Memo

To:	**Mayor and Council**
From:	**Stacey Forfar, Chief Administrative Officer**
Meeting Date:	**February 4, 2026**
Re:	**Loopstra Nixon LLP – Invoices – Correction**

Mayor and Members of Council,

This memo is to advise of a correction to the final amounts identified in the staff report.

After the publishing of the staff report to Council on Friday January 30, 2026, it was noticed that there was a discrepancy between the amounts identified in the final Invoices and the amount indicated in an email from Loopstra Nixon LLP staff.

As such, an email was sent to Loopstra Nixon LLP staff on Saturday January 31, 2026 requesting clarity (Appendix A).

On Tuesday February 3, 2026 Loopstra Nixon LLP staff confirmed the amount provided in the email was incorrect, and the amounts listed in the invoicing are accurate (Appendix B).

Therefore, the amounts invoiced from Loopstra Nixon LLP to the Township are:

- From November 1, 2025 – November 7, 2025: $12,822.23
- From November 8, 2025 – December 12, 2025: $60,612.97
- Total invoiced for this period: $73,435.20

The recommendation from staff remains the same, to pay Loopstra Nixon LLP up to and including November 7, 2025. The corrected final amount is $12,822.23.

Sincerely,
Stacey Forfar

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