

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” includes Sunday, New Year's Day, Good Friday, Easter Monday, Victoria Day, the birthday or the day appointed for the celebration of the birth of the reigning Sovereign, Labour Day, Remembrance Day, Armistice Day, Christmas Day, and 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, and whenever a holiday falls on a Sunday the expression “holiday” includes the following day.

Holidays

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

- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Labour Day
- Remembrance/Armistice Day
- Christmas Day

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

- St. Patrick's Day
- St. George's Day
- Discovery Day
- Orangeman's Day
- Regatta Day/ Civic Holidays
- Thanksgiving
- Boxing Day