

December 11, 2025

**VIA EMAIL**

**Attention:** [REDACTED]

Dear [REDACTED]

**Re: Your request for access to information under Part II of the *Access to Information and Protection of Privacy Act*, 2015 (File #: PB/1427/2025)**

On November 14, 2025, we received your request for access to the following records/information:

*Could you please respond with NL Hydro's policy on taking Hydro vehicles home.*

Please be advised that access has been granted. Please see appendix A attached hereto.

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the Access to Information and Protection of Privacy Act, 2015 (the Act) (a copy of this section has been enclosed for your reference). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The appeal may be addressed to the Information and Privacy Commissioner as follows:

Office of the Information and Privacy Commissioner  
2 Canada Drive  
P. O. Box 13004, Stn. A  
St. John's, NL. A1B 3V8

Telephone: (709) 729-6309  
Toll-Free: 1-877-729-6309  
Email: [commissioner@oipc.nl.ca](mailto:commissioner@oipc.nl.ca)

You may also appeal directly to the Supreme Court within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act (a copy of this section has been enclosed for your reference).

If you have any further questions, please contact me by telephone at (709) 725-4859 or by email at [cassandrahearn@nlh.nl.ca](mailto:cassandrahearn@nlh.nl.ca)

Sincerely,

*Cassandra Hearn*

Cassandra Hearn

Access & Privacy Officer

### **Access or correction complaint**

42. (1) A person who makes a request under this Act for access to a record or for correction of personal information may file a complaint with the commissioner respecting a decision, act or failure to act of the head of the public body that relates to the request.

(2) A complaint under subsection (1) shall be filed in writing not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) A third party informed under section 19 of a decision of the head of a public body to grant access to a record or part of a record in response to a request may file a complaint with the commissioner respecting that decision.

(4) A complaint under subsection (3) shall be filed in writing not later than 15 business days after the third party is informed of the decision of the head of the public body.

(5) The commissioner may allow a longer time period for the filing of a complaint under this section.

(6) A person or third party who has appealed directly to the Trial Division under subsection 52 (1) or 53 (1) shall not file a complaint with the commissioner.

(7) The commissioner shall refuse to investigate a complaint where an appeal has been commenced in the Trial Division.

(8) A complaint shall not be filed under this section with respect to

(a) a request that is disregarded under section 21 ;

(b) a decision respecting an extension of time under section 23 ;

(c) a variation of a procedure under section 24 ; or

(d) an estimate of costs or a decision not to waive a cost under section 26 .

(9) The commissioner shall provide a copy of the complaint to the head of the public body concerned.

**Direct appeal to Trial Division by an applicant**

52. (1) Where an applicant has made a request to a public body for access to a record or correction of personal information and has not filed a complaint with the commissioner under section 42, the applicant may appeal the decision, act or failure to act of the head of the public body that relates to the request directly to the Trial Division.

(2) An appeal shall be commenced under subsection (1) not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) Where an applicant has filed a complaint with the commissioner under section 42 and the commissioner has refused to investigate the complaint, the applicant may commence an appeal in the Trial Division of the decision, act or failure to act of the head of the public body that relates to the request for access to a record or for correction of personal information.

(4) An appeal shall be commenced under subsection (3) not later than 15 business days after the applicant is notified of the commissioner's refusal under subsection 45 (2).

**Appendix A**



<b>Policy Title</b>	<b>Nalcor Power Supply Fleet Vehicle Usage</b>
<b>Policy Group</b>	Power Supply
<b>Policy Number</b>	PS1
<b>Accountable Division</b>	Engineering Services
<b>Policy Owner</b>	Manager, Business Services
<b>1. Policy Statement</b>	Nalcor Energy maintains a fleet of vehicles that shall be used for Nalcor business only. Private use of company vehicles is generally prohibited, including travel between the employee's residence and the workplace. Exceptions will be managed by a Senior Manager through written approval.
<b>2. Purpose</b>	The purpose of this policy is to ensure the consistent effective and efficient use of Nalcor Power Supply fleet vehicles and that responsibilities are clearly defined with regards to fleet management and usage.
<b>3. Guiding Principles</b>	<ol style="list-style-type: none"> <li>1. Nalcor is committed to managing the fleet in a safe and environmentally responsible manner.</li> <li>2. Nalcor is committed to providing consistent application of a fleet policy across its operation.</li> <li>3. Nalcor is committed to the efficient use of all assets to ensure cost effective and efficient use.</li> </ol>
<b>4. Definitions and Terms</b>	<p><b>Vehicles:</b> <i>Nalcor owned, leased and/or hired automobiles and trucks.</i></p> <p><b>Equipment:</b> <i>Nalcor owned, leased, and/ or hired trailers, vegetation equipment, line equipment, etc.</i></p> <p><b>Usage:</b> <i>Employee use of Nalcor owned, leased, and/or hired vehicles and equipment within the parameters documented in this policy.</i></p> <p><b>Stand-by:</b> <i>When there is a high expectation and probability that an employee will be required to work outside of regular work hours.</i></p> <p><b>On-call:</b> <i>When an employee is expected to be available should operational requirements occur outside regular work hours.</i></p>
<b>5. Scope of Application</b>	This policy applies to all divisions, departments, and employees within Nalcor Power Supply and includes any embedded contractors and/or consultants who may use a Nalcor vehicle during their engagement with Nalcor. This does not apply where the use of a company vehicle is included as part of an executive employment contract.
<b>6. Standards and Requirements</b>	<p><b><u>Approval Requirements</u></b></p> <p>Approvals are required in relation to the following:</p>

