Closed Session Report

To:	**Mayor and Council**
From:	**Stacey Forfar, Chief Administrative Officer**
Date:	**January 21, 2026**
Subject:	**Update - Statement of Account from Loopstra Nixon**

Report Highlights

- As of January 8, 2026, the Township of Springwater is in receipt of two Invoices from Loopstra Nixon LLP, totalling $73,435.21, inclusive of HST.
    - Appendix A provides Invoice Number 185609 dated November 30, 2025 and is in the amount of $54,982.54, inclusive of HST.
    - Appendix B provides Invoice Number 188496 dated December 31, 2025 and is in the amount of $18,452.67, inclusive of HST.
- As directed by Council on December 17, 2026 in Closed Session, staff requested additional details with respect to the first Invoice, Number 185609 dated November 30, 2025 from Loopstra Nixon LLP. (Appendix C).
- On Monday January 12, 2026, staff received a response from Loopstra Nixon LLP with respect to the request for additional information (Appendix D).
- Staff have reviewed this submission with Affleck Greene McMurtry LLP, the Township's external legal services team and have confirmed there is no legal basis upon which to pay Loopstra Nixon LLP beyond November 7, 2025.
- Township legal services are retained by Township staff based on Council direction, which was received by staff through:
    - the Strong Mayor By-law issued on November 5, 2026 (Appendix E);
    - Subsequent Veto issued on November 7, 2025 (Appendix F); and
    - Followed by a Mayoral Direction on November 8, 2025 (Appendix G).
- As such, staff are recommending Loopstra Nixon LLP be paid for work completed up to November 7, 2025 when they were notified in writing by staff of their termination (Appendix H).

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Closed Session Recommendation

That the confidential report from the Chief Administrative Officer regarding Update - Statement of Account from Loopstra Nixon, dated January 21, 2026, be received; and,

1. That staff be directed to advise Loopstra Nixon LLP the Township of Springwater will pay for services rendered up to and including November 7, 2025 and request a final invoice be provided with these details.

Public Recommendation

That the confidential report from the Chief Administrative Officer regarding Update - Statement of Account from Loopstra Nixon, dated January 21, 2026, be received; and,

That staff proceed as directed in closed session.

Background

On Wednesday December 17, 2025 Springwater Township Council approved the following motion in Closed Session:

C524-2025
Moved by: Fisher
Seconded by: Cabral

> That staff be directed to correspond with Loopstra Nixon LLP to seek a possible resolution of the November statement of account, including a request for further detailed itemized statement, to be brought forward to Council in a subsequent closed session.
>
> And Further That staff be directed to ensure the statement of account continues to remain confidential, to be further directed by Council once staff report back to Council.

Conclusion

Should Council wish to discuss this recommendation and / or consider legal options with respect to this matter, staff have the Township litigation lawyer Mr. Michael Binetti from Affleck Greene McMurtry LLP available to join this Closed Session meeting of Council virtually.

Financial Implications

The existing invoices do not allow for a clear and accurate final bill for costs incurred up to November 7, 2025. As such, pending direction from Council, the final invoice amount for this work will be requested.

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Approvals

Submitted by: Stacey Forfar, Chief Administrative Officer

Approved by: Stacey Forfar, Chief Administrative Officer

Version Code: C04 2026-01-15 11:53AM 3313577
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Attachments

Appendix A – Loopstra Nixon LLP Invoice Number 185609, dated November 30, 2025

Appendix B – Loopstra Nixon LLP Invoice Number 188496, dated December 31, 2025

Appendix C – Township Request for Information from Loopstra Nixon LLP regarding Invoice Number 185609, dated December 18, 2025.

Appendix D – Information Submission from Loopstra Nixon LLP in Response to the December 18, 2025 Request from Township, dated January 12, 2026

Appendix E - Strong Mayor By-law issued on November 5, 2025

Appendix F – Strong Mayor Decision to Veto issued on November 7, 2025

Appendix G - Mayoral Direction issued on November 8, 2025

Appendix H – Notice to Loopstra Nixon LLP of their termination on November 7, 2025

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