



NOTICE OF CHANGE

October 1, 2019

Attention: All Horizon and Albian Contractors Using Camps and Flights
RE: Charges for Use of Flights and Camps

Please be advised that **effective November 1, 2019**, the following charges will be applied for extra meals, cancellation of camp rooms without sufficient notice, failure to checkout of rooms, and late cancellation or missed flights. Canadian Natural will commence charging Contractors based upon the revised rates set forth herein from and after November 1, 2019. These charges for failing to comply with camp and flight rules will be backcharged and set-off by Canadian Natural against Contractor invoices and apply in all instances including if Contractor is “free-issued” camp or flights.

1. Additional Meals for Personnel

When staying overnight at the camp, each guest is provided three meals per day; breakfast, lunch, and dinner. These are tracked by way of scanning the guest’s site identification badge prior to entry into the dining room or lunchroom. Contractors will be charged for additional meals obtained by their Personnel as follows:

HORIZON & ALBIAN CAMPS	
Description	Cost/meal
Additional Breakfast	\$ 10.99
Additional Lunch	\$ 13.44
Additional Dinner	\$ 14.64

On the day of arrival to the site, the guest’s first meal included in their camp-room cost is dinner. In addition, if the guest is working a night shift, a lunch for that night shift is also included in the camp-room cost. Otherwise each breakfast and/or lunch obtained by the guest on the day of their arrival to site is considered an additional meal, the cost of which will be charged to Contractor.

2. Room Cancellation Charges

Rooms must be cancelled at least 48 hours prior to the check-in time (see definition below). For reservations cancelled less than 48 hours prior to check-in, Contractors will be levied a charge of 1 day stay at the associated camp rate as set out below.

Check-in time for the purpose of cancellation is defined as:

- 18:00 for day-shift
- 08:00 for night-shift

Contractors will be charged for 2 days stay at the associated camp rate if a room is not checked-into and the room reservation was not cancelled.

HORIZON CAMPS	
McKay Lodge – Standard Room	\$ 65.00/day
McKay – Management Room	\$130.00/day
Richardson – Any Room	\$160.00/day

ALBIAN VILLAGE LODGE	
Any Room	\$130/day

This supersedes the previous room cancellation policies.

3. Room Check-Out

Check-out by Personnel is mandatory. Contractor will be charged \$150 if the room is not checked-out.

For Contractor Personnel with reoccurring work who follow a regular on-off shift schedule, the room may be put “on hold” by the Contractor for the period the person is away. No charges will be applied for rooms put “on hold”.

This supersedes the previous room check-out policies.

4. Flight Reservation Cancellations

Flights must be cancelled at least 24 hours prior to the departure time. Contractors will be charged \$250 for each reservation changed or cancelled within 24 hours of the flight departure time, and for each missed flight.

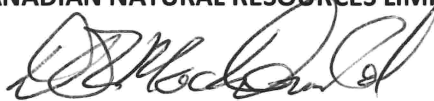
If the return flight is also missed, changed or cancelled within 24 hours of departure time, Contractor will be charged another \$250 for the missed flight.

This supersedes the previous flight reservation cancellation policies.

To avoid incurring these additional charges, please ensure that all your Personnel are advised of their obligations with respect to use of Canadian Natural camps and flights.

Yours Truly,

CANADIAN NATURAL RESOURCES LIMITED



David MacDonald,
Manager, Transportation and Accommodation