

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C07-013

<b>POLICY TITLE</b> <i>Newspaper Vending Machines</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>February 10, 1986</i>
		<b>UPDATED TO</b> <i>June 9, 2014</i>
<b>ORIGIN/AUTHORITY</b> <i>Legislation and Finance Committee Report No. 8-1986; Administration and Finance Committee Reports 6-2000 and 9-2014</i>	<b>CITY FILE NO.</b> <i>300-4</i>	<b>PAGE NUMBER</b> <i>1 of 6</i>

## 1. PURPOSE

To regulate the placement of newspaper vending machines on public right-of-way and to ensure that their placement does not adversely affect vehicular and pedestrian traffic and safety.

## 2. DEFINITIONS

2.1 Newspaper: A publication or local periodical that:

- a) contains primarily items of news and other informative articles and usually advertising; and
- b) is distributed at least bi-weekly;

2.2 Block - The length or area of a street between two other streets that join that street at an angle.

2.3 Right-of-way – A parcel of land (acquired for public use or service) which contains a street, sidewalk and boulevard.

## 3. POLICY

The City may, subject to the following criteria, approve the placement of newspaper vending machines on public right-of-way:

### 3.1 Location

- a) Vending boxes are to be located/placed so as not to interfere with the free flow of pedestrians or the safe movement of vehicles.

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- b) Vending boxes are to be located/placed:
- i) At least 3.0 metres away from pedestrian crosswalks marked or unmarked at street intersections and mid-block crossings.
  - ii) Clear of the sight triangle at the corners of un-signalized street intersections (current sight triangles are 10 metres back from curb projection from a street intersection) to not obstruct the visibility of motor vehicle operators using the intersection. Vending boxes are to be placed 3.0 metres away from the corners at signalized intersections to avoid interference with pedestrian activity.
  - iii) A minimum of 0.5 metres away from sidewalk/pathway edge. Where sidewalk is entire boulevard width, must maintain at least 1.8 metres of clear sidewalk width with appropriate consideration given to disabled persons using the sidewalk.
  - iv) On the boulevard where the width is greater than 2.0 metres (measured between the sidewalk and face of curb) and has a public sidewalk or existing paved pathway. There must be a minimum of 0.5 metres away from curb.
  - v) A minimum of 1.0 metres away from taxi stands, loading zones, driveways, laneway entrances and parking meters, and in such a manner which does not impede the use of or access to a parked vehicle.
  - vi) Clear of the loading/unloading platform of a bus stop (measured as a rectangle 12 metres long and within the area between the curb face and the property line, starting 1.5 metres in advance of the bus stop sign).
  - vii) A minimum of 0.5 metres from traffic control devices, street name sign posts, utility poles or equipment, curb stop boxes, or other structures within the right-of-way and a minimum of 3.0 metres from a fire hydrant.

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- viii) So as they are self-supporting and shall not be attached to any City works, including, but not limited to a traffic control device, traffic signal pole, sign post or any other post or pole or other equipment erected and maintained by the City or public utility company or both.
  - ix) So as not to obstruct any commercial store display window unless authorized, in writing, by the store occupant.
  - x) Away from building entrances so as not to impede ingress/egress to the building or in direct alignment with wheelchair accessible ramps.
  - xi) On the private property side of the sidewalk only if approved by the Administration and provided the property owner consents in writing.
- c) Vending boxes will NOT be allowed on:
- i) Public property other than right-of-way.
  - ii) The portion of a street intended for the movement of vehicles.
  - iii) Medians, islands or parks.
  - iv) Streets classified as “local” within residential areas.
- d) Locations within Business Improvement Districts

The following further requirements must be followed for placement in the Business Improvement Districts:

- i) Where installed, vending machines must first fill the space in the newspaper corrals as provided by the City/Business Improvement Districts.

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- ii) The Business Improvement Districts will have input on placement of vending machines.

## 3.2 Dimensions/Features

- a) Vending boxes are not to exceed 1.25 metres in height and occupy an area greater than 0.35 square metres.
- b) Vending boxes are not to have any sharp corners or glass or any window unless made of a shatter proof material.
- c) Vending boxes must be of good quality and in good repair.
- d) Each compartment of the vending box must be equipped with a self-closing door.
- e) No printed or advertising matter on the vending box is permitted other than:
- The name of the publication being offered;
  - The publishers name;
  - Instructions for the use of the vending box; and
  - The unit(s) identification number.

## 3.3 Maintenance

- a) The area in the immediate vicinity of the vending box must be kept clear of all garbage and litter resulting from the vending operation.
- b) The vending box must be removed for repair immediately when damaged. No major repairs will be permitted on-street.
- c) Upon removal for repair, any anchors or objects used to secure box, which cannot be removed, must be covered during maintenance.

## 3.4 Security

Vending boxes must be secure against removal.

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## 3.5 Non-Compliance

- a) Failure to comply with the requirements of this Policy may result in the withdrawal of the vendor's permit and removal of the applicable vending box(es).
- b) Upon notification to vendor, removal must be within 48 hours. If not, the City will remove the box(es). Costs related to removal and storage will be charged to the vendor.

## 3.6 Withdrawal of Privileges

- a) The Transportation and Utilities Department may, at any time and for any reason, require the removal of a vending box(es) from public right-of-way, i.e. the vendor shall not, by virtue of having been issued a permit, have exclusive jurisdiction over the public right-of-way on which the vending machine(s) is placed.
- b) Upon notification to vendor, removal must be within 48 hours. If not, the City will remove the box(es). Costs related to removal and storage will be charged to the vendor.

## 3.7 Fees

All vending boxes will be subject to the payment of an annual license and inspection fee.

- 3.8 The City reserves the right to relocate or remove vending units to accommodate emergency repairs or maintenance of any pavement, walk, street light, and signal light or underground facility.

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## 4. RESPONSIBILITIES

### 4.1 Vendor is responsible for:

- a) Applying to the Transportation and Utilities Department for the placement of vending boxes on public property.
- b) Providing a site map for each location that includes an aerial photograph of the area.
- c) Complying with the terms and conditions set out in this and other Corporate Policies.
- d) Ensuring that boxes are properly maintained at all times, including the removal of graffiti.
- e) Maintaining an amount and form of liability insurance coverage acceptable to the City Solicitor.
- f) Upon permanent removal of vending box, the area must be restored to its original condition.

### 4.2 Director of Corporate Revenue is responsible for:

- a) Ensuring vendors are licensed and adhere to approved locations.

### 4.3 Transportation and Utilities Department is responsible for:

- a) Administering this policy.
- b) Determining and approving the appropriate location of all newspaper vending boxes.
- c) Advising the Director of Corporate Revenue of approved locations.
- d) Advising the Community Services Department of the approved locations prior to issuance of permits for vending machines.