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?

   I received a copy of this letter on Friday February 6, 2025 after a media inquiry came through. Mayor Coughlin and I spoke about the media inquiry and the letter was sent to me, which was shared with the Township Litigator for a consultation.

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?

   I confirmed with the Township Litigator on February 6, 2025 that this letter does not warrant any action by the Township as it is not a proceeding such as a lawsuit that names the Township. As such, there was no further action required.

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

Referenced above, I engaged Township legal counsel to understand what, if any, implications there were from this letter for the Township. As stated above, the letter does not name the Township and is not an action or proceeding that would trigger any process under the Township's Indemnification By-law.

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.

In this instance, there was no risk to the Township, the letter does not on its own trigger any process under the Indemnification By-law as there was no action being made against the Township. As such, there was no further action taken.

Thank you, and I look forward to your clarification.

Regards,

George