

RTIPPA Bulletin
April 2018

Timelines – Business Days

BACKGROUND

The *Right to Information and Protection of Privacy Act (RTIPPA)* has been amended to refer to all time lines in business days. As such, public bodies are now required to respond to an access to information request within 30 business days after receiving it, unless the time limit for responding is extended under one of the criteria listed in section 11 of the Act.

RTIPPA defines “business day” as “a day other than Saturday or a holiday as defined in the *Interpretation Act*”. While a “holiday” is not defined in *RTIPPA*, the *Interpretation Act* defines it as follows:

“holiday” includes Sunday, New Year’s Day, Good Friday, Easter Monday, Canada Day, Christmas Day, the birthday or the day appointed for the celebration of the birth of the reigning Sovereign, Victoria Day, New Brunswick Day, Labour Day, and any day appointed by any Statute in force in the Province or by proclamation of the Governor-General or of the Lieutenant-Governor as a general holiday within the province, and whenever a holiday other than Sunday 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 *RTIPPA*:

- New Year’s Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- New Brunswick Day
- Labour Day
- Thanksgiving
- Remembrance Day
- Christmas Day
- Boxing Day

However, for purposes of the *Interpretation Act* and *RTIPPA*, the following is **not** a holiday:

- St. Patrick’s Day

Example: If a public body receives an RTIPPA request on March 15, 2019 and no extension to the 30 business day time limit to respond to the request is needed, the public body must issue a response to the request on or before April 30th. For illustration, the 30 business days are highlighted in the calendar below.

March 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 REQUEST	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 Good Friday	20
21	22 Easter Monday	23	24	25	26	27
28	29	30 DEADLINE				