletian

On Sun, Sep 18, 2022 at 12:20 PM Kate Arkiletian [REDACTED] wrote:

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 both our November 2022 sale and our June 2023 sale. The sale will be held at Lochdale Community Hall on November 5th and 6th, 2022 and June 10th, 2023.

Our signs are 18" x 26" with black lettering on bright yellow backgrounds. We have 30 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 before the sales with the final date to remove signage for November: November 8th, 2022 and June: June 13th, 2023.

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 Kensington (near bus shelter NW corner)
11. Hastings and Gamma (on N side of street by McD's)
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
- 27, 28, 29. Signs between Fell Ave. and Kensington Ave.
30. Delta and Hastings (SW side in grassy/treed area).

Please see attachment for visual map locations for signs.

Thank you,  
Kate Arkiletian - BPG Marketing Committee Chair

**Note from General Manager Engineering:**

*Engineering supports the requests by the Burnaby Potters' Guild for the temporary installation of signs for both the November 2022 sale and June 2023 sale. Once the signs have been installed, Transportation staff is requesting the Burnaby Potters' Guild 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.*