



REQUEST FOR DIRECTION

Meeting: September 22, 2025

Ghana–Canada Agricultural & Agri-Business Summit & Field Trip

DESCRIPTION:

On September 15th administration received correspondence from David Kwame Appiah about a Ghana – Canada Agricultural & Agri-Business Summit and Field Trip, scheduled for October 27th to 31st, 2025, across Alberta. Within this trip, they hope to conduct a visit to Claresholm on Monday October 27th. Administration has tentatively scheduled a meeting at the Town Office Council Chambers for 10 or 10:30am, depending on the delegation schedule which they will be finalizing in the coming weeks.

The delegation has confirmed that they will be fully responsible for all travel and related costs and are not asking for the Town to contribute financially to these costs in any way. They requested to be connected with local farms, agribusiness operators, irrigation facilities, agro-processing zones, export hubs, warehousing, and post-harvest facilities. We passed this request on to the MD of Willow Creek as they are better equipped to provide the majority of these connections. Administration can provide contacts to Claresholm agribusiness operators pending their authorization. We can also issue an invitations to local agribusiness operators to attend the meeting at the Council Chambers and invite them to contact Mr. Appiah directly if they would like to organize a site visit.

My Appiah has requested that the Town extend an official invitation letter to the Minister of Food and Agriculture and the Presidential Advisor, confirming their visit to Claresholm.

BACKGROUND:

In 2023 we hosted a Ghana delegation led by Mr. Appiah, an extensive itinerary was provided for them at a cost of approximately \$6000 to the Town. Since then, the Development department has remained in contact and met several times with investors from this delegation along with Mr. Appiah, though there have not been any official investments from their end yet.

After the initial delegation we also reached out to our regional economic development organizations, SouthGrow and Alberta Southwest, to get clarification on the proper procedure when issuing a formal invitation to foreign delegations. They provided these steps:

1. Background checks on the individuals we are inviting, including virtual meetings with invitees.
2. Connecting with Invest Alberta to coordinate the inbound visit.
3. Receiving confirmation on what level of government are coming (federal, provincial/state, municipal) so we have the appropriate level to receive the invitees when they arrive and coordinating the presence of these officials.
4. Formal clarification of expectations, who is paying for what, and what the Town is responsible for when the delegation comes to Claresholm.
5. Finally, a decision from Council on whether to issue the letter.

Administration does not have the capacity to perform the background checks and perform the due diligence required to host this group's trade delegation while they are in Canada. However, we can host this group for a

few hours on the 27th when they plan to be in Claresholm. If Council is in favour, we can issue a letter inviting them to Claresholm on the 27th. Administration does not recommend that Council commit to anything more than this.

DISCUSSION/OPTIONS:

If Council is in favour then we will require a motion, directing administration to provide a letter inviting the group to Claresholm on the 27th. Council members are encouraged to attend. If Council would like to pass on this request, then no motion is required.

PROPOSED MOTION:

Moved by Councillor _____ to direct administration to provide a letter of invitation to the Ghana Agriculture and Agri-Business Summit and Field Trip to visit Claresholm on October 27th, 2025.

ATTACHMENTS:

- 1.) Correspondence from David Appiah re: Ghana Trade Delegation 2025

PREPARED BY: Ali Hemmaway – Economic Development Coordinator

APPROVED BY: Abe Tinney – CAO

DATE: September 19, 2025
