

 <p>The University of British Columbia Board of Governors</p>	<p><b>Policy No.:</b>  <b>101</b></p>	<p><b>Approval Date:</b> November 1977</p> <p><b>Last Revision:</b> [*]</p>
	<p><b>Responsible Executive:</b> Vice-President, Finance &amp; Operations</p>	
<p><b>Title:</b>  <b>Vending Machines on or in UBC Space</b></p>		
<p><b>Background &amp; Purposes:</b></p> <p>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.</p>		

## 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.

## 3. Definitions

- 3.1. “**Administrative Head of Unit**” means a Director of 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.

- 3.2. **“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.
- 3.3. **“Vending Machine(s)”** means any self-serve machine or kiosk which supplies Products to a customer for any form of consideration.
- 3.4. **“UBC Facilities”** means the administrative units and departments under the portfolio of The Vice-President, Finance & Operations that are responsible for UBC facilities management and building operations.
- 3.5. **“UBC Member”** means any student, faculty, or staff of UBC.
- 3.6. **“UBC SHHS”** means UBC Student Housing and Hospitality Services which is part of UBC Student Services.
- 3.7. **“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.
- 3.8. **“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).
- 3.9. **“UBC Supply Management”** means the administrative unit and department under the portfolio of The Vice-President, Finance & Operations that is responsible for procurement and purchasing of goods and services.

## **PROCEDURES**

**Approved: November 1977**

**Revised: [\*]**

*Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors." Note: the most recent procedures may be reviewed at <http://universitycounsel.ubc.ca/policies/index/>.*

### **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.
- 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, if applicable, 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, if applicable, 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:
  - 2.2.1. the location of the Vending Machine is in the common room;
  - 2.2.2. it is used almost exclusively by the members of that particular student society; and
  - 2.2.3. the student society obtains the 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 Vice-President, Finance & Operations, 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 Vice-President, Finance & Operations, 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.