

TO: MAYOR & COUNCILLORS
FROM: GENERAL MANAGER PARKS, RECREATION AND CULTURE
SUBJECT: **ADMINISTRATIVE POLICY: DISTRIBUTION OF PRINT MATERIALS IN PARKS, RECREATION AND CULTURE FACILITIES**
PURPOSE: To provide clear and consistent guidelines governing the distribution of third-party print materials in Parks, Recreation and Culture (PRC) facilities.

RECOMMENDATION

THAT the report titled “Administrative Policy: Distribution of Print Materials in Parks, Recreation and Culture Facilities” dated January 13, 2026, be received for information.

1.0 POLICY SECTION

This initiative aligns with Council-adopted policies and strategies including the *Burnaby Strategic Plan (2025)* and the *Community Safety and Well-Being Plan (2025)*.

2.0 BACKGROUND

On August 26, 2025, representatives from the Freshet News Co-op (“the Freshet”) delegated to Council and asked for City support of their upcoming monthly newspaper. In late November, the Freshet then sent a list of City facilities where they would like to drop off 85-100 copies of the newspaper on a regular basis. This list included City Hall, 10 recreation centre sites and 4 library sites.

After receiving this request, staff researched any existing policies and past practices that may govern the use of City facilities for the distribution of newspapers. The City’s past practice was to not permit distribution of newspapers and other third party printed materials at City facilities. The Burnaby Public Library has its own policy in this regard. Given Council’s support for community news, staff have prepared a draft Administrative Policy to address distribution of third-party print materials at City recreation and culture facilities.

3.0 GENERAL INFORMATION

The draft Administrative Policy outlines the conditions and process required for a non-profit entity to use City PRC facilities to distribute printed materials. As this is an Administrative Policy (Attachment 1), it does not require Council approval and is attached for information. Any feedback received from Council will be considered before the draft is finalized and implemented.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The Freshet will be informed of the Administrative Policy and the distribution requirements under the policy. PRC staff will be informed of the policy and related key messages to manage any other enquiries requesting distribution support. The Administrative Policy will be reviewed and updated on a regular basis.

5.0 FINANCIAL CONSIDERATIONS

There will be nominal costs associated with the management of this policy. These will be covered through existing operational budgets in PRC and Lands and Facilities.

Respectfully submitted,

Mary Morrison-Clark, General Manager Parks, Recreation and Culture

ATTACHMENTS

Attachment 1 – Draft Administrative Policy: Distribution of Print Materials in Parks, Recreation and Culture Facilities.

REPORT CONTRIBUTORS

This report was prepared by Mary Morrison-Clark, GM Parks Recreation and Culture and reviewed by May Leung, City Solicitor and Judy Hamanishi, Director Recreation