



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Standing Offer Agreement for Photography

Department: Chief of Staff

Presented By: Leo Pare

Council Meeting Date: December 11, 2023

Recommendation:

That Council approve entering into a standing offer agreement with Videre Images for photography services, up to a maximum of \$10,000 for the year 2024.

Issue: To request approval to enter into an agreement with a business that is operated by a member of Council.

Background: The City of Lloydminster works with local photographers to purchase photos on an ad hoc basis when required for marketing and communications content. Administration had completed a request for quotations for photography services. The only bid received through this public process was from Videre Images, which is operated by Councillor Jason Whiting.

Upon review of the *Lloydminster Charter* and the Code of Conduct Bylaw No. 23-2020, there is no legislative requirement for Council to approve this procurement as no formal agreement is required for minimal ad hoc use. However, as the business is owned and operated by a member of Council, Administration recommends entering into a standing offer agreement to formalize the relationship between the City and a Council member's business. By entering into a formal agreement for photography services, this activates the requirement in the Code of Conduct Bylaw for Council to review and provide decision on the agreement. In order to promote transparency, Administration is seeking Council's decision to enter into a standing offer agreement with a business that has connection to a member of Council.

Options:

1. That Council approve entering into a standing offer agreement with Videre Images for photography services, up to a maximum of \$10,000 for the year 2024.
2. That Council not approve entering into a standing offer agreement with Videre Images for photography services, up to a maximum of \$10,000 for the year 2024.
3. That Council request additional information and that the item be brought forward to a future Regular Council Meeting.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Delivering Good Governance. By bringing this item forward to Council for decision, the City is aligning with governing documents and proper practice.

Legal Review: N/A

Governance Implications: Section 3.5 of the Code of Conduct Bylaw (No. 23-2020) requires that all contracts awarded to a Member of Council, or an entity owned by a Member of Council must go before Council for approval.



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Budget/Financial Implications: Funds to pay for the expenses for photography are in the approved operating budget for Communications and Marketing.

Environmental Implications: N/A

Report Approval Details

Document Title:	2024 Standing Offer Agreement for Photography.docx
Attachments:	
Final Approval Date:	Nov 27, 2023

This report and all of its attachments were approved and signed as outlined below:

Task assigned to Marie Pretty was completed by delegate Don Stang

Doug Rodwell

Dion Pollard