



Time Extension Request Form

Freedom of Information and Protection of Privacy Act (FOIPOP)

Updated June 24, 2016

Instructions: This form is intended to guide public bodies when applying for permission from the Review Officer to extend time as set out in s. 9 of *FOIPOP*. You may also wish to consult the Review Office publication: *Time Extension Request Guidelines for Public Bodies* for further information. Please make your time extension request at least **3 business days before** the time limit expires.

Public Body

Public body requesting time extension:	
Public body File #	
Contact Name:	
Contact Direct Line:	
Contact Email Address:	
Public Body Mailing Address:	

Request Details

Date access request received:	
Original due date of request:	
Current due date of request:	
Was the request transferred from another public body?	<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:	

Public Body Time Extension

Did the public body take a time extension?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reasons for time extension (check all that apply):	<input type="checkbox"/> 9(1)(a) failure to provide sufficient detail <input type="checkbox"/> 9(1)(b) volume + unreasonable interference <input type="checkbox"/> 9(1)(c) consultation required
Date time extension taken by public body:	
Date applicant notified of time extension:	
Has the applicant complained to the Review Officer 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 Review Officer

First time extension request to Review Officer for this access request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Review Office 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.)

- 9(1)(a) failure to provide sufficient detail
- 9(1)(b) volume + unreasonable interference
- 9(1)(c) consultation required

Reasons for Requesting Time Extension

9(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 Review Office 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 public body 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:	

9(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 public body released any records to the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No

(ii) Unreasonable interference with operations of the public body

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 public body'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 public body:

9(1)(c) consultation required

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

a) Name(s) of the public body or third party:	
b) Date(s) consultation sent or to be sent:	
c) Why is the consultation necessary to enable the head of the public body 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:	