SOFTSIM TECHNOLOGIES INC. · ACCESS TO INFORMATION AND PRIVACY

Axcess1 | SoftSim

Nova Scotia

Built around your law — not around generic case management.

Axcess1 takes a request from intake to release under Freedom of Information and Protection of Privacy Act (SNS 1993, c 5) and Municipal Government Act, Part XX — Freedom of Information and Protection of Privacy (SNS 1998, c 18, Part XX).

Your Act
Provisions, time limits, notices and letters already loaded

30 days
The statutory time limit, calculated for every request

Agentic AI, optional
AI assists. Authorized officials decide.

Free for 30 days
One licence, the full product, no obligation

Built around your law

Many case-management products ask a public body to adapt its process to the software. Axcess1 is configured around the legislation, the procedures, the vocabulary and the reporting obligations of each jurisdiction. An organization chooses its Act once; every screen, deadline, letter and report then follows it.

Generic case management

The organization adapts to the software.

Axcess1

The software follows the legislation and the way government works.

Legislative support — FOIPOP

Freedom of Information and Protection of Privacy Act (SNS 1993, c 5)

What the Act requires	As configured in Axcess1
Who it applies to	Public bodies under s. 3(1)(j): Government departments; boards, commissions, foundations, agencies, tribunals and associations whose members are appointed by the Governor in Council or are public officers; bodies listed in the Schedule; the Public Archives; and local public bodies (hospitals, universities, education entities, Nova Scotia Community College, Collège de l'Acadie). Municipalities are covered by Part XX of the Municipal Government Act instead (pack ns-mga20).
Time limit to respond	30 days (s. 7(2)). The due date is calculated when the request is entered, with the holidays of the jurisdiction.
Extensions	Up to 30 days. Up to 30 more days if the request lacks detail, a large number of records must be searched, or a third party or other public body must be consulted; a longer period needs the Review Officer's permission. The applicant must be told the reason, the expected date and the right to complain (s. 9(2)). Time is suspended while a disregard application or a review is before the Review Officer (s. 9A). (s. 9(1))
No answer in time	Treated as a refusal (s. 7(3)); overdue requests are flagged.
Third-party notice	Notice under s. 22; 14 days for the third party to respond; 20 days to seek review of the decision
Transfer to another body	s. 10, within 10 days
Decision and reasons	The decision letter gives the reasons, the provision relied on and the right of review (s. 7(2)(a)(ii)).
Fees	$5 application fee for general records; processing fees (max. $15 per half-hour after the first 2 free hours of search, $0.20 per page) need a prior estimate and may be waived; no fees for the applicant's own personal information (s. 11(4)).
Review and complaints	Office of the Information and Privacy Commissioner for Nova Scotia (Review Officer); 60 days to ask for a review (s. 34(1)(a))
Privacy breaches	The incident register records each breach and what the rules of this jurisdiction require.

Loaded for this Act

- **28 provisions** (exemptions, exceptions and exclusions) ready to cite on a redaction, each with its section number.
- **Request types:** General information request (FOIPOP, s. 6); Own personal information (FOIPOP); Correction of personal information (FOIPOP, s. 25).
- **Statutory steps on the timeline:** Extension under s. 9(1) (up to 30 days; notice to applicant, s. 9(2)); Longer extension with the Review Officer's permission (s. 9(1)) — enter the approved period; Request transferred to another public body (s. 10, within 10 days); Application to the Review Officer to disregard requests (s. 6A, within 14 days) — time suspended (s. 9A(a)); Fee estimate given (s. 11(5)); payment may be required before services (s. 11(6)); Third-party notice (s. 22; 14 days to consent or make representations)….
- **Standard letters** for this Act: acknowledgement, extension, third-party notice, fee notice and decision, from templates your office can edit.

Legislative support — MGA Part XX

Municipal Government Act, Part XX — Freedom of Information and Protection of Privacy (SNS 1998, c 18, Part XX)

What the Act requires	As configured in Axcess1
Who it applies to	Municipalities as defined in s. 461(e): regional municipalities, towns, county or district municipalities, villages, service commissions and municipal bodies (committees, community councils, agencies, authorities, boards or commissions appointed by or under the authority of one or more municipalities).
Time limit to respond	30 days (s. 467(2)). The due date is calculated when the request is entered, with the holidays of the jurisdiction.
Extensions	Up to 30 days. Up to 30 more days if the request lacks detail, a large number of records must be searched, or a third party or other municipality must be consulted; a longer period needs the review officer's permission. The applicant must be told the reason, the expected date and the right to complain (s. 469(2)). Time is suspended during disregard applications, reviews and appeals (s. 469A). (s. 469(1))
No answer in time	Treated as a refusal (s. 467(3)); overdue requests are flagged.
Third-party notice	Notice under s. 482(1); 14 days for the third party to respond; 20 days to seek review of the decision
Transfer to another body	s. 470, within 10 days
Decision and reasons	The decision letter gives the reasons, the provision relied on and the right of review (s. 467(2)(a)(ii)).
Fees	$5 application fee for general records (per OIPC NS); processing fees need a prior estimate, the first 2 hours of search are free, and fees may be excused; no fee for the applicant's own personal information (s. 471(4)).
Review and complaints	Office of the Information and Privacy Commissioner for Nova Scotia (Review Officer); 60 days to ask for a review (s. 488(1)(a))
Privacy breaches	The incident register records each breach and what the rules of this jurisdiction require.

