



Distribution of Third-Party Print Materials in City of Burnaby Parks, Recreation and Culture Facilities

POLICY TYPE: Administrative

EFFECTIVE DATE: XXX, 2025

POLICY #: XXX

POLICY SUBJECT: Parks, Recreation and Culture Services

1.0 POLICY STATEMENT

The City of Burnaby permits the limited distribution of third-party printed materials in City-operated recreation and culture facilities where such distribution supports community awareness, is relevant to Burnaby residents, and is appropriate for family-oriented public spaces.

Approval to distribute third-party materials does not imply City endorsement and is subject to operational, safety, and administrative considerations.

All distribution must comply with this policy and conditions of approval.

2.0 SCOPE

This policy applies to:

- All non-profit and community-based newspapers, newsletters, printed materials and periodicals; and
- All City of Burnaby parks, recreation and cultural facilities.

This policy does **not** apply to:

- City-produced materials; and
- Materials distributed as part of a City-approved program, event, sponsorship or partnership.

3.0 PURPOSE

To establish clear and consistent guidelines governing the distribution of third-party printed materials within City of Burnaby recreation and culture facilities, ensuring that materials are appropriate for family-oriented public spaces,

relevant to the Burnaby community, and aligned with the City's mandate to provide safe, inclusive, and welcoming environments.

4.0 EXCLUSIONS

The following materials are **not** permitted:

- Materials primarily intended to promote:
 - political parties or candidates
 - religious doctrine or proselytization
 - commercial enterprises
- Materials that violate the BC Human Rights Act or other Federal or Provincial laws
- Materials that violate City policies on respectful environments, equity, and inclusion.

5.0 RIGHT TO REFUSE OR REMOVE MATERIALS

The City reserves the right (but is not obligated) to remove materials without notice where:

- Materials are outdated or not maintained in accordance with this policy;
- Distribution conditions are not met; or
- Materials create operational, safety, or accessibility concerns.

Removal under this section does not require prior notification to the distributing organization.

6.0 GUIDING PRINCIPLES

Distribution of third-party print materials in recreation and culture facilities must:

1. Support the City's role as a provider of family-friendly, all-ages public spaces;
2. Be relevant to the Burnaby community;
3. Respect the diverse users of recreation facilities; and
4. Be managed in a way that is operationally feasible and consistent.

7.0 ELIGIBILITY CRITERIA

Only materials that meet all of the following criteria may be approved:

7.1 Organizational Eligibility

Materials must be produced by:

- A registered non-profit organization, society, or charitable organization; and
- An organization with an established presence or mandate related to the Burnaby community.

Proof of non-profit status will be required.

7.2 Local Relevance Requirement

To ensure relevance to residents and facility users:

At least 50% of the editorial content must be directly related to Burnaby, including:

- Burnaby-based news, events, or issues;
- Burnaby organizations, programs, or services; and
- Content clearly targeted to Burnaby residents.

7.3 Facility Appropriateness

Materials must be appropriate for general public recreation environments, including spaces frequented by children and youth.

Materials must not violate the BC Human Rights Act or other Federal or Provincial laws

Materials must not violate City policies on respectful environments, equity, and inclusion

7.4 Format and Volume Controls

- Materials must be free of charge
- Distribution is limited to locations designated in approval conditions
- The City may limit:
 - number of copies

- frequency of restocking
- size and format of materials

7.5 Publication Frequency and Size Requirement

To ensure materials are current, relevant, and manageable within City recreation and culture facilities:

- Publications must have a regular publication cycle of at least once per month and be a minimum of 15 pages;
- One-time, occasional, or irregular publications and pamphlets or leaflets are not eligible for distribution.

8.0 COST, MAINTENANCE AND REMOVAL RESPONSIBILITIES

8.1 Cost Responsibility

All costs associated with the distribution of third-party print materials are the responsibility of the non-profit organization, including but not limited to:

- Design, printing, and delivery of materials
- Supply of display racks or holders

Where display racks are proposed:

- All racks and rack locations must be approved by the City prior to installation;
- Installation will be carried out by City staff; and
- All costs associated with rack purchase and installation and removal will be recovered from the non-profit organization.

The City is under no obligation to provide space, fixtures, or infrastructure at no cost.

8.2 Maintenance and Removal Responsibilities

To maintain orderly and current distribution areas:

- The non-profit organization is responsible for:
 - Regular restocking of materials in the assigned areas
 - Ensuring that all previous publications are fully removed prior to placing new materials

- Outdated or excess materials must not be left in public areas or storage spaces
- Failure to remove expired materials may result in suspension or revocation of distribution approval

City staff are not responsible for monitoring publication dates or removing outdated materials.

9.0 REVIEW AND APPROVAL PROCESS

9.1 Application

Organizations seeking distribution must submit:

- A request in writing to the General Manager, Parks Recreation & Culture
- Proof of non-profit status
- A current copy of the publication
- Confirmation of Burnaby-related content

9.2 Review Authority

- Approval is at the discretion of the General Manager Parks Recreation and Culture, or designate
- Decisions are based solely on policy criteria
- Approval may be time-limited and subject to review

9.3 Conditions of Approval

Approval will be granted in the form of a letter from the General Manager, or designate, and be subject to conditions, including:

- Limits on quantity and placement
- Approved rack design and location
- Compliance with cost recovery and maintenance requirements
- Ongoing adherence to publication frequency and removal obligations

Failure to comply with approval conditions may result in immediate removal of materials and/or suspension or revocation of distribution approval.

10.0 POLICY REVIEW

This policy will be reviewed every five years or as needed to ensure its effectiveness and alignment with City objectives.

APPROVED BY: CAO

AMENDMENT DATE(S):

APPROVAL DATE: XXX, 2025

REVIEW DATE:

XXX, 2028
