

James Koll
Burnaby Artists Guild
211-5350 Victory Street
Burnaby, BC V5J 1T1

February 21, 2025

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 Spring Original Art Show taking place at the Shadbolt Centre on the following dates:

April 11th, 12th and 13th, 2025

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.

Sincerely,



James Koll
Treasurer, Burnaby Artists Guild

Note from the General Manager Engineering:

Engineering supports the requests by the Burnaby Artists Guild for the temporary installation of signs for the annual Spring Original Art Show taking place at the Shadbolt Centre on April 11, 12, and 13, 2025. Once the signs have been installed, Transportation staff is requesting the Burnaby Artists Guild to advise the City at 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.