

VICTORIA Critical Path

2023

ALL DATES ARE SUBJECT TO CHANGE

Updated October 20, 2022

	2023 WINTER	2023 SPRING	2023 SUMMER	2023 FALL	2023 HOLIDAY	
Signup Start Date	Mon, Jan 2	Mon, Apr 10	Mon, Jul 3	Mon, Sep 4	Mon, Dec 4	
Signup End Date	Sun, Apr 9	Sun, Jul 2	Sun, Sep 3	Sun, Dec 3	Mon, Jan 1	
Signup length (weeks)	14	12	9	13	4	
Stats & Special Days	JAN 2, 2023	Easter Monday	Canada Day in lieu	Labour Day	Christmas Day	
Date	Mon, Jan 2, 2023	Mon, Apr 10, 2023	Mon, Jul 3, 2023	Mon, Sep 4, 2023	Mon, Dec 25, 2023	
Service Level	Saturday (No Late)	Saturday (No Late)	Saturday (No Late)	Sunday (Summer)	Sunday	S/U START DATES & STAT SERVICE LEVELS TBC
	Family Day	Victoria Day	BC Day	Nat'n Day T&R	Boxing Day	
	Mon, Feb 20, 2023	Mon, May 22, 2023	Mon, Aug 7, 2023	Sat, Sep 30, 2023	Tue, Dec 26, 2023	
	Saturday (No Late)	Sunday	Sunday	Saturday	Saturday (No Late)	
	Good Friday			Thanksgiving	New Year's Eve	
	Fri, Apr 7, 2023	Canada Day		Mon, Oct 9, 2023	Sun, Dec 31, 2023	
	Sunday	Sat, Jul 1, 2023		Sunday	Sunday (+LATE)	
		Saturday		Remembrance	New Year's Day	
				Sat, Nov 11, 2023	Mon, Jan 1, 2024	
				Saturday	Sunday	
				Remembrance day in lieu		
				Mon, Nov 13, 2023		
				Saturday (No Late)		
						<i>Days from start of implementation</i>
						ACTION
Staffing/Vehicles confirmed	Wed, Aug 17	Wed, Nov 16	Wed, Feb 22	Wed, Apr 19	Wed, Apr 19	Operations, Fleet, Maintenance, Planning, Scheduling
Detailed service change specs, maps and bus stop changes to Scheduling	Fri, Aug 26	Fri, Nov 25	Fri, Mar 3	Fri, Apr 28	Fri, Apr 28	Planning
Inception Meeting to review & clarify service change specs	Wed, Aug 31	Wed, Nov 30	Wed, Mar 8	Wed, May 3	Wed, May 3	Planning & Scheduling
Review of previous work with Sheets Committee	Thu, Sep 8	Thu, Dec 8	Thu, Mar 16	Thu, May 11	Thu, May 11	Scheduling & Unifor
Deadline for draft schedules to Scheduling Manager	Fri, Sep 16	Fri, Dec 16	Fri, Mar 24	Fri, May 19	Fri, May 19	Scheduling
Deadline for feedback from Scheduling Manager	Fri, Sep 23	Fri, Dec 23	Fri, Mar 31	Fri, May 26	Fri, May 26	Scheduling
Deadline for draft schedules to Planning	Wed, Sep 28	Wed, Jan 11	Wed, Apr 5	Wed, May 31	Wed, May 31	Scheduling
Deadline for feedback from Planning (Confirm with UVic & Camosun)	Tue, Oct 4	Tue, Jan 17	Tue, Apr 11	Tue, Jun 6	Tue, Jun 6	Planning
TT (route) schedules complete	Fri, Oct 7	Fri, Jan 20	Fri, Apr 14	Fri, Jun 9	Fri, Jun 9	Scheduling
Service Review Committee Meeting	Tue, Oct 11	Tue, Jan 24	Tue, Apr 18	Tue, Jun 13	*	Planning & Scheduling
Riders Guide maps to Marketing	Tue, Oct 18	Tue, Jan 24	Tue, Apr 18	Tue, Jun 20	*	-76 Planning
Vehicle schedules complete	Wed, Oct 19	Wed, Feb 1	Wed, Apr 26	Wed, Jun 21	Wed, Jun 21	Scheduling
Riders Guide files to Marketing	Thu, Oct 27	Thu, Feb 2	Thu, Apr 27	Thu, Jun 29	*	-67 Scheduling
Riders Guide proofing begins	Thu, Nov 3	Thu, Feb 9	Thu, May 4	Thu, Jul 6	*	-60 Marketing, Planning, Scheduling, Operations
Service change summary and new route maps distributed	Fri, Oct 28	Fri, Feb 10	Fri, May 5	Fri, Jun 30	*	Planning
Final bus stop changes cut-off. Trip patterns updated	Fri, Nov 4	Tue, Feb 7	Fri, May 5	Fri, Jul 7	Fri, Oct 6	Planning, Operations, Scheduling, Bus Stop Coord.
MarCom Plan Drafted	Mon, Nov 7	Mon, Feb 13	Mon, May 8	Mon, Jul 10	Mon, Oct 9	-56 Marketing
Runcut Preview w/Unifor Sheet Chair	Tue, Nov 1	Tue, Feb 14	Tue, May 9	Tue, Jul 4	Tue, Jul 4	Scheduling & Unifor
Runcuts complete	Fri, Nov 4	Fri, Feb 17	Fri, May 12	Fri, Jul 7	Fri, Jul 7	Scheduling
SSA files exported. Stopinfo schedule creation begins	Mon, Nov 14	Fri, Feb 17	Mon, May 15	Mon, Jul 17	Mon, Oct 16	-49 Scheduling, Marketing
Day Off Assignment	Tue, Nov 8	Tue, Feb 21	Tue, May 16	Tue, Jul 11	*	Unifor & Scheduling
AV Changes Cut-Off	Thu, Nov 10	Fri, Feb 24	Fri, May 19	Fri, Jul 14	*	Operations
Signup Docs (incl. TEXT files) to Unifor & Operations	Thu, Nov 10	Fri, Feb 24	Fri, May 19	Fri, Jul 14	*	Scheduling
NTO, Service Change Summary and new route maps posted for Operators on The Hub	Thu, Nov 10	Fri, Feb 24	Fri, May 19	Fri, Jul 14	*	Operations & Marketing
Preview sheets posted	Thu, Nov 10	Fri, Feb 24	Fri, May 19	Fri, Jul 14	*	Operations
Sign Up Times Posted	Thu, Nov 10	Fri, Feb 24	Fri, May 19	Fri, Jul 14	*	Operations
Riders Guide proof group meeting	Mon, Nov 21	Mon, Feb 27	Fri, May 19	Mon, Jul 24	*	-42 Marketing, Planning, Scheduling, Operations
Drivers' coffee chats (week of...)	Mon, Nov 14	Mon, Feb 27	Mon, May 22	Mon, Jul 17	*	Scheduling, Planning, Operations, Marketing & Unifor
Unifor Sheet Exams	Thu, Nov 17	Thu, Mar 2	Thu, May 25	Thu, Jul 20	*	Unifor
Deadline for Unifor comments	Fri, Nov 18	Fri, Mar 3	Fri, May 26	Fri, Jul 21	*	Unifor & Scheduling
Final signup docs distributed	Fri, Nov 18	Fri, Mar 3	Fri, May 26	Fri, Jul 21	*	Scheduling
Service Implementation Mtg #1	Fri, Nov 18	Fri, Mar 3	Fri, May 26	Fri, Jul 21	*	ALL (Government Relations)
Final signup docs posted	Fri, Nov 18	Fri, Mar 3	Fri, May 26	Fri, Jul 21	*	Operations

