



## Time Extension Request Form

*Part XX, Municipal Government Act (MGA)*

**Instructions:** This form is intended to guide municipalities when requesting permission from the Office of the Information and Privacy Commissioner (OIPC) to extend the time to respond to an access to information request as set out in s. 469 of *MGA*. Please consult the OIPC's publication: [Time Extension Request Guidelines for Municipalities](#) for further important information on what to include on this form. Please submit this form via email to [oipcns@novascotia.ca](mailto:oipcns@novascotia.ca) at least **5 business days before** the statutory deadline to respond to the access request. Time extension requests received less than 5 business days prior to the statutory deadline to respond are not guaranteed to be processed within the statutory timelines. The OIPC **will not approve a time extension request after the statutory deadline for responding has passed.**

### Municipality

Municipality requesting time extension:	
Municipality file #	
Contact name:	
Contact direct line:	
Contact email address:	

### Request Details

Date access request received:	
Original due date of request:	
Provide the exact wording of the access request and include the exact wording of any amendments (please remove all personal information from the wording before including it here):	
Current due date of request:	
Proposed new due date:	
Was the request transferred from another municipality?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the transfer completed within 10 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was a late transfer requested from the OIPC under s. 470 of MGA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
OIPC file number for late transfer request:	

**Fees**

Fee estimate issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date fee estimate sent:		
Fee waiver requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date fee waiver requested:		
Date of fee waiver decision:		
Fee waived?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fee paid:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date deposit or full fee paid:		

**On Hold**

If the request was placed on hold for a non-fee related reason, provide details including dates, reason(s) and details of any communications notifying the applicant of the on-hold status:

**Municipality Time Extension**

Did this municipality take a time extension?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reasons for time extension (check all that apply):	<input type="checkbox"/> 469(1)(a) failure to provide sufficient detail <input type="checkbox"/> 469(1)(b) volume + unreasonable interference <input type="checkbox"/> 469(1)(c) consultation required	
Date time extension taken by municipality:		
Date applicant notified of time extension:		
Has the applicant complained to the OIPC about this time extension?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OIPC file number for time extension complaint (review):		

**Time Extension Request to OIPC**

First time extension request to OIPC for this access request? (If yes, complete the rest of the form).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If this is not the first time extension request for this file, the OIPC file number(s) for previous time extension request(s):		
Explain why the first time extension granted was not sufficient to complete this request:		
Describe any changes since the previous time extension was granted:		
Describe the progress made on this file since the previous time extension was granted:		

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**Grounds for Time Extension Request**

Please select the ground(s) for the time extension request, then complete the section(s) that follow for the ground(s) you have selected. You may choose more than one ground for the time extension application.

- 469(1)(a) failure to provide sufficient detail
  - 469(1)(b) volume + unreasonable interference
  - 469(1)(c) consultation required
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**469(1)(a) failure to provide sufficient detail**

**Note:** If you have selected this ground you must forward a complete copy of the original request and correspondence with the applicant regarding clarification to the OIPC along with your time extension application:

- Access request and clarification correspondence attached as PDF
- Access request and clarification correspondence sent by fax

a) What is unclear about the wording of the request? Why is more detail required to identify the requested records?	
b) Has this municipality contacted to applicant to clarify?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Date applicant was contacted:	
d) Date response was received or anticipated from applicant:	
e) If the applicant was not yet contacted, provide reasons:	

**469(1)(b) large volume + unreasonable interference**

**Large Volume**

**Provide the following data for this municipality: <sup>1</sup>**

	<b>Year</b>	<b>Number</b>
Total number of access requests for one year, as recorded at the most recent fiscal year end (April 1 – March 31)		
Total number of responsive pages for access requests for one year, as recorded at the most recent fiscal year end (April 1 – March 31)		
Municipality’s average monthly requests (calculate using data provided above: total number of requests divided by 12)		
Municipality’s average pages processed (calculate using data provided above: total number of responsive pages divided by total number of requests)		

<sup>1</sup> If a time extension is granted under this section and the applicant requests a review by the OIPC, the municipality will be required to produce documentation to substantiate the data supplied here.

**1. Large volume of records must be searched**

**If the search has been completed, move to item 2.**

a) Has this municipality processed previous requests for the same or similar records?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Describe the typical search for the past year (i.e., number of program areas, boxes of records, number of databases, and/or number of email accounts or other search size or scope indicators):	
c) Describe the search required for this access request. How is this search different from the typical searches done within the past year?	
d) Approximately how much time has been spent searching so far?	
e) How many responsive records have been located so far?	
f) Approximately how much time will it take to complete the search?	

**Unreasonable interference with the operations of this municipality**

a) What work has been completed on the access request to date?
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b) Does the type of record require different methods of searching or handling? If so, please explain:
c) Have any unusual or unexpected circumstances occurred that affect this municipality's ability to process this request? If so, please describe:
d) Explain how meeting the time limit would unreasonably interfere with the operations of <u>this</u> municipality:

**OR**

**2. Large volume of records requested**

a) Has this municipality processed previous requests for the same or similar records?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) Number of pages of responsive records for this request:		

***Unreasonable interference with the operations of this municipality***

a) What work has been completed on the access request to date?
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b) Does the type of record require different methods of searching or handling? If so, please explain:
c) Have any unusual or unexpected circumstances occurred that affect this municipality's ability to process this request? If so, please describe:
d) Explain how meeting the time limit would unreasonably interfere with the operations of <u>this</u> municipality:

If the municipality is claiming that it has experienced a sharp rise in access requests as the basis for unreasonable interference (see page 3-4 of Time Extension Guidelines), please provide the following data for the past (most recent) four months:<sup>2</sup>

Month	Total Access Requests	Total Responsive Pages

**9(1)(c) consultation required**

a) What is the total volume (number of pages of responsive records) for this entire request?
b) What work has been completed on the access request to date?

<sup>2</sup> If a time extension is granted under this section and the applicant requests a review by the OIPC, the municipality will be required to produce documentation to substantiate the data supplied here.

c) How is the third party or other municipality expected to assist in this municipality's decision?
d) Why is more time required for the consultation(s)?
e) Explain any delay in sending the consultation request(s):
f) Describe any efforts made to obtain a response to the consultation(s):
g) Is the consultation(s) with staff in the same municipality, program area, or with the municipality's legal counsel (see page 7 of Time Extension Guidelines)?



Provide the following details about each third party or municipality to be consulted:<sup>3</sup>

Name of third party /other municipality	Is this consultation required by s. 482 <b>or</b> is this a discretionary consultation?	Date consultation sent <sup>4</sup>	# of pages for consultation	Deadline for consultation response

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<sup>3</sup> If a time extension is granted under this section and the applicant requests a review by the OIPC, the municipality will be required to produce documentation to substantiate the data supplied here.

<sup>4</sup> If this is a future date, the municipality must supply information in response to the question (e) above.