LOOPSTRA NIXON LLP
BARRISTERS AND SOLICITORS

Quinto M. Annibale*
***Quinto M. Annibale Professional Corporation**
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CONFIDENTIAL

July 19, 2024

Renée Ainsworth
Director of Corporate Services/Clerk
Township of Springwater
2231 Nursery Road
Minesing, ON L9X 1A8

Dear Ms. Ainsworth,

RE: The Corporation of the Township of Springwater
Proposal for Legal Services
Municipal Annexation/Restructuring

We are pleased to forward to you a proposal for the provision of legal services for the Corporation of the Township of Springwater in relation to the potential annexation or municipal restructuring with the City of Barrie. This proposal outlines the services that Loopstra Nixon LLP is able to offer, together with an explanation of our firm's approach and philosophy in the delivery of those services.

FIRM DESCRIPTION

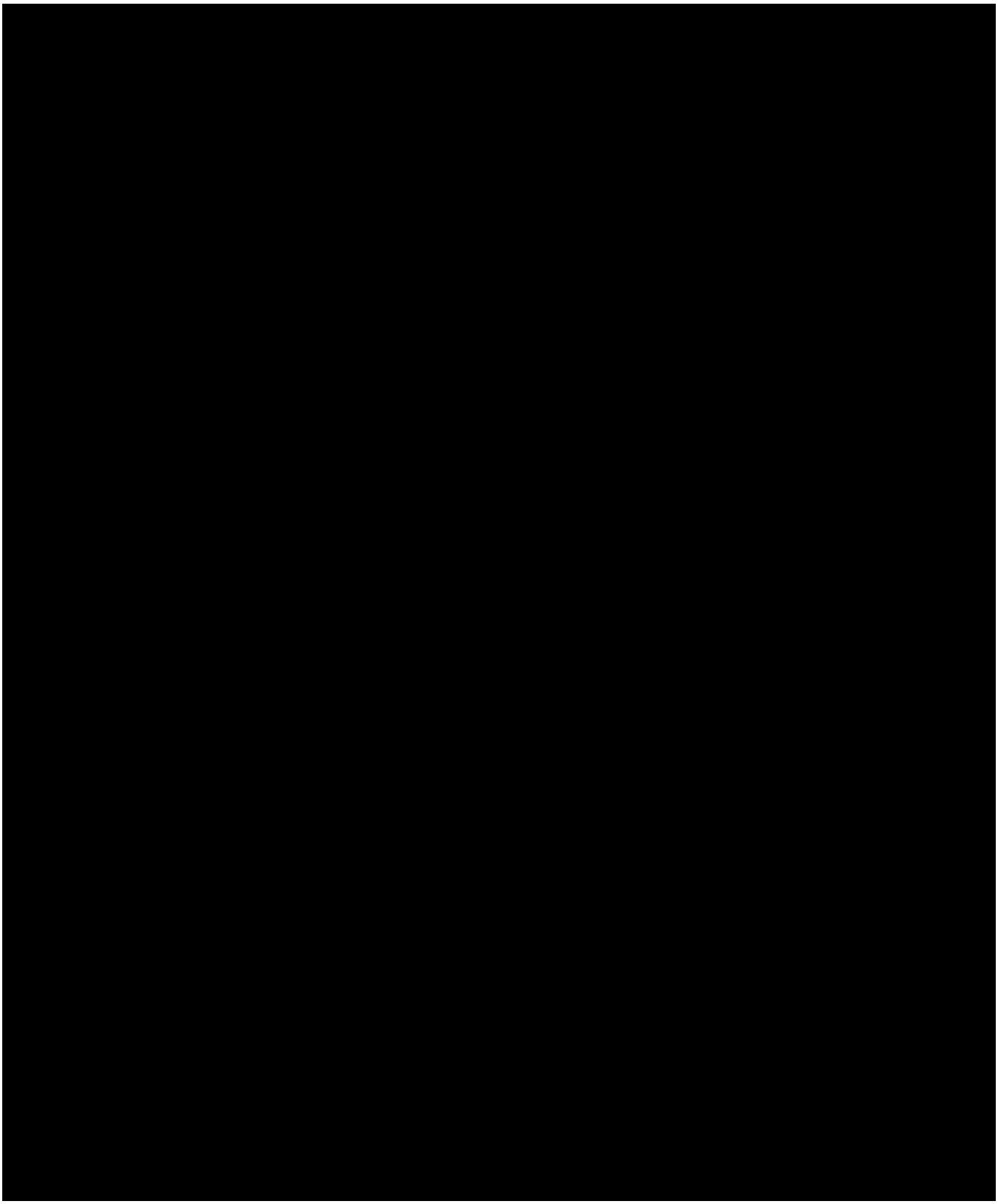
i. The Firm

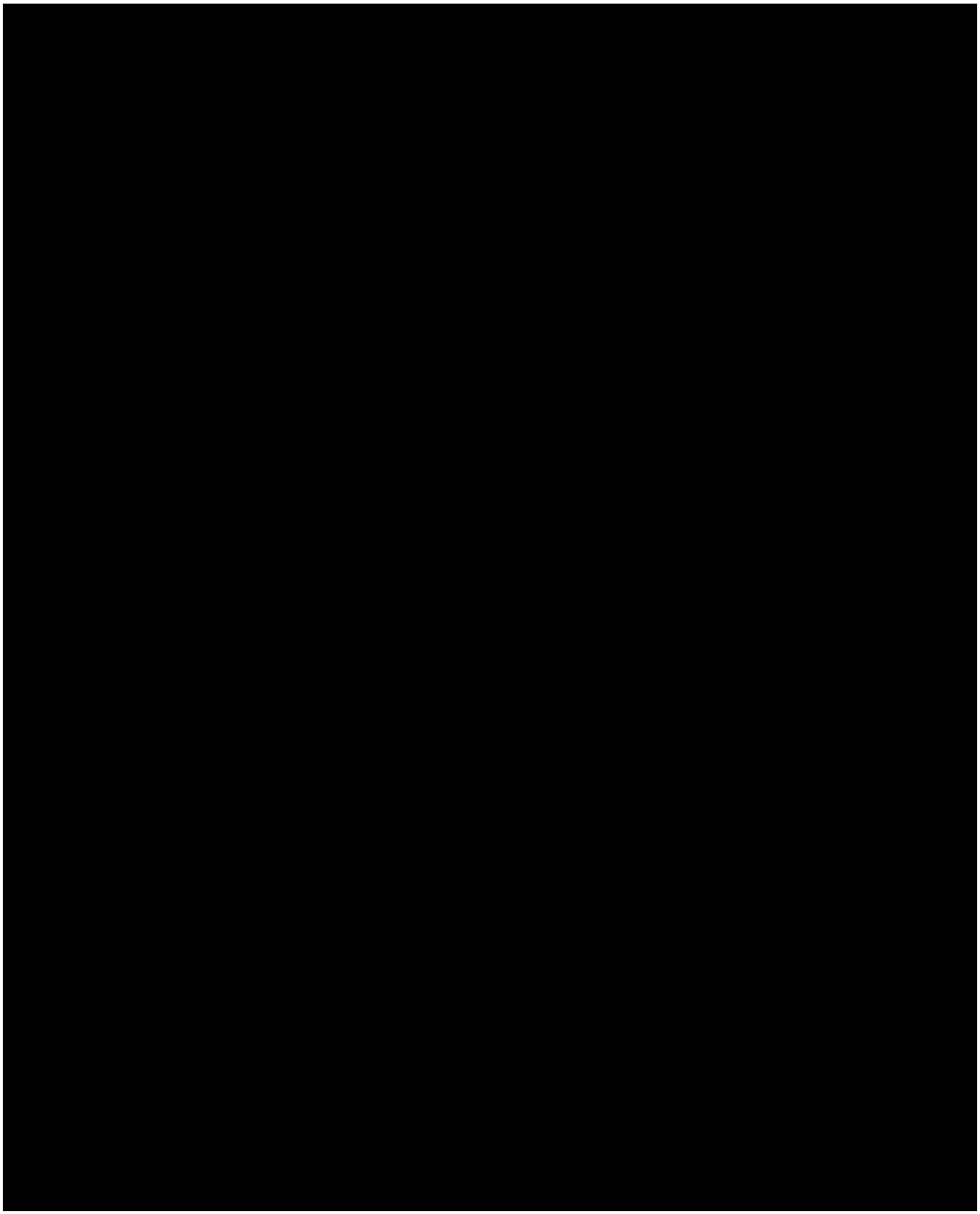
Loopstra Nixon LLP is a mid-size full-service law firm with offices in downtown Toronto, Etobicoke, Vaughan, Newmarket, Kingston and Ottawa. The firm was founded in 1973 and at present, consists of 112 lawyers, five articling students, five summer students, and a support staff of approximately 100 persons. Loopstra Nixon has been providing legal services for over fifty years.

