

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

January 13, 2026

**FROM**

**LUTHER SNOKE, Chief Executive Officer, County Administrative Office**

**SUBJECT**

Termination of Contract with Canva Pty. Ltd. for Graphic Design and Content Creation Services

**RECOMMENDATION(S)**

Terminate Contract No. 21-1030 with Canva Pty. Ltd., for graphic design and content creation services.

(Presenter: Martha Guzman-Hurtado, Chief Communications Officer, 387-4193)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The termination of Contract No. 21-1030 (Contract) is non-financial in nature. Any continued use of Canva Pty. Ltd. (Canva) services will be contingent upon execution of a new contract processed in accordance with County Policy 11-05, if applicable, and appropriate approval authority and budget availability.

**BACKGROUND INFORMATION**

Canva provides cloud-based software services which assists the County Administrative Office (CAO) with its communications strategy by providing graphic design tools, templates, and stock media for use in social and other County communications.

On December 14, 2021 (Item No. 31), as the result of a non-competitive procurement, the Board of Supervisors (Board) approved the Contract with Canva for the County's use of Canva graphic design and content creation services. The Contract was approved for an indefinite term until terminated and included a provision allowing Canva to unilaterally update its terms at any time without notice.

Canva has updated its Terms and Conditions with terms that differ from those approved by the Board under the existing Contract. Depending on the annual dollar amount, new contracts may be submitted for approval through the County Policy 11-05 approval process, as the updated terms are governed by California law. Any new Canva contract would supersede and replace this Contract, and therefore termination of the current Contract is recommended. Current design services are not expected to be interrupted, as continued use of Canva services will occur upon execution of a new contract processed in accordance with County Policy 11-05.

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**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Julie Surber, Principal County Counsel, and Bonnie Uphold, Supervising Deputy County Counsel, 387-5455) on December 12, 2025; Risk Management (Stephanie Pacheco, Staff Analyst II, 386-9039) on December 17, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on December 15, 2025; and County Finance and Administration (Iliana Rodriguez, Administrative Analyst, 387-4205) on December 23, 2025.

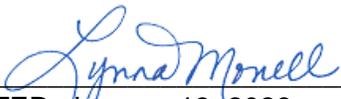
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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman Seconded: Joe Baca, Jr.  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: January 13, 2026



cc: File – w/agree  
MBA 01/27/2026