

**REQUEST FOR FIRST TIME EXTENSION   
UNDER FOIP SECTION 14**

**(Public Body Use Only)**

**Use this form for the FIRST time extension request only.**

**Use the “Request for Subsequent Time Extension Under FOIP Section 14” form if this is not your first time extension request for this file number.**

**For details on completing this form, refer to the Request for Time Extension under FOIP Section 14 Practice Note.**

**Submit the completed form and attachments by email to** [**timeextension@oipc.ab.ca**](mailto:timeextension@oipc.ab.ca) **at least 5 business days before the due date and ensure that all information is complete and accurate.**

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| **Section A: Public Body Contact and File Number** |

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| **Name of Public Body:** | Click or tap here to enter text. | | |
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| **Contact Person:** | Click or tap here to enter text. | | |
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| **Telephone Number:** | Click or tap here to enter text. | **Email:** | Click or tap here to enter text. |
| **Public Body File Number**  **(Only one file number per**  Click or tap here to enter text.  **form):**  **Submission Date:** Click or tap here to enter text. | | | |
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| **Section B: Summary and Background Information About the Access Request** |

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| **Summary of Access Request (Remove personal identifiers):** | | Click or tap here to enter text. |
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| **Date Request Received:** | | Click or tap here to enter text. |
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| **Initial Response Due Date:** | | Click or tap here to enter text. |
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| **Date Processing Began:** | | Click or tap here to enter text. |

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| **Length of Time Extension Requested (in calendar days):** | Click or tap here to enter text. |

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| **Fee Estimate Issued** | | Yes | | No |  |  |  |
| * **Date Fee Estimate Issued:** | | Click or tap here to enter text. | | |
| * **Date Fee Estimate Resolved: [Agreement to pay and ½ deposit or full fee paid; FOIP Regs. sec 14(1)]** | | Click or tap here to enter text. | | |

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| * **Revised Response Due Date:** | Click or tap here to enter text. |

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| **Time Extension Taken Under the Public Body’s Own Authority** | Yes | No |

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| * **Reason for Extension:** | Click or tap here to enter text. |

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| * **Date Applicant was Advised: (Letter or how Applicant was advised)** | Click or tap here to enter text. |

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| * **Revised Response Due Date:** | Click or tap here to enter text. |

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| **Section C: Applicable Sections of the Act (Select all that apply)** |

**14(1)(a) Insufficient detail** Please explain how the original request did not provide enough detail to identify a requested record and how long it took to acquire the detail.Explain why satisfactory clarification from the applicant was not obtained to date.

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|  | Click or tap here to enter text. |

**14(1)(b) Volume of records requested or must be searched and interference with operations of the public body**

The OIPC considers 500 or more pages as the threshold for what may constitute a large volume. In cases where there are fewer than 500 pages of records, a public body must provide a rationale to explain why less than 500 pages should constitute a large volume.

* **For 500 or more pages:**

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| * **Volume searched and retrieved:** | Click or tap here to enter text. |

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| * **Final responsive record count:** | Click or tap here to enter text. |

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| * **Number of program areas searched:** | Click or tap here to enter text. |

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| * **Total time spent performing search:** | Click or tap here to enter text. |

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| * **Nature and format of records:** | Click or tap here to enter text. |

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| * **For less than 500 pages, provide volume and rationale for extension:** | Click or tap here to enter text. |

**Explain how responding within the legislated timelines would unreasonably interfere with the operations of the public body:**

The OIPC considers a number of factors, as set out in the Request for Time Extension under FOIP Section 14 Practice Note, to determine whether responding within legislated timelines would unreasonably interfere with the operations of a public body.