	<ol style="list-style-type: none"> <li>1. The assignment of Nalcor vehicles to any employee through the immediate supervisor for daily work related travels.</li> <li>2. The assignment of vehicles to on-call and stand-by staff by the immediate supervisor as noted in the process and procedure portion of this policy.</li> <li>3. Short term assignments will be based on efficiencies for Nalcor upon Senior Manager's approval. Personal use is not permitted.</li> <li>4. An emergency vehicle may be assigned to the Nalcor Energy Churchill Falls Fire Chief.</li> <li>5. Certain Churchill Falls employees whose shift schedule does not align with company-provided bus transportation, or whose regular place of employment is outside the community and not served by the company-provided bus (e.g. Air Services) may, at the discretion of the responsible Vice President, make use of a fleet vehicle to pick up and drop off employees at the time of their shift change. This transportation must be done as economically as possible (e.g. using multi-passenger vans combining a shift change with other work duties).</li> <li>6. Based upon approval of the responsible Vice President, vehicles may be assigned to senior managers and directors (pay groups 10 and 11) with field responsibilities. The use of such assigned vehicles shall be restricted to work activities and transportation between the manager's place of residence and his or her place of employment. These assignments will be reviewed annually.</li> </ol>
7. Process/Procedure	<p><b><u>Vehicle Usage</u></b></p> <p>Failure to abide by the following guidelines will result in disciplinary action by the employer as per Nalcor's discipline policy (<i>Corrective Action and Termination for Cause #ER-006</i>) and could include dismissal:</p> <ul style="list-style-type: none"> <li>• <i>Persons operating a Nalcor vehicle must have a valid driver's license and the company may require the operator to provide an updated driver's abstract at any time;</i></li> <li>• <i>All vehicle operators shall comply with the rules and regulations of driving and traffic laws in the city or town where operating. Any traffic violations shall be the responsibility of the operator and outstanding fines must be paid immediately;</i></li> <li>• <i>Persons operating a Nalcor vehicle shall follow all legislation and corporate safety policies;</i></li> <li>• <i>Safety belts shall be worn at all times by vehicle operator and all passengers at all times;</i></li> <li>• <i>Use of a cellular phone or mobile device is strictly prohibited when operating a Nalcor vehicle in accordance with provincial law;</i></li> <li>• <i>Vehicle operators shall complete log books, as legislated, for each vehicle as provided by the Equipment &amp; Fleet Coordinator. Logbook guidelines can be found under section 10, - Supporting and Related Documents, of this policy;</i></li> <li>• <i>Persons operating a Nalcor vehicle shall complete a pre-use inspection checklist, as legislated, prior to taking the vehicle. Any issues or concerns are to be reported to the Equipment &amp; Fleet Coordinator</i></li> </ul>

immediately. The pre- use checklist can be found under section 10, Supporting and Related Documents, of this policy;

- Vehicle operators shall keep the vehicle clean and tidy at all times;
- Vehicle operators shall use the applicable fleet Purchasing Card assigned to the vehicle for gas purchases. All gas purchase receipts must be forwarded to the appropriate fleet clerk, supervisor, or administrator for reconciliation. Vehicle Unit number and mileage must be logged where applicable. Fleet purchasing cards shall be used at gas stations listed to be associated with the card. If fleet purchasing card use is not possible (such as due to geographic location of gas stations), the operator's corporate purchasing card shall be used and the gas receipt and mileage logged, where applicable, to that vehicle unit.
- Any vehicle operators using a Nalcor fleet vehicle shall only do so with the proper supervisory authorization for work related travel; and
- In the case of an accident involving a Nalcor vehicle, the operator should follow the following procedures:

-Utilizing the vehicle incident checklist found in the vehicle:

- Remain calm and take necessary precautions to ensure your safety and safety of those travelling with you.
- Contact emergency services , if required
- Obtain names and phone numbers of witnesses
- Obtain names and license plate numbers of others involved in the accident
- Obtain information on the other vehicle including name, age, address, telephone number, driver's license, vehicle license, type of vehicle, year and model, number of passengers
- Obtain names of any injured people
- Record details on the accident including location, speeds, and damage
- Note any other items that could assist in a claim including weather, road conditions, traffic, etc.

