



Time Extension Application Form – First Request

Freedom of Information and Protection of Privacy Act (FIPPA)

Note: *This form is for time extension applications to the OIPC:*

Under section 10(2)(a) based on:

- section 10(1)(a) insufficient detail
- section 10(1)(b) large volume
- 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

Do not use this form for applications based on section 10(1)(d) consent.

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:

Please provide a brief description of the original request:

Date request received (m/d/yyyy):

Original due date of request (m/d/yyyy):

Was a fee estimate sent? ☐ Yes ☐ No

If yes,

Date fee estimate sent (m/d/yyyy):

Date deposit or full fee paid (m/d/yyyy):

Date of fee waiver decision (m/d/yyyy):

Current request due date (m/d/yyyy):

Number of business days requested for this extension:

Proposed due date (m/d/yyyy):



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

☐ Yes ☐ No

If so, please indicate:

Date of time extension (m/d/yyyy):

Number of days extended:

Basis for previous time extension:

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

Date of letter notifying applicant of the extension (m/d/yyyy):

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

☐ Yes ☐ No

Section 2 - Grounds for Current Extension Application *(required: choose all that apply)*

☐ Section 10(2)(a)

- ☐ 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).*

(Please refer to pages 6-7 of the Time extension guidelines for public bodies for more information)

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 (m/d/yyyy):

Why is consultation necessary to make a decision about access:



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

Current status of the consultation, including efforts made to obtain a response to the consultation and expected return date (m/d/yyyy):

10(2)(b) *(required: circumstances and explanation)* (See pages 9-10 of the time extension guidelines. Please note the need for exceptional circumstances, such as forest fires, flooding, court involvement, and unforeseeable issues)

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:

Section 4 – Additional comments

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

Click to

Submit Form