Hastus Calendar ready for exports	Fri, Nov 18	Fri, Mar 3	Fri, May 26	Fri, Jul 21	*	Scheduling
GTFS export for trip planning	Fri, Nov 18	Fri, Mar 3	Fri, May 26	Fri, Jul 21	Fri, Oct 27	Scheduling
Hastus file uploaded to Trapeze	Fri, Nov 18	Fri, Mar 3	Fri, May 26	Fri, Jul 21	*	Scheduling, Operations & IT
AVL data upload (Hastus & Trapeze)	Fri, Nov 18	Fri, Mar 3	Fri, May 26	Fri, Jul 21	Fri, Oct 27	Scheduling & Operations
Load bid to The Hub	Fri, Nov 18	Fri, Mar 3	Fri, May 26	Fri, Jul 21	*	Operations
Scheduling statistics distributed	Fri, Nov 18	Fri, Mar 3	Fri, May 26	Fri, Jul 21	*	Scheduling
Peak Vehicles to Fleet & Maintenance	Fri, Nov 18	Fri, Mar 3	Fri, May 26	Fri, Jul 21	*	Scheduling
Destination signs updated (Notify Mtce & Ops. Finalize paddles)	Fri, Nov 18	Fri, Mar 3	Fri, May 26	Fri, Jul 21	*	Scheduling & Operations
Pick (signup) starts	Fri, Nov 25	Fri, Mar 10	Fri, Jun 2	Fri, Jul 28	*	Operations & Unifor
Service Implementation Mtg #2 (optional)	Mon, Nov 28	Mon, Mar 20	Mon, Jun 12	Mon, Aug 14	Mon, Nov 13	ALL (Government Relations)
Pick (signup) ends (approx.)	Sun, Dec 11	Sun, Mar 26	Sun, Jun 18	Sun, Aug 20	*	-15 Operations
Schedules uploaded to website	Mon, Dec 19	Mon, Mar 27	Mon, Jun 19	Mon, Aug 21	Mon, Nov 20	-14 Scheduling
Final AVL data upload (<i>if required</i> - will then require a new GTFS export as well)	Mon, Dec 19	Mon, Mar 27	Mon, Jun 19	Mon, Aug 21	Mon, Nov 20	-14 Scheduling & Operations
Riders Guide delivered	Mon, Dec 12	Mon, Mar 27	Mon, Jun 19	Mon, Aug 21	*	-14 Marketing
Service Implementation Mtg #3	Mon, Dec 12	Mon, Mar 27	Mon, Jun 19	Mon, Aug 21	Mon, Nov 20	-14 ALL (Government Relations)
Distribute job books and final docs	Mon, Dec 19	Mon, Apr 3	Mon, Jun 26	Mon, Aug 28	*	-7 Operations

