



Time Extension Request Form

Part XX, Municipal Government Act (MGA)

Instructions: This form is intended to guide municipalities when applying for permission from the Information and Privacy Commissioner to extend time as set out in s. 469 of MGA. You may also wish to consult the Office of the Information and Privacy Commissioner for Nova Scotia (“OIPC”) publication: [Time Extension Request Guidelines for Municipalities](#) for further information. Please make your time extension request at least **3 business days before** the time limit expires. Please ensure that your form does not contain any information that would identify the applicant. Send your completed form to: oipcns@novascotia.ca.

Municipality

Municipality requesting time extension:	
Municipality File #	
Contact Name:	
Contact Direct Line:	
Contact Email Address:	
Municipality Mailing Address:	

Request Details

Date access request received:	
Original due date of request:	
Current due date of request:	
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

Fees

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

Municipality Time Extension

Did the 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 Information and Privacy Commissioner about this time extension?	<input type="checkbox"/> Yes <input type="checkbox"/> No

On Hold

If the request was placed on hold for a non-fee related reason, provide details including dates and copies of any letters notifying the applicant of the on-hold status:
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Time Extension Request to Information and Privacy Commissioner

First time extension request to Information and Privacy Commissioner for this access request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
OIPC file number for previous time extension request:	
Number of days requested for this extension:	
Proposed new due date:	

Grounds for Time Extension Request

(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

Reasons for Requesting Time Extension

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 Office of the Information and Privacy Commissioner 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 the 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) volume + unreasonable interference

(i) large volume requested or must be searched

a) Has the public body processed previous requests for the same or similar records?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Number of records requested?	
c) Describe the search required? For example number of program areas, number of boxes of records, number of data bases, and/or number of email accounts that must be searched.	
d) Approximately how much time has been spent searching so far?	
e) Approximately how much time will it take to complete the search?	
f) Has the municipality released any records to the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No

(ii) Unreasonable interference with operations of the municipality

a) What is the current average number of responsive records in a typical request?
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 the 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 the municipality:

469(1)(c) consultation required

For **each** municipality or third party consulted, provide the following information:

a) Name(s) of the municipality or third party:	
b) Date(s) consultation sent or to be sent:	
c) Why is the consultation necessary to enable the responsible officer to decide whether or not to give the applicant access to the requested record?	
d) Describe any efforts made to obtain a response to the consultation:	