Katja Awender

From: Stacey Forfar
Sent: March 2, 2026 3:36 PM
To: George Cabral
Cc: Council Members; Renee Ainsworth; Tracy MacDonald
Subject: RE: Circulation of Cease and Desist Correspondence – Clarification Requested

Deputy Mayor Cabral,

With thanks for the email and the opportunity to provide some clarification to Council, included in this note, with respect to this matter. As a quick aside, this is the subject of Council's petitioned Closed Session meeting this Wednesday March 4, 2026 so please keep this information in confidence.

Regarding the cease-and-desist letter dated December 19, 2025 and addressed to Mayor Coughlin, on Friday February 6, 2026 I first heard about a letter through an inquiry from the media. In order to understand whether there were risks to the Township and whether there were steps the Township should take in response, I asked Mayor Coughlin whether she had received such a letter. Mayor Coughlin provided it to me that day. I shared it with Township legal and set up a meeting with legal counsel, also on that Friday, to assess if there were any impacts on the Township and if a response or other action by the Township was warranted. Based on that legal input, the letter and concern appeared to be directed at Mayor Coughlin and not the Township. Given that the letter was not addressed or sent to the Township, there did not appear to be risks to the Township which warranted further action at that time.

Mr. Bruce Engell has confirmed his availability to join the Closed Session meeting with Council this Wednesday and as such, further discussion with all of Council on the matter can be had then.

Very best,

Stacey

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From: George Cabral <George.Cabral@springwater.ca>
Sent: February 25, 2026 3:25 PM
To: Stacey Forfar <stacey.forfar@springwater.ca>
Cc: Renee Ainsworth <Renee.Ainsworth@springwater.ca>
Subject: Circulation of Cease and Desist Correspondence – Clarification Requested

Good afternoon Stacy/Renee,

I am writing to bring to your attention that a letter is now circulating which purports to be a cease and desist notice directed to our Mayor and allegedly sent to the Mayor's corporate email account under the official title of Mayor Jennifer Coughlin. In addition to the document itself, I have become aware that comments referencing the matter have recently appeared in local media, and the full letter has been shared on social media within the community. The correspondence appears to assert that the statements in question were made reflective of engagements and dealings with the Township of Springwater, and thereby in the capacity as Mayor of Springwater Township, which may have serious implications for the corporation.

In order to understand the situation and ensure appropriate governance oversight, I would appreciate clarification on the following:

1. Does the CAO, or any other staff member, have any knowledge of this communication having been sent to the Mayor's corporate email account under the Mayor's official title, and if so, when did the CAO, or any other staff member, first become aware of it?

2. As a point of reference this correspondence is dated 19th December, 2025, roughly 2 months ago.

3. If the CAO is not aware of this correspondence, would the CAO engage with IT to ascertain if in fact such a letter was communicated through the township's email protocols.

3. If the CAO, or any other member of staff, was aware of this correspondence, given the seriousness of the letter and the potential exposure it creates for the corporation, why was a special meeting of Springwater Council not convened immediately to review the matter and determine an appropriate plan to mitigate any organizational risk arising from statements attributed to the Mayor?

4. Has any staff member, or the Mayor herself, engaged with any Council retained legal counsel in respect of this letter and its contents?

For context, and to ensure we are aligned on expectations, my understanding is that in situations of this nature—where correspondence alleges misconduct, defamation, or reputational harm involving a Council member, or senior corporate officer, the CAO would typically be responsible for:

- Ensuring the corporation is promptly informed of any correspondence that may create legal, reputational, or operational risk.
- Advising the Council of any matter that may affect the corporation's governance, liability, or public standing, in order that consultation with legal counsel to assess potential exposure and recommend appropriate next steps may be determined.
- Ensuring that the corporation's policies and governance processes are followed, particularly where allegations involve a council member, or senior executive, acting in an official capacity.
- Monitoring public discourse, including media and social media, when it may impact the corporation's reputation or obligations.

I am raising these questions to ensure that Council has a clear understanding of the facts and any required actions to protect the corporation’s interests may be undertaken.

Thank you, and I look forward to your clarification.

Regards,

George