



## Alternative Procurement Approval Request

### Background

An exemption or alternative procurement method is a provision in Regulation 2014-93 under the Procurement Act whereby all or some of the normal competitive bidding processes do not need to be followed for the procurement of certain goods and services, and/or goods and services in certain circumstances. The Town may grant exemptions from the public tendering process and invite bids from select suppliers as described in Appendix A of the Town's Procurement Standard.

### Approval Form and Submission Requirements

1. The Department Head or their designate must submit their request for an alternative procurement purchase in writing to Finance staff, using the form included in this document. The Department Head or their designate will:
  - a. Provide a summary of the requested service or product.
  - b. Explain why the product or service is required and how it will benefit the Town.
  - c. Explain why an alternative procurement purchase is necessary and cite the exemption from the Procurement policy that applies to the request.
  - d. Provide a summary of research conducted to support items 1 and 2 above.
  - e. Clarify if the request falls within the departmental budget.
  - f. Discuss any negative impacts that may occur if the exemption request is not approved.
2. Finance staff will discuss the request with the Department Head to ensure an alternative procurement purchase is required.
3. If the Procurement officer is satisfied an alternative procurement purchase is necessary, the request and explanation is sent to the CAO for approval.
4. The CAO and Legal Services will assess the request. If the request is approved, the CAO will notify the Finance staff, and if the request is denied, the CAO will notify the Finance staff and the Department Head explaining why the request has been denied.
5. If approval to proceed is given, negotiations with the available supplier or suppliers of the goods or services required will be conducted.
6. A contract or purchase order arising from the negotiations will be approved as per the Town's hierarchy of designated approvers defined in the Procurement policy.



## Alternative Procurement Approval Request Form

**Requestor Name: David Shea**

**Requestor Department: Parks, Recreation, Facilities and Community Relations**

**1. Provide a summary of the requested service or product:** The Town is seeking to procure a Town-wide camera system, including hardware, software, installation, licensing, network integration, and ongoing support. The solution will provide modern video surveillance coverage across municipal facilities, public spaces, and critical infrastructure, replacing outdated or inconsistent systems currently in use. This includes centralized video management, secure remote access, long-term storage capacity, and integration with existing IT infrastructure

**2. Explain why the product or service is required and how it will benefit the Town:**

A unified Town-wide camera system is required to:

Improve public safety and support law enforcement investigations.

Protect Town assets, staff, and residents through real-time monitoring and recorded footage.

Reduce liability by providing clear digital evidence in the event of incidents, accidents, or disputes.

Standardize technology across departments, decreasing maintenance complexity and costs.

Replace aging or unsupported camera hardware that no longer meets security or operational needs.

Enable centralized management and monitoring, improving response times and operational efficiency.

This investment will enhance safety, modernize municipal infrastructure, and create consistent security controls across Town departments.

**3. Explain why an alternative procurement purchase is necessary and cite the exemption from the Procurement policy that applies to the request:**

Maintain Security, Protect Human, Animal or Plant Life or Health – Section 158(c) – competitive procurement risks exposing security architecture and municipality's ability to maintain security.

Confidential or Privileged Information – Section 159(1)(b) - The camera installation relates to sensitive, confidential, or privileged information.

CFTA Article 513(1)(b) allows exceptions where procurement is necessary to protect public security, public order, or safety.

CFTA Article 513(1)(h) permits non-competitive procurement when only one supplier can meet the requirements due to technical reasons or compatibility with existing systems.

**4. Provide a summary of research conducted to support items 1 and 2 above:**

Site assessments of current municipal buildings and infrastructure were performed to identify gaps in coverage, aging equipment, and inconsistent technology.

Vendor comparison research was conducted, reviewing several camera solution providers regarding pricing, licensing models, cybersecurity requirements, cloud vs. on-prem capabilities, and support availability.

Consultations with IT, Public Works, Parks & Recreation, and Administration confirmed the need for a unified system and identified operational challenges with current disparate systems.

Security best-practice guidelines from municipal associations and cybersecurity frameworks (CIS, NIST) were reviewed, all recommending centralized, standardized video management.

Budgetary estimates were collected from multiple manufacturers and integrators, with findings showing strong justification for a single-vendor Town-wide deployment.

**5. Clarify if the request falls within the departmental budget:**

Initial project estimates indicate that this procurement fits within the approved capital budget allocation for security and infrastructure modernization. Should final negotiation costs exceed the current allocation, additional funding will be addressed through normal budget amendment processes.

**6. Discuss any negative impacts that may occur if the exemption request is not approved.**

- The Town may end up with multiple incompatible camera systems, increasing support costs and complicating cybersecurity and maintenance.
- Increased security and cybersecurity risk due to the disclosure of sensitive system architecture, access control logic, and surveillance details through an open procurement process.
- Potential loss of system integrity and interoperability if alternate vendors are introduced, increasing the risk of vulnerabilities, reduced reliability, and unsupported integrations.
- Operational disruption and increased costs, including procurement delays, duplication of infrastructure, additional training, and potential loss of vendor support or warranties.
- Heightened liability and risk exposure related to public safety, privacy, and protection of municipal assets if system effectiveness is compromised.
- Delays in procurement will extend the lifespan of outdated and unreliable equipment, creating safety and liability risks.
- Operational departments would continue to rely on incomplete coverage and low-quality footage, reducing the effectiveness of incident investigations.
- The Town may incur significantly higher costs due to fragmented sourcing and higher support.

**Approvals:**

<b>Title &amp; Approval level</b>	<b>Signature</b>	<b>Date</b>
<b>Department Director</b>		February 4, 2026
<b>Chief Administrative Officer</b>		February 4, 2026
<b>Town Council</b>		