**Form for Making a Submission to the Ombudsman for an Extension Longer Than 30 Days Under the Freedom of Information and Protection of Privacy Act (FIPPA)**

Under FIPPA subsection 15(1), a public body may extend the 45-day time limit to respond to an access application for up to an additional 30 days, or for a longer period if the ombudsman agrees. If the public body has determined that responding to the request will require more than a total of 75 days, the public body may ask the ombudsman for a longer extension by submitting this form.

Submissions made with less than three business days prior to the expiry of the public body's time limit for responding may not be considered. Submissions received after the public body's time limit has expired will not be considered.

If you have any questions about completing the form, please review our practice note *Making a Submission to the Ombudsman for an Extension Longer Than 30 Days Under FIPPA* [[here]](https://www.ombudsman.mb.ca/uploads/document/files/practice-note-longer-extensions-fippa-en.pdf) or contact us at 204-982-9130 or toll free at 1-800-665-0531. We encourage public bodies to call our office for a preliminary discussion if they have not previously requested a longer extension or are uncertain about the basis for an extension.

This form can be printed and submitted by fax or mail, or saved and sent as an attachment to an email.

Mail:

Manitoba Ombudsman

750 - 500 Portage Avenue

Winnipeg, MB R3C 3X1

Fax: 204-942-7803

Email: ombudsman@ombudsman.mb.ca

**Submission date** Click or tap to enter a date.

**PUBLIC BODY INFORMATION**

**Name of public body** Click or tap here to enter text.

**Program/department (if applicable)** Click or tap here to enter text.

**Public body file/request number** Click or tap here to enter text.

**Contact Person**

**Name** Click or tap here to enter text.

**Title** Click or tap here to enter text.

**Phone** Click or tap here to enter text.

**Fax** Click or tap here to enter text.

**Email** Click or tap here to enter text.

**Mailing address** Click or tap here to enter text.

**ACCESS APPLICATION DETAILS**

1. Please provide the actual wording of the applicant's request for records as received by the public body (do not include names of individuals) or attach a copy of the application form with this submission (please remove names of individuals):

Click or tap here to enter text.

1. Has the wording of the application been changed or modified after it was received?

Yes[ ] /No[ ]

If yes, provide the wording of the modified access request.

Click or tap here to enter text.

**FACTORS THAT AFFECT THE TIME LIMIT FOR RESPONDING**

1. Date the access application was received: Click or tap to enter a date.
	1. Was the applicant asked to provide further information needed to process the request under subsection 12.1(1)?

Yes[ ] /No[ ]

If yes, when was the information requested?

Click or tap to enter a date.

If yes, when did the applicant respond?

Click or tap to enter a date.

1. Was an Estimate of Costs issued?

Yes[ ] /No[ ]

If yes, what is the date of the estimate? Click or tap to enter a date.

* 1. If an estimate was issued, was it accepted by the applicant?

Yes[ ] /No[ ]

If yes, on what date did the applicant accept the estimate? Click or tap to enter a date.

1. Was an extension already taken for up to an additional 30 days?

Yes[ ] /No[ ]

If yes, what is the date of the extension letter? Click or tap to enter a date.

If yes, what is the date of the extended time limit (due date)? Click or tap to enter a date.

5.1 If an extension was taken, what was the reason for the extension? (check all that apply)

[ ] 15(1)(b)(i) Large volume of records must be searched

[ ] 15(1)(b)(ii) Number of requests made by applicant(s)

[ ] 15(1)(c) Consultation with a third party, another public body or legal counsel

[ ] 15(1)(d) A third party made a complaint under subsection 59(2)

[ ] 15(1)(e) The applicant consents to the extension

[ ] 15(1)(f) Exceptional circumstances warrant the extension

**GROUNDS FOR LONGER EXTENSION**

1. Each clause under subsection 15(1) describes a specific circumstance under which an extension may be taken. Please identify the clause that permits the extension. If more than one clause is believed to permit the extension, identify each relevant clause.

15(1)(b)(i) Large volume of records

If relying on 15(1)(b)(i):

1. Describe the volume of records requested or that must be searched.

Click or tap here to enter text.

1. Explain why responding to the application within the regular extension period of up to an additional 30 days would interfere unreasonably with the operations of the public body. This would include time spent processing the request and activities completed so far and those remaining, and any relevant factors such as unusual volume of concurrent requests, unusual operational challenges such as natural disaster, or seasonal operations, etc.

Click or tap here to enter text.

15(1)(b)(ii) Number of requests made by an applicant(s)

If relying on 15(1)(b)(ii):

1. Describe the number and nature of the requests received from the applicant or their associates.

Click or tap here to enter text.

1. Explain why responding to the application within the regular extension period of up to an additional 30 days would interfere unreasonably with the operations of the public body. This would include time spent processing the current request as well as the other requests of the applicant or their associates, and activities completed so far and those remaining, and any relevant factors such as unusual volume of concurrent requests, unusual operational challenges such as natural disaster, or seasonal operations, etc.

Click or tap here to enter text.

15(1)(c) Consultation with a third party, public body or legal counsel

If relying on 15(1)(c):

1. Describe who the third party is, identify the public body or indicate that legal counsel is being sought

Click or tap here to enter text.

1. Explain why the consultation is necessary before deciding whether or not to grant access to a record.

Click or tap here to enter text.

1. Explain why these consultations cannot be completed within the regular extension period of up to an additional 30 days (75 days from receipt of the request).

Click or tap here to enter text.

15(1)(e) The applicant consents to the extension

If relying on 15(1)(e):

1. Provide written documentation demonstrating how consent was obtained (for example, a copy of your request to the applicant for their consent as well as a copy of their consent)

Click or tap here to enter text.

1. Explain why the extension was needed and why the applicant’s consent was sought

Click or tap here to enter text.

15(1)(f) Exceptional circumstances warrant the extension

If relying on 15(1)(f):

1. Describe the exceptional circumstances that warrant an extension, with as much detail as possible

Click or tap here to enter text.

1. Explain how the exceptional circumstances interfered with the processing of the application, what steps have been completed and what steps need to be completed and when you anticipate the exceptional circumstances to end or the application to be processed.

Click or tap here to enter text.

**AMOUNT OF ADDITIONAL TIME REQUESTED IN THE LONGER EXTENSION**

1. What is your current time limit (due date), taking into consideration any factors that may have altered your due date?

Click or tap to enter a date.

1. Number of calendar days beyond the current due date requested:

Click or tap here to enter text.

1. Proposed new due date:

Click or tap to enter a date.

1. Explain how it was determined that this amount of time is required to complete the processing of the access application and respond to the applicant:

Click or tap here to enter text.

**OTHER INFORMATION**

1. If not otherwise addressed earlier in this form, please describe what steps have already been taken when processing the request (searches done, preparation, consultations etc), including the dates/time frames when each step was completed and what steps remain and what is the time frame for completing each of those steps.

Click or tap here to enter text.

1. Can one or more portions of the request be processed more quickly than the remainder of the request? For example, if a third party or another public body needs to be consulted regarding only a portion of the records, it may be possible to make an interim decision at an earlier date about access to the other records. Or, if there is a large volume of responsive records, it may be possible that records can be released in interim batches as they are prepared, rather than waiting to issue one decision after all of the records have been prepared.

Yes[ ] /No[ ]

If yes, please indicate the public body’s plan for providing an interim decision(s) and interim release of records and an approximate time frame for their release.

Click or tap here to enter text.

If no, please explain why an interim decision is not a suitable option.

Click or tap here to enter text.

1. Is there any additional information you wish to provide to clarify your request for a longer extension?

Click or tap here to enter text.