The firm has earned a sterling reputation for all aspects of business and public law and is consistently ranked among Ontario's top municipal and planning law firms. The firm is also a significant player in the private equity and mid-tier corporate law market in Toronto and litigation counsel to some of Canada's largest municipalities and municipal insurers.

ii. Clients

[redacted]







Approach

Loopstra Nixon LLP generally provides its services to municipalities in the following ways:

- providing opinion letters to council;
- being consulted by staff on an "as needed" basis on legal matters;
- preparing by-laws involving significant issues, such as the removal of private legal rights (as authorized by statute) or by-laws containing penalty provisions;
- representing the municipality in uninsured litigation matters, including contract and tender disputes, judicial review, environmental litigation, by-law enforcement, injunctive relief, closing orders, municipal elections litigation, conflict of interest litigation, constitutional challenges, inter-jurisdictional disputes, assessment and tax matters and employment and human rights litigation;
- insurance defence litigation involving negligence, nuisance, breach of fiduciary duty, misfeasance in public office, negligent misstatement, road maintenance negligence, and Building Code matters;
- administrative tribunal litigation;
- preparing legal contracts; and
- providing legal input at staff meetings, where staff functions are required to be integrated, such as in the subdivision, site plan and by-law enforcement processes.

In order to make a useful contribution to the municipal process, we believe the municipal solicitor must be willing and able to see more than one side of an issue. If we are asked for an opinion, we apply the following format as much as possible:





PROPOSED WORK PLAN

The firm's goal is to provide the highest quality of legal services needed by the client. This dictates a common sense approach, which always keeps the client's objectives in view. To this end, the firm utilizes the following approaches:

i. Personnel

The Relationship Manager (Quinto Annibale) for this account will be the principal contact between the Township and Loopstra Nixon LLP and will manage the relationship with the Township. The CAO or her designate will be the principal contact for the Township.

If at any time during the retainer we feel that changes are necessary to any member of a counsel team, Loopstra Nixon LLP will not make any such changes without first obtaining the consent of the Township. Any such changes will not be made unless the replacement is an individual of equivalent ability, experience and expertise.

ii. Planning and Assignment of Work

Upon being given an assignment, we will allocate our resources based on expertise and cost effectiveness and we will establish a method for best achieving the client's objectives. Typically, the firm also attempts to match the task or issue with the lawyer with the most appropriate experience level.

As a general rule, junior lawyers will be assigned to more routine matters, such as providing legal opinions and drafting of by-laws and agreements on less complicated, less contentious matters, and assisting senior counsel with all other matters, including assisting in larger litigation matters.

Senior lawyers will be involved in more complicated, sensitive or contentious matters, larger Ontario Land Tribunal hearings, large litigation files, negotiations on proposals and technical

reviews, and document drafting in more involved and complicated planning matters. The assistance of junior counsel will be utilized as needed. This approach ensures that the appropriate level of experience (and, therefore, hourly rate) is assigned to each task. Of course, the Township is free at any time to request that a particular lawyer be assigned to a particular task.

If we believe that the client's objectives present serious legal problems or cannot be achieved in a cost-effective manner, we bring this to the client's attention as soon as possible.

iii. Obtaining Instructions

Instructions will only be taken from the CAO or her delegate. We will not file any pleading, motion record, letter of appeal, affidavit, agreement or significant correspondence without first obtaining instructions from the Township. Loopstra Nixon LLP will not retain experts, negotiate settlements, take steps in any proceeding, deal with Township staff, engage in extensive legal research or engage other counsel at our firm without first obtaining instructions from the Township.

iv. Reporting

We will keep the CAO or her delegate informed about all relevant matters, dates, occurrences and issues with respect to each file as they occur and in a timely manner. We will provide to you all documents related to litigation or other matters as we receive them. Any events which can be categorized as “significant” will be reported the same day that they occur.

For all other matters, we will provide regular reporting to the Township.

v. Follow-up

All appropriate matters are diarized for follow-up purposes. We maintain effective processing systems in the office through the assistance of trained support staff.

