Closed Session Report

To:	**Mayor and Council**
From:	**Stacey Forfar, Chief Administrative Officer**
Date:	**January 21, 2026**
Subject:	**Loopstra Nixon LLP – Invoices**

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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.
- The submission has not satisfied the request for information to Loopstra Nixon LLP on December 17, 2025 as Township legal services are retained by Township staff based on Council direction. Council Direction was received by staff through the Strong Mayor By-law issued on November 5, 2026, subsequent Veto issued on November 7, 2025, followed by a Mayoral Direction on November 8, 2025 (Appendix E).
- 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.

Closed Session Recommendation

That the confidential report from the (insert title) regarding (insert topic that was listed on closed session agenda), 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 provided up to and including November 7, 2025 and request a final invoice be provided with these details.

Note: Council can only pass motions in closed session to provide direction to staff.

Public Recommendation

That the confidential report from the (insert title) regarding (insert topic that was listed on closed session agenda), dated (insert meeting date), 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 consider legal options, staff recommend these be discussed with Township legal representatives at a future Closed Session meeting. To support such a discussion, questions from Council will be requested ahead of time.

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.

Approvals

Submitted by:	Stacey Forfar, Chief Administrative Officer
Reviewed by:	Director/Department Head
Financial Implications Reviewed by:	N/A

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Approvals

Submitted by: Stacey Forfar, Chief Administrative Officer

Approved by: CAO

Version Code:

Attachments

- Appendix A – November 30, 2025 Statement of Account, Loopstra Nixon LLP
- Appendix B – December 31, 2025 Statement of Account, Loopstra Nixon LLP
- Appendix C – Emails to Loopstra Nixon LLP with information requests on December XX, 2025 and December XX, 2025.
- Appendix D – Information request submission from Loopstra Nixon LLP received on January 12, 2026
- Appendix E -

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