

Appendix 3.0

CAO Ban/Restriction Letter

Date: _____

Delivered by: Mail Email In Person

To: _____

Address (if applicable): _____

Re: Ban/Restriction on Access to Town of Claresholm Facilities, Offices, Staff and Elected Officials.

This letter is to formally advise you that the Town of Claresholm has determined that your recent conduct toward Town Staff and/or Elected Officials is unacceptable and contrary to the Town's expectations for respectful behaviour.

On _____, your interactions with Town Staff and/or Elected Officials included behaviour that was disrespectful, aggressive, and/or threatening in nature. The Town has a duty to provide a safe and respectful workplace and will not tolerate behaviour that compromises staff safety or well-being.

As the CAO for the Town of Claresholm, and pursuant to my authority to manage municipal operations and protect staff, I am imposing the following ban/restriction(s):

You are prohibited from attending Town of Claresholm offices in person. You may only communicate with the Town in writing (email or letter). Any in-person attendance must be by pre-arranged appointment and may require supervision. Other bans/restrictions (specify): _____.

Duration of Ban/Restriction:

Until further notice

From _____ to _____

Failure to comply with this ban/restriction may result in further action, such as involvement of law enforcement.

The Town remains committed to providing services to the public; however, this must occur in a manner that is respectful and safe for staff. Any future communication must be conducted calmly and respectfully.

If you believe this decision has been made in error, you may submit a written request for review to the CAO via email to cao@claresholm.ca.

Sincerely,

Abe Tinney
Chief Administrative Officer
Town of Claresholm