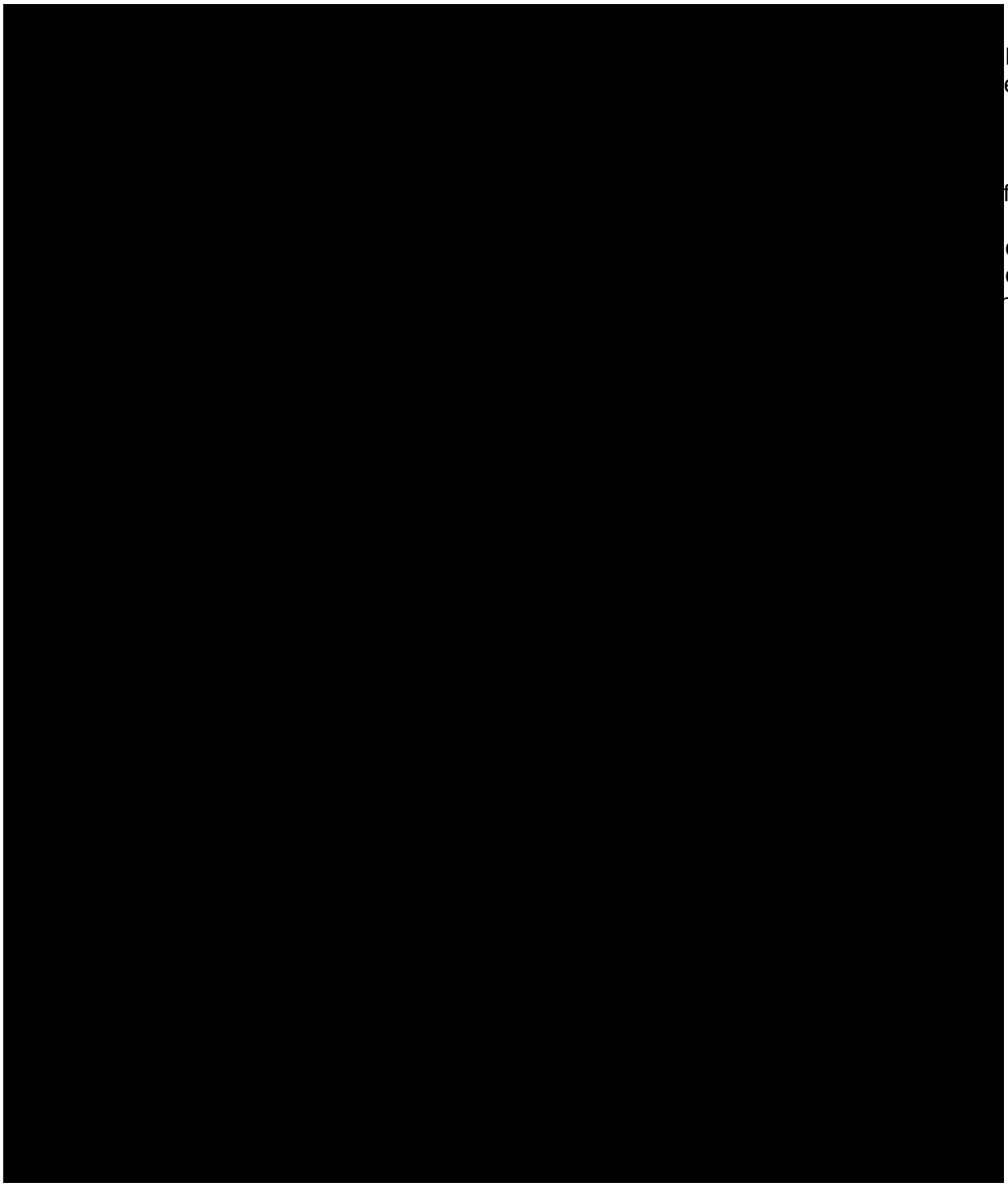
vi. Quality and Effectiveness

[redacted]

vii. Turnaround Time and Availability

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PROPOSED FEE SCHEDULE



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REFERENCES

[redacted]

Our firm has extensive experience as counsel for municipalities. We are pleased to be able to offer our services to the Township of Springwater. We would be pleased to meet with members of Council or any staff members at your convenience if you wish to discuss this proposal further.

If you require any further information concerning our firm, please do not hesitate to call.

Yours very truly,

LOOPSTRA NIXON LLP

[redacted]

Per: Quinto M. Annibale

APPENDIX "1"

Curriculum Vitae

