

Time Extension Application Form

Freedom of Information and Protection of Privacy Act (FIPPA)

Note: *This form is for time extension applications:*

- *Under section 10(2)(a) based on:*
 - *section 10(1)(a) insufficient detail*
 - *section 10(1)(b) large volume and unreasonable interference in operations*
 - *section 10(1)(c) consultation*
- *Under section 10(2)(b):*
 - *if the commissioner otherwise considers that it is fair and reasonable to extend the time for responding*

Please submit this form **at least 3 business days** before the due date and ensure that all information is complete and accurate.

Section 1 – Public body background *(required: all fields)*

Public body (full name): _____

Public body file #: _____

Public body contact name:

Contact direct line: _____

Contact email address: _____

Brief description of the original request:

Date request received: _____

Start date (if different from received date): _____

Original due date of request: _____

This is a:

- ☐ First time extension request
☐ Subsequent time extension request

If this is a subsequent time extension, please provide the following details:

Previous OIPC file numbers: _____

Number of days previously extended: _____

Basis for previous extension/s: _____

Explain why previous extension/s was/were not sufficient:

Describe any changes/progress since previous extension:

Have any records been released?

- ☐ Yes ☐ No

If yes, how many pages: _____

Will a phased release be possible?

- ☐ Yes ☐ No

The OIPC encourages public bodies to work with applicants to narrow requests that result in high volume records response, as appropriate.

Has the public body worked with the applicant on narrowing down the request?

- ☐ Yes ☐ No

If yes, please indicate:

Date(s) of contact with the applicant: _____

Was the request narrowed?

☐ Yes ☐ No

Was a fee estimate sent?

☐ Yes ☐ No

If yes, please indicate:

Date fee estimate sent: _____

Date deposit or full fee paid: _____

Date of fee waiver decision: _____

Current request due date: _____

Number of business days requested for this extension: _____

Proposed due date: _____

The OIPC encourages public bodies to first seek consent from an applicant for a time extension as an efficient means for public bodies to focus time on processing a request.

Has the public body asked the applicant if they consent to a time extension under section 10.1.1?

☐ Yes ☐ No

If yes, did the applicant consent:

☐ Yes ☐ No

If yes, please indicate:

Date of time extension: _____

Number of days extended: _____

Date of letter notifying applicant of the extension: _____

Has the public body already taken a time extension under section 10(1)?

☐ Yes ☐ No

If yes, please indicate:

Date of time extension: _____

Number of days extended: _____

Basis for previous time extension:

- ☐ s. 10(1)(a)
- ☐ s. 10(1)(b)
- ☐ s. 10(1)(c)

Date of letter notifying applicant of the extension: _____

Has the applicant complained to the OIPC about this time extension?

- ☐ Yes ☐ No

Section 2 - Grounds for current extension application

☐ **Section 10(2)(a) (choose all that apply)**

- ☐ s. 10(1)(a) (insufficient detail)
- ☐ s. 10(1)(b) (volume of records)
- ☐ s. 10(1)(c) (consultation)

☐ **Section 10(2)(b)**

Section 3 – Additional information *(required for each selection made in section 2)*

10(1)(a) Insufficient detail *(required: all fields)*

Please include the following with your submission:

- A complete copy of the original request.

Explain how the original request does not provide sufficient detail:

Explain why satisfactory clarification from the applicant was not obtained within 60 business days (or 30 business days if the public body's own time extension was not taken):

10(1)(b) Volume of records *(required: either volume of records requested or volume of records searched or both, and an explanation regarding unreasonable interference).*

Large volume of records requested

Approximate number of pages of responsive records: _____

Large volume of records searched

Number of pages searched: _____

Number of program areas searched: _____

Total amount of time spent performing search: _____

Unreasonable interference with the operations of the public body

Explain how meeting the time limit would unreasonably interfere with the operations of the public body:

Current status

Please describe the current status of processing this request and any other relevant information:

10(1)(c) Time for consultation *(required: all fields, for each public body/third party consulted)*
(Please refer to page 8 of the [Time extension guidelines for public bodies](#) for more information)

Full name of the public body or third party: _____

Number of pages sent or to be sent for consultation: _____

Date consultation was sent or will be sent: _____

Why is consultation necessary to make a decision about access:

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What is the third party or public body's interest in the record:

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Current status of the consultation, including efforts made to obtain a response to the consultation and expected return date:

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10(2)(b) *(required: circumstances and explanation)*

Please note the need for exceptional circumstances, such as forest fires, flooding, court involvement, and unforeseeable issues. See pages 9-10 of the [time extension guidelines](#).

Explain why it would be fair and reasonable for the Commissioner to grant a time extension. Include a chronology of the processing of the request and an explanation for any delays:

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Please indicate if any of the following factors apply *(please check all that apply):*

- ☐ records span multiple formats and require digitization/transposition for review purposes
- ☐ more time is needed to consult with a third party/parties or other public body/bodies (provide details above)
- ☐ request involves responsive records that pertain to multiple ministries or agencies
- ☐ heightened attention required to the review of records containing sensitive personal information
- ☐ a state of emergency was declared that impacts on operations (provide details above)
- ☐ other, please explain:

Section 4 – Additional comments

Please provide any additional comments or details that will assist in the decision on this request: