

## **Timeline of MT7 Trackless Sidewalk Machine Procurement Outlined in KPMG Review**

*Note: details below focus on timelines associated with documented sources in KPMG report. As of December 5, 2024 detailed appendices undergoing privacy review in line with MFIPPA legislation and will be posted to Town website upon completion.*

- **January 14, 2022** – Quote for new MT7 Trackless sidewalk machine sent to a Manager in Infrastructure Services from a vendor who Town ultimately purchased from
- **February 24, 2022** – The vendor who ultimately provided the machine discussed a demo of MT7 sidewalk machine with Infrastructure manager.
- **March 15, 2022** – Demo of MT7 Trackless sidewalk machine scheduled
- \* **March 2022** (specific date not noted) – Staff note that the Town's Trackless machine experienced a major frame break
- \* **June 2022** (specific date not noted) – Staff note extensive work required on the Trackless machine's hydraulics
- **June 16, 2022** – GM of Infrastructure sends email to Infrastructure director and manager regarding lead time for grader purchase
- **June 16, 2022** – Email correspondence between Infrastructure staff confirms intention to inform Council during budget about heavy equipment purchases.
- \* **Summer 2022** - Existing trackless sidewalk machine breaks in half
- **August 8, 2022** – Quote for used MV1500 demo unit provided to Infrastructure staff
- **August 8, 2022** – The GM of Infrastructure requests additional information about a used MV1500 from Infrastructure director
- **August 8, 2022** – The vendor for used MV1500 confirms a similar vehicle is available and could be delivered within four months
- **August 10, 2022** – The GM of Infrastructure and Treasurer discuss the approach to procurement meeting via email.
- **August 12, 2022** – Infrastructure manager receives quote from lease to own option C70 trackless machine from vendor
- **August 12, 2022** – Infrastructure staff receive a quote from a vendor on C992 Tractor
- **August 12, 2022** – The vendor for MV1500 machine confirms that the lead time for delivery is now 10 months
- **August 14 to 17** – CAO and Town Clerk attend Municipal Conference in Ottawa
- **August 15, 2022** – The infrastructure director requests quote a from vendor on MT7 trackless machine later that day in the interest of a "quick purchase"
- **August 15, 2022** – Vendor for MT7 machine issues quote that was revised from January 2022 quote

- **August 16, 2022** – The infrastructure director sends a recommended quote to GM Infrastructure leadership
- **August 17, 2022** – Vendor for MT7 trackless machine confirms December 2022 purchase possible
- **August 17, 2022** – Purchase order issued for Trackless sidewalk machine
- **August 17, 2022** – Planned meeting of Town’s Senior Leadership cancelled
- **August 17, 2022** – CAO sends an email to Deputy CAO indicating that he did not intend to be in the office that day
- **August 19, 2022** – CAO sends an email to Town Clerk that he was sick on August 18, 2022
- **August 19, 2022** – Lame Duck period of Council term begins
- **August 23, 2022** – Written authorization for purchase MT7 trackless machine provided by GM of Infrastructure to Infrastructure. The GM of Infrastructure informs the Director that the Treasurer will update the Council in the fall of 2022.
- **October 26, 2022** – Ontario holds municipal elections
- **December 6, 2022** – Lame Duck period of Council ends
- **\*February-March , 2023** Town receives an initial invoice dated February 1, 2023 for \$22,939 for Trackless machine
- **February 15, 2023** – Treasurer no longer with the Town of Greater Napanee
- **March 7, 2023** – An Infrastructure administrator receives MT7 invoice and is unable to locate the account for purchase and asks Infrastructure staff and interim Treasurer for documentation
- **March 7, 2023** – Infrastructure Services director confirms to Infrastructure Services coordinator that the purchase was made after discussions with Finance officials and senior leaders and that an update to Council was to have occurred in the Fall.
- **March 24, 2023** – The Interim Treasurer inquires to Town Clerk and Finance staff member whether information about the Trackless purchase was presented to Council.
- **March 24, 2023** – The Interim Treasurer asks the Infrastructure director to complete a budget enhancement sheet, a tool used to present recommended budget investments to Council.
- **March 27, 2023** – Interim Treasurer sends reminder email to Infrastructure Director requesting the budget enhancement sheet be completed on that day as the budget presentation and related information was being sent to Council.
- **March 27, 2023** – Infrastructure Director emails completed budget enhancement sheet to Interim Treasurer.
- **March 27, 2023** – Budget Presentation PowerPoint deck sent to members of Town's Senior Leadership Team and included a request for a Sidewalk Plow.

- **March 29, 2023** – The Town Clerk confirms there is no record that the Trackless purchase was ever presented to Council.
- **March 29, 2023** – Treasurer emails MT7 Sidewalk Machine vendor requesting a telephone conversation related to the purchase order of the equipment.
- **March 30, 2023** – CAO calls for an emergency meeting of Council to discuss August 2022 purchase of Trackless Sidewalk Snowmachine.
- **March 30, 2023** – Report goes to emergency Council meeting from CAO, who indicates he remembers being advised of the need for new equipment for the winter and was supportive of the need, but that there was no documentation showing there had been authorization to make the purchase. Council stated they felt that an investigation into what happened was likely warranted.
- **March 30, 2023** – The vendor for MT7 machine indicates that the order would be very difficult to cancel.
- **March 30, 2023** – CAO sends email to Interim Treasurer expressing concern that the purchase was made before it was broached with the Finance Department.
- **March 30, 2023** – CAO sends an email to MT7 vendor asking for the order to be paused.
- **March 30, 2023** – MT7 vendor indicates that equipment has likely already been shipped
- **March 30, 2023** – The Town has budget meeting for the 2023 budget and that budget did not include a reference to a \$200,000 Sidewalk Snow Machine. At the meeting, Council members were asked to disregard the budget enhancement sheet for the Sidewalk Snow Machine.
- **April 11, 2023** – Town hires KPMG to review MT7 purchase and order a broader review of fraud risk present in procurement processes.
- **June 29, 2023** – MT7 Trackless Snow Machine delivered to Town
- **July 6, 2023** – GM of Infrastructure approves invoice for MT7 Trackless Snow Machine for payment.
- **July 12, 2023** – GM of Infrastructure sends email to mayor saying that report about procurement that was presented to Council having impact on staff morale and possibly public trust.
- **\* End of July/beginning of August 2023** - Interim Treasurer and CAO resign from Town.

Additional Info:

- **October 31, 2024** – KPMG complete review of MT7 Trackless procurement
- **November 11, 2024** – KPMG completes procurement process review
- **November 18, 2024** – All reports are now in possession of Town of Greater Napanee, delivered from the solicitor's office.

- **November 26, 2024** – Town receives legal opinion detailing human resources and litigation-related advice to Town as it relates to KPMG MT7 Trackless Machine report.