

James Koll  
Burnaby Artists Guild  
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September 28, 2023

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 taking place at the Shadbolt Centre on the following dates:

November 17th, 18th and 19th, 2023

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 the event and be removed within three days afterwards.

Thank you for your consideration in this matter.

Sincerely,



James Koll  
Treasurer, Burnaby Artists Guild

**Note from Engineering:**

Engineering supports the requests by the Burnaby Artists Guild for the temporary installation of signs for the annual Fall Original Art Show taking place at the Shadbolt Centre on November 17, 18, and 19, 2023. Once the signs have been installed, Transportation staff is requesting the Burnaby Artists 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 Artists Guild.