SIGNUP START DATE **Mon, Jan 2** **Mon, Apr 10** **Mon, Jul 3** **Mon, Sep 4** **Mon, Dec 4**

2023 Annual Vacation and Banked Stat Signup: Sep 26 - Oct 16, 2022

*Winter dates are
-7 due to Xmas
holidays*

These dates are FIXED based on the start date of the service change

Stats during this PRODUCTION period:	Labour Day	Christmas Day	Family Day	Good Friday	Labour Day
	Mon, Sep 05-22	Sun, Dec 25-22	Mon, Feb 20-23	Fri, Apr 07-23	Mon, Sep 04-23
	Thanksgiving	Boxing Day	Good Friday	Easter Monday	Thanksgiving
	Mon, Oct 10-22	Mon, Dec 26-22	Fri, Apr 07-23	Mon, Apr 10-23	Mon, Oct 09-23
	Remembrance	New Years Day	Easter Monday	Victoria Day	Remembrance
	Fri, Nov 11-22	Sun, Jan 01-23	Mon, Apr 10-23	Mon, May 22-23	Sat, Nov 11-23
	Christmas Day	JAN 3 IN LIEU	Victoria Day	Canada Day	Christmas Day
	Sun, Dec 25-22	Mon, Jan 02-23	Mon, May 22-23	Sun, Jan 01-23	Mon, Dec 25-23
	Boxing Day	Family Day		Canada Day IN LIEU	Boxing Day
	Mon, Dec 26-22	Mon, Feb 20-23		Mon, Jan 02-23	Tue, Dec 26-23
	New Years Day			BC Day	New Years Day
	Sun, Jan 01-23			Mon, Aug 07-23	Mon, Jan 01-24

PUBLIC SCHOOLS	KEY DATES AFFECTING SERVICE PERIODS
Classes Start	
Winter Break Start	
Winter Break End	
Spring Break Start	
Spring Break End	
Classes End	

UVIC	Winter 2023	Summer 2023 (14-wk)	Summer 2023 (7-wk)	Summer 2023 (7-wk)	Fall 2023
Classes Start	Mon, Jan 9-23	Wed, May 03-23	Mon, May 15-23	Wed, Jul 05-23	Wed, Sep 06-23
Reading Break Start	Mon, Feb 20-23	Mon, Jul 03-23	--	--	Mon, Nov 13-23
Reading Break End	Fri, Feb 24-23	Tue, Jul 04-23	--	--	Wed, Nov 15-23
Classes End	Thu, Apr 6-23	Fri, Jul 28-23	Fri, Jun 30-23	Mon, Aug 21-23	Fri, Dec 01-23
Exams Start	Tue, Apr 11-23	Tue, Aug 08-23	--	--	Mon, Dec 04-23
Exams End	Wed, Apr 26-23	Fri, Aug 18-23	--	--	Mon, Dec 18-23
<i>Exams start times are 0900, 1400 and 1900 (roughly 1/3 each)</i>					

CAMOSUN	Winter 2023	Summer (14-wk)	Summer (7-wk)	Summer (7-wk)	Fall 2023
Classes Start	Mon, Jan 9-23	Mon, May 01-23	Mon, May 01-23	Tue, Jul 04-23	TBD
Reading Break Start	Tue, Feb 21-23	--	--	--	--
Reading Break End	Fri, Feb 24-23	--	--	--	--
Classes End	Sat, Apr 15-23	Sat, Aug 05-23	Sat, Jun 17-23	Mon, Aug 21-23	
Exams Start	Mon, Apr 17-23	Tue, Aug 08-23	Mon, Jun 19-23	Tue, Aug 22-23	
Exams End	Tue, Apr 25-23	Wed, Aug 16-23	Wed, Jun 21-23	Thu, Aug 24-23	