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| **CComplexity of the request:** | Click or tap here to enter text. |

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| **Impact to the public body’s operations (Why is the interference unreasonable? How will processing affect program areas’ competing priorities?):** | Click or tap here to enter text. |

**14(1)(c) Time needed to consult a third party or another public body**

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| **Third party notices issued under section 30?**  **If yes, total number of responsive records that relate to the s. 30 notice(s) \_\_\_\_\_\_**  **If s.30 notices not yet sent or time is needed to consult a third party(ies) or another public body(ies), please provide the following information:** | | Yes | No | |
| **Identify the third party(ies) or other public body(ies) to be consulted:** | Click or tap here to enter text. | | |

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| **Explain why the consultations are required:** | Click or tap here to enter text. |

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| **Volume of access request and the percentage or number of responsive records that relate to the third party(ies) or other public body(ies):** | Click or tap here to enter text. |

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| **Nature and complexity of the consultation(s):** | Click or tap here to enter text. |

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| **Justification of the length of**  **time needed to demonstrate**  **that the request is reasonable**  **in the circumstances:** | Click or tap here to enter text. |

**14(1)(d) Third party request for review**

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| **Date request for review was provided by the third party to the public body:** | Click or tap here to enter text. |

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| **Volume of records involved for the third party review (the extension of time applies only to those records subject to the third party request for review):** | Click or tap here to enter text. |

**14(2) Multiple concurrent requests**

The OIPC considers a number of factors, as set out in the Request for Time Extension under Section 14 Practice Note, to determine whether an applicant has submitted multiple concurrent requests to a public body. The OIPC considers 30 days from the date of the access request (either way) as concurrent.

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| **The number of concurrent**  **requests received and the volume of the current access request and the concurrent requests.** | Click or tap here to enter text. |

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| **The dates and proximity in time**  **in which the public body received each request (e.g., requests received on the same day, consecutive days, or consecutive weeks):** | Click or tap here to enter text. |

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| **Explain whether the requests were submitted by the same applicant or two or more applicants who work for the same organization or in association with each other:** | Click or tap here to enter text. |

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| **Section D: Is the Extension Request Reasonable** |

**A public body must make a serious effort to assess the amount of time it requires to complete processing of an access request. In order to pass a reasonableness review, the estimation of that time must be sufficiently rigorous, logical and supportable. Justify the number of days requested for the time extension and provide any additional information that will assist in the decision on this extension request.**

**A public body should include other relevant facts or circumstances surrounding the access request that may affect the Commissioner’s decision [i.e., pending public inquiries or legal proceedings; *Blades* v *Alberta (IPC)*, 2021 ABQB 725].**

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| **Section E: Work Completed and Outstanding Tasks** |

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| **Work Completed To Date (Include a chronology for processing and an explanation for any delays.)** | Click or tap here to enter text. |

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| **Work that Remains (Include a list of each outstanding task/activity and estimation of the time needed for each task/activity.)** | Click or tap here to enter text. |

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**Have any records been released to the applicant?  Yes (number of records \_\_\_)  No**

**Will there be a phased release of records?  Yes  No**

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| **If yes, explain:** | Click or tap here to enter text. |

**Outstanding Tasks**

**Section F: Confirmation**

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| **Section F: Relevant Attachments** |

Provide all relevant attachments with this completed form (preferably in a separate attachment from this form):

**Copy of the applicant’s original access request or acknowledgement letter showing the date received**

**Copy of the public body’s fee estimate notice to the applicant if applicable**

**Copy of the public body’s letter of extension to the applicant if applicable**

**Copy of the public body’s section 30 notice(s) to the applicant and third party(ies) if applicable**

**Evidence of multiple concurrent requests if applicable (e.g. acknowledgement letters, etc.)**

**Other relevant attachments**

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| **Section G: Public Body Signature** |

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| Click or tap here to enter text. |  | Click or tap here to enter text. |
| **Name** |  | **Email** |
|  |  | Click or tap here to enter text. |
| **Signature of Public Body’s Authorized Individual** |  | **Date** |

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| **Questions** |

Submit the completed form and attachments by email to [timeextension@oipc.ab.ca](mailto:timeextension@oipc.ab.ca)

If you have any questions about the time extension process or how this form should be completed, please email [timeextension@oipc.ab.ca](mailto:timeextension@oipc.ab.ca).

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