

 The University of British Columbia Board of Governors	Policy No.: UP4
Long Title: Vending Machines on or in UBC Space	
Short Title: Vending Machine Policy	

Background & Purposes:

The Purpose of this Policy is to outline the administration, management, and responsibility for any Vending Machines which dispense Product to a customer for any form of consideration in or on UBC Space.

1. General

- 1.1 This Policy and the Procedures attached to this Policy apply to all Vending Machines on or in UBC Space.
- 1.2 Vending Machines may be installed or replaced on or in UBC Space in accordance with the Procedures attached to this Policy.

2. Scope of Policy

- 2.1 This Policy and its Procedures do not apply to food prepared off campus which is sold to individuals and delivered to campus (e.g. pizza delivery services), *automated teller machines* that enable customers of financial institutions to perform financial transactions, photocopiers, and Products which are sold outside of a Vending Machine by UBC Members for fund raising activities.



PROCEDURES ASSOCIATED WITH THE VENDING MACHINE POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Vending Machine Policy.

1. Approval Process for the Installation of Vending Machines

- 1.1 Generally, anyone who wishes to either install a new Vending Machine or replace an existing Vending Machine in or on UBC Space must first:
 - 1.1.1 Obtain approval of the Administrative Head of Unit; and
 - 1.1.2 Contact UBC Supply Management.
- 1.2 UBC Supply Management will, in consultation with UBC SHHS, confirm whether the Vending Machine is subject to any existing supplier contracts, and whether the Vending Machine is the responsibility of any UBC Student Services. If there is no relevant existing contract, then UBC Supply Management will contract with a supplier for Products and the Vending Machine through UBC's standard procurement process, if applicable, and such contract will include provisions stating that the Products will, to the extent appropriate, adhere to any government recommended healthier choices guidelines that may be applicable to UBC.
- 1.3 If a contract is required, and the contract has been negotiated and executed by UBC Supply Management:
 - 1.3.1 If UBC SHHS has determined the Vending Machines to be the responsibility of any UBC Student Services in accordance with Section 1.2, then UBC SHHS or other UBC Student Services, as applicable, will make a final determination, with approval of UBC Facilities, as to whether the requested Vending Machine should be installed; or
 - 1.3.2 If UBC SHHS has determined the Vending Machine is not the responsibility of UBC SHHS or any UBC Student Services, then the Administrative Head of Unit, or its delegate, will make a final determination, with approval of UBC Facilities, as to whether the requested Vending Machine should be installed.
- 1.4 If an application for a Vending Machine has been approved in accordance with Section 1.3, then UBC Facilities will be consulted to support the installation or removal of the Vending Machines

to ensure accessibility, proximity to plumbing and electrical services, and compliance with building and fire codes within all UBC Space.

2. Expenses, Revenue and Commissions

- 2.1 Installation, maintenance, expenses, and operating costs of the Vending Machines are the responsibility of the applicable decision maker under Section 1.3 of these Procedures.
- 2.2 Commissions received from Vending Machines accrue to the applicable decision maker under Section 1.3 of these Procedures, except for commissions arising from Vending Machines in student common rooms assigned to student societies, which accrue to the student society, provided that:
 - 2.1.1 the location of the Vending Machine is in the common room;
 - 2.1.2 it is used almost exclusively by the members of that particular student society; and
 - 2.1.3 the student society obtains approval for the Vending Machines in accordance with these Procedures.
- 2.3 Refunds for malfunctioning Vending Machines or for a defective product may be addressed to the vendor information on the specific Vending Machine or the recipients of commissions under Section 2.2 of these Procedures.

3. Additional Engagement

- 3.1 If there are any additional concerns or issues with respect to the Vending Machines subject to this Policy and its Procedures, then the Responsible Executive or authorized delegate, may convene a meeting of representatives of UBC SHHS, UBC Facilities, UBC Supply Management, and other applicable UBC Members to consider and decide on such issues.
- 3.2 If there are any additional concerns or issues with respect to the Product available in the Vending Machines, such as the Product's alignment with UBC's commitment to the health and wellbeing of its students, faculty and staff, then the Responsible Executive or authorized delegate, may convene a meeting of representatives of UBC Student Services, UBC Supply Management, and other applicable UBC Members to consider and make a recommendation on such issues.

4. Definitions

- 4.1 **"Administrative Head of Unit"** means the Director of a service and/or administrative unit, centre, institute or school; a Head of an academic department or unit; a Dean; a Vice-President; a Vice-Principal; an Associate Vice-President; or any equivalent position, responsible for the UBC Space, area, or building where the Vending Machine is or will be located.

- 4.2 **“Products”** means any goods and, without limiting the generality of the definition, may include food, beverages, electronics, pharmaceutical products, photo printing, academic resources, supplies, clothing, and other consumable and non-consumable products.
- 4.3 **“Responsible Executive”** means the Vice-President, Finance and Operations.
- 4.4 **“UBC Facilities”** means the Facilities Management department on the UBC Okanagan campus and the UBC Building Operations department on the UBC Vancouver campus, as applicable.
- 4.5 **“UBC Member”** means any student, faculty, or staff of UBC.
- 4.6 **“UBC SHHS”** means UBC Student Housing and Hospitality Services which is part of UBC Student Services.
- 4.7 **“UBC Space”** means all real property to which UBC has a right of possession, whether by way of ownership, lease, licence, or otherwise, except for real property owned by UBC but leased or licensed out to a third party (i.e. the J. Peter Meekison Student Centre in the University Centre, which is leased to the Students’ Union of UBC Okanagan, and the AMS Student Nest, which is leased to the UBC Alma Mater Society) which are not included in the definition of UBC Space.
- 4.8 **“UBC Student Services”** means the administrative units and departments under the portfolio of The *Vice-President, Students* that are responsible for UBC student facilities and auxiliary services (i.e., athletics, bookstore, food services, housing, daycares, conferences & accommodations, parking, common use & student activity spaces, and other student services spaces).
- 4.9 **“UBC Supply Management”** means the administrative unit and department under the portfolio of The Vice-President, Finance and Operations that is responsible for procurement and purchasing of goods and services.
- 4.10 **“Vending Machine(s)”** means any self-serve machine or kiosk which supplies Products to a customer for any form of consideration.



EXPLANATORY NOTES REGARDING THE VENDING MACHINE POLICY AND ASSOCIATED PROCEDURES

Issued July 2019 by the Office of the University Counsel

The OUC has prepared these Explanatory Notes to provide context and background regarding the Vending Machine Policy. These Explanatory Notes do not replace or supersede the content of the Vending Machine Policy and its Procedures.

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Policy Short Title:	Vending Machine Policy
Policy Number:	UP4
Responsible Executive:	Vice-President, Finance and Operations
Responsible Board Committee:	Finance Committee
Related Policies:	GA2 - Regulatory Framework Policy
History:	<ul style="list-style-type: none">• The Vending Machine Policy and Procedures were first approved by the Board of Governors in November 1977;• The Vending Machine Policy was revised in September 1993;• The Vending Machine Policy and Procedures were revised in June 2019;• The Vending Machine Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the Vending Machine Policy, its long title is Vending Machines on or in UBC Space, and its number is UP4. The previous identification number for this policy was #101;• The Procedures were updated in September 2019 to reflect current position titles.
Related Legislation:	N/A