#### **Assigned Vehicles/Equipment**


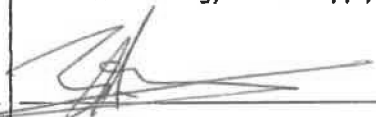
All Nalcor vehicles operated from a permanently assigned place of work shall be returned to that location during lunch period and at the end of a day's work. Employees and contractors shall not use a Nalcor vehicle to travel from his/her place of residence to or from work unless there are exceptional circumstances. Pre-approved exceptions are as follows:

- Based on operational considerations and the efficient use of time, a supervisor may allow an employee/contractor to leave their residence and travel to a work site that is not their regular place of work. In the case of the above exception, the vehicle is to remain safely parked at the employee's residence until the employee leaves for company business. Personal use is prohibited.
- In the case where an employee is on-call or on stand-by, a supervisor may allow the employee to take a vehicle to his/her residence to be parked in a safe



	<i>location until they return to work.</i>
<b>8. Responsibilities</b>	<p><b><u>Senior Manager/Director:</u></b> <i>It is the responsibility of the Senior Manager or Director, as applicable, to:</i></p> <ul style="list-style-type: none"> <li>• <i>ensure this policy is communicated to supervisors;</i></li> <li>• <i>assign Nalcor vehicles or equipment to an employee for daily use, where applicable;</i></li> <li>• <i>monitor adherence to this policy; and</i></li> <li>• <i>ensure non-compliance issues are addressed.</i></li> </ul> <p><b><u>Supervisor:</u></b> <i>It is the responsibility of the supervisor approving vehicle usage to:</i></p> <ul style="list-style-type: none"> <li>• <i>ensure all employees are aware of all policies and associated guidelines relating to the use of any Nalcor vehicles or equipment;</i></li> <li>• <i>ensure vehicle is used for work related travel only and that vehicles are returned to their place of origin during meal breaks and when the work day is complete;</i></li> <li>• <i>ensure vehicles are not taken to a personal residence unless it meets the criteria of the exceptions found in Section 7, Process/Procedure, of this policy;</i></li> <li>• <i>monitor usage of vehicles and equipment through vehicle request approvals and in vehicle logbooks as per legislation; and</i></li> <li>• <i>address non-compliance issues.</i></li> </ul> <p><b><u>Employee:</u></b> <i>It is the responsibility of the employee to:</i></p> <ul style="list-style-type: none"> <li>• <i>obtain approval from their direct supervisor through the vehicle request system for each request, or series of requests should the need span more than one use. In the event that the requirement for a vehicle is immediate and task critical and the immediate supervisor and mid-manager are not be available, the request can be sent to any senior manager or Vice President for immediate approval.</i></li> </ul> <p><b><i>*For shop assigned vehicles used day to day at the front line level, approval for work purposes is automatically granted to employees through the assignment of work tasks.</i></b></p> <ul style="list-style-type: none"> <li>• <i>use vehicles and equipment for work related purposes only(employees may travel a short distance after hours- e.g to a restaurant or a convenience store to purchase items needed for your travel!);</i></li> <li>• <i>maintain the logbook, if applicable, located in the vehicle and ensure all data is filled out accurately and all receipts are kept with the logbook;</i></li> <li>• <i>return vehicles to the location at the time agreed upon when booked, in a clean condition with a full tank of gas and adequate windshield washer fluid for the next user;</i></li> <li>• <i>not have a Nalcor vehicle or equipment parked at their residence unless pre-approved to do so by their direct supervisor for work- related reasons. In the case where the vehicle is at an employee's residence, it is to be remained safely parked until the employee returns to work. If an employee is absent from work due to leave, it is the responsibility of the employee to make arrangements to have the vehicle returned to work;</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>not to participate in any activities which are in violation of Newfoundland and Labrador or Canadian Laws or this policy; and</i></li> <li>• <i>ensure taxable benefit has been reported as required by the Canadian Revenue Agency.</i></li> </ul>
<b>9. Accountability</b>	<ul style="list-style-type: none"> <li>• All vehicles will be marked with Nalcor branding.</li> </ul>
<b>10. Supporting and Related Documents</b>	<ul style="list-style-type: none"> <li>• <b>Logbook/Pre-inspection Guidelines</b>  <a href="https://www.assembly.nl.ca/legislation/sr/annualregs/CNR1996/Cr961001.htm">https://www.assembly.nl.ca/legislation/sr/annualregs/CNR1996/Cr961001.htm</a> </li> </ul>

Reviewed by	Approved by	Revisions/Updates	Version
<b>Walter Parsons</b> Vice President, Transmission & Community Affairs Nalcor Energy Power Supply 	<b>Jim Haynes</b> Executive Vice President Nalcor Energy Power Supply 	Issued January 21, 2019  Update March 20, 2019	1.0   1.2