



Administration & Finance Division

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**To: Administration and Finance Executive Committee**

**From: Jordan Forbes, Human Resources Coordinator**

**Date: August 1, 2018**

**Subject: Policy Update - Emergency Procedures During A Thunder / Lightning Storm**

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Attached, please find an updated version of the Emergency Procedures During A Thunder / Lightning Storm Policy. We have updated the policy in response to updated best practice information provided by the Government of Canada, input from the Division Manager of Operations and Facilities, as well as input from our Parks and Cemeteries Joint Health and Safety Committee. The only key change proposed is changing the wait time after a storm from 15 minutes to 30 minutes.

This change will not cause any significant impact to operations and will reduce any risk faced by our workers as it relates to lightning.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan Forbes", is enclosed in a thin black rectangular border.

Jordan Forbes  
Human Resources Coordinator