Closed Session Report

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

Report Highlights

- As directed by Council on January 21, 2026 in Closed Session, on January 23, 2026 staff requested additional information, final billing, and for billing to be provided up to November 7, 2025 and after November 7, 2025 from Loopstra Nixon LLP (Appendix A).
- On Thursday January 29, 2026 and Friday January 30, 2026, Township staff corresponded with Loopstra Nixon LLP staff with respect to the above noted request (Appendix B).
- In the above noted submission and corresponding emails, Loopstra Nixon LLP advised that:
    - Additional information is best requested by advising of specific docket entries of concern.
    - That unpaid billing from November 1, 2025 to November 7, 2025 totals $14,554.97.
    - That unpaid billing from November 8, 2025 to December 31, 2025 totals $58,880.24 and this is confirmed to be final.
- NOTE: This total is $73,435.21, which is consistent with the November and December Invoices.
- Staff have reviewed this submission with Affleck Greene McMurtry LLP, the Township's external legal services team and have confirmed there remains no legal basis upon which to pay Loopstra Nixon LLP beyond November 7, 2025.
- As such, staff are recommending Loopstra Nixon LLP be paid for the work they completed up to November 7, 2025 on behalf of the Township of Springwater when they were notified in writing by staff of their termination.
- As also directed by Council on January 21, 2026, staff have provided a chronology and accompanying communications of all correspondence between staff and Loopstra Nixon LLP from November 1, 2025 through to December 12, 2025, requested as the invoicing time period (Appendix C).

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Closed Session Recommendation

That the confidential report from the Chief Administrative Officer regarding Loopstra Nixon LLP – Invoices, dated February 4, 2026, be received; and,

1. That staff be directed to advise Loopstra Nixon LLP the Township of Springwater will pay $14,554.97 for services rendered up to and including November 7, 2025.

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

Public Recommendation

That the confidential report from the Chief Administrative Officer Loopstra Nixon LLP – Invoices, dated February 4, 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.

On Wednesday January 21, 2026 Springwater Township Council referred the following motion in Closed Session:

C003A-2026
Moved by Thompson
Seconded by Cabral

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

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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.

On Wednesday January 21, 2026 Springwater Township Council approved the following motion in Closed Session:

C003B-2026
Moved by Fisher
Seconded by Alexander

That the motion now before Council be referred, to be brought forward as follows:

- Once all billing is received;
- Invoices be broken down as follows:
  - Previous to November 7, 2025; and
  - Post November 7, 2025
- An additional request for itemized details of the invoices in question; and
- Inclusions of any additional communication with Loopstra Nixon LLP during the invoicing time period.

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 Loopstra Nixon LLP costs up to and including Friday November 7, 2025 are $14,554.97, which is the amount that staff are recommending be paid.

Approvals

Submitted by:	Stacey Forfar, Chief Administrative Officer
Financial Implications Reviewed by:	N/A
Approved by:	Stacey Forfar, Chief Administrative Officer
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Attachments

Appendix A – Correspondence from Township staff to Loopstra Nixon LLP dated January 23, 2026.

Appendix B - Correspondence from Loopstra Nixon LLP back to Township staff dated January 29, 2026 and January 30, 2026.

Appendix C – Chronology of Communications between Township staff and Loopstra Nixon LLP during the billing period of November 1, 2025 to December 12, 2025 requested as the invoicing time period.

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