

Timelines – Business Days

ATIPP Office

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Background

The **Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015)** requires public bodies to respond to an access to information request without delay and in any event not more than 20 business days after receiving it, unless the time limit for responding is extended under section 23.

The timelines for handling access to information requests or responding to the Information and Privacy Commissioner referenced in **ATIPPA, 2015** specify “business days”.

Paragraph 2(b) defines “business day” as “a day that is not a Saturday, Sunday or a holiday”. While “holiday” is not defined in the Act, section 27(1)(l) of the **Interpretation Act** states that “holiday” means:

- (i) every Sunday,
- (ii) New Year's Day, Good Friday, Victoria Day, Memorial Day or Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day,
- (iii) the birthday or the day fixed by proclamation for the celebration of the birth of the reigning Sovereign,
- (iv) a day appointed by an Act of the Parliament of Canada or by proclamation of the Governor General or of the Lieutenant-Governor for day of a general prayer or mourning or day of public rejoicing or thanksgiving or a public holiday,
- (iv) in a particular municipality, other than the City of St. John's and the Town of Harbour Grace, 1 day in each year, which the council of that municipality may fix as a public holiday,
- (v) in the City of St. John's, the day in each year ultimately determined, in the manner prescribed by custom, for the St. John's Annual Regatta, and
- (vi) in the Town of Harbour Grace, the day in each year ultimately determined, in the manner prescribed by custom, for the Harbour Grace Annual Regatta;

Holidays

The following are considered holidays for the purposes of the **Interpretation Act** and **ATIPPA, 2015**:

- New Year's Day*
- Good Friday
- Victoria Day
- Canada Day*
- Labour Day
- Regatta Day/ Civic Holidays
- Thanksgiving Day
- Remembrance Day*
- Christmas Day*
- Boxing Day*

*If this holiday is on a Saturday, and is observed on a Monday, it is considered a business day for the purposes of the Act.

The following are not holidays for the purposes of the **Interpretation Act** and **ATIPPA, 2015**:

- St. Patrick's Day
- St. George's Day
- June Holiday
- Orangeman's Day