



**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 16, 2024

Recommendation: That Council approve the continuation of the standing offer agreement with Videre Images for photography services, up to a maximum of \$15,000 for the year 2025.

Issue: To request approval to continue the agreement with a business that is operated by a member of Council, Councillor Jason Whiting.

Background: The City of Lloydminster works with local photographers to purchase photos on an ad hoc basis when required for marketing and communications content.

Upon review of *The Lloydminster Charter* and the Code of Ethics Bylaw No. 35-2023, 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 Ethics 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 the continuation of the standing offer agreement with Videre Images for photography services, up to a maximum of \$15,000 for the year 2025.
2. That Council not approve entering into a standing offer agreement with Videre Images for photography services, up to a maximum of \$15,000 for the year 2025.
3. That Council request further information and that the item be brought forward to a future Regular Council Meeting for decision.

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 11.1 of the Code of Ethics Bylaw (No. 35-2023) 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.

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



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Report Approval Details

Document Title:	RFD Standing Offer Agreement for Photography .docx
Attachments:	
Final Approval Date:	Nov 25, 2024

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

Marie Pretty

Marilyn Lavoie

Dion Pollard