Loaded for this Act

- **22 provisions** (exemptions, exceptions and exclusions) ready to cite on a redaction, each with its section number.
- **Request types:** General information request (MGA Part XX, s. 466); Own personal information (MGA Part XX); Correction of personal information (MGA Part XX, s. 484).
- **Statutory steps on the timeline:** Extension under s. 469(1) (up to 30 days; notice to applicant, s. 469(2)); Longer extension with the review officer's permission (s. 469(1)) — enter the approved period; Request transferred to a municipal body (s. 470, within 10 days); Application to the review officer to disregard requests (s. 466A, within 14 days) — time suspended (s. 469A(a)); Fee estimate given (s. 471(5)); payment may be required before services (s. 471(6)); Third-party notice (s. 482(1); 14 days to consent or make representations)….
- **Standard letters** for this Act: acknowledgement, extension, third-party notice, fee notice and decision, from templates your office can edit.

Legislation-to-feature matrix

Legislative requirement	Axcess1 support
Statutory deadline	30 days (s. 7(2)): calculated automatically for each request; overdue and upcoming requests on the dashboard.
Extensions and holds	Recorded as events that move the due date, each tied to its section of the Act.
Exemptions and exclusions	The provisions of FOIPOP and MGA Part XX in the redaction editor, each with its section number.
Third parties and consultations	Notices, consultation packages and their due dates tracked on the request.
Fees	Fee notices and payments recorded on the request.
Reviews, appeals and complaints	Recorded on the request timeline with their dates and outcome.
Redaction	Done by the analyst in the built-in editor; optional AI suggestions that the analyst accepts or rejects.
Decision letters	Generated from templates for this Act, with the provisions cited.
Release	A release package built from the reviewed records; redactions are permanent in the released file.
Annual statistics	Annual access statistics for the period, with each figure traceable to its requests.

Legislative requirement	Axcess1 support
Audit trail	Every action on a request is recorded with the user and the time.

From request to release

Step	What Axcess1 does
Receive and validate	The request is entered with its type, requester and date received; a number is issued from your own numbering pattern.
Calculate the deadline	The due date follows the Act: 30 days (s. 7(2)). Holds and extensions move it and are recorded.
Assign and search	The request is assigned to an officer; the units holding records are tasked and their answers tracked.
Collect and review	Records are uploaded (PDF, Office files, scans with text recognition) and reviewed page by page.
Apply the provisions and redact	The analyst marks a passage and picks the provision of this Act; the released copy shows the section relied on.
Consult	Consultation packages are produced per party, with their due dates.
Approve	The response goes to the approver's inbox for review and signature.
Release	The release package and the decision letter are generated from the request.
Report	Requests, processing times, decisions and provisions invoked are counted for the period you choose.

Agentic AI across the lifecycle

AI is switched off until your administrator turns it on, one capability at a time. **AI assists. Authorized officials decide.**

Agent	What it does
Intake agent	Proposes a new request from a message, the portal or a drop folder; an officer confirms it.
Document intelligence	Summarizes and classifies the records and finds the people and organizations named in them.
Responsiveness agent	Suggests which records answer the request.
Exemption assist	Proposes provisions of FOIPOP with reasons; redaction candidates appear in the editor.
Consultation agent	Suggests who should be consulted and on which pages.
Quality assurance agent	Checks a package a second time before release.
Deadline watch	Lists the requests at risk of running late.
Copilot	Answers questions about a request, citing the records it used.

Audio and video, redacted and checked

- **Picture and sound together:** blur or black out part of the picture and mute or bleep what is said at the same moment, each redaction tied to the provision of your Act.
- **Faces, licence plates, screens and text found for you:** detection runs on the server that runs Axcess1 (yours, or ours in Canada), with no outside AI service, and follows each one as it moves. An authorized official accepts or rejects every find.
- **Checked before release:** each redacted copy is compared with the original, box by box and passage by passage, and a copy that fails is not released. Location, author and device details are removed; the original is never changed.

Migration, deployment and security

- **Migration:** case history, requesters and documents are brought over from the system you use today.
- **Deployment:** hosted by SoftSim in Canada, on your own private cloud or servers, or standalone on a PC or Mac.
- **Security:** SoftSim is cleared by the Government of Canada at the Top Secret level. Each organization's records are separate, access is controlled by role and every action is recorded.

Try it free for 30 days

One free licence for 30 days, with the full product and no obligation.

If you keep it (Canadian dollars, plus applicable taxes)	Price
Single user	$999 a year
Standalone for your PC or Mac	$999 to buy and install on your own computer
Technical support, upgrades and maintenance	$599 a year
Hosting by SoftSim	$1,119 a year per user
Organization licence, up to 5 users	**$4,999 a year**, hosted, with support, upgrades, backups, security and recovery

Write to **atip@softsim.ca** to start your free month or to see a 30-minute demonstration. · axcess1.ca

Axcess1 supports configurable workflows designed around the applicable legislation. Government organizations remain responsible for legal interpretation and statutory decisions. Summaries of the legislation are paraphrases prepared from the published text; they are not legal advice. Text of the Act checked on 2026-10-01.