

How to use the Choice-based Cycle Calendar

Step 1:

Familiarize yourself with the definition of terms.

This will enable you to understand the sequence of activities through each Choice-based cycle.

Step 2:

On dates where there are Choice-based activities, you will find the cycle number and the description of the Choice-based activity. The first example can be seen on January 4, Cycle 1.

Some dates have overlapping cycles. Please be mindful of the cycle number and the corresponding activities.

To illustrate one full cycle, here are the important dates for Cycle 2:

January 12, Vacancy submission deadline

January 16 and 17, Vacancy review period

January 18, Cycle opening

January 29, Cycle closing

January 30 and 31, begin the offer process

February 26, Complete the offer process. Unit should be on "Accepted" status.

This process will repeat for each cycle.

The Choice-based schedule for 2024 is captured in a monthly calendar and annual table format below.

Choice-based Cycle Calendar - Definition of Terms

CB Activity 1: Vacancy submission deadline.

The day by which a housing provider must submit a complete vacancy and set the unit status to "Ready for Review."



CB Activity 6: Complete the offer process.

The offer process should be completed within 28 days from the day the unit was offered.

Housing providers must adhere to this service level agreement.



CB Activity 5: Begin the offer process.

Housing providers must place an applicant "On Offer" on RENTCafé and contact the applicant within 2 business days after cycle closing.

Housing providers must adhere to this service level agreement.

CB Activity 2: Vacancy review period.

The period in which housing providers should monitor their vacancy submission and apply necessary corrections to rejected submissions. Accepted submissions will automatically participate in the upcoming cycle.



CB Activity 3: Cycle opening.

The first day eligible applicants can start expressing interest in participating vacancies.



CB Activity 4: Cycle closing.

The last day eligible applicants can express interest in participating vacancies.



January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day	2	3	4 Cycle 1 Cycle opening	5	6
7	8	9	10	11	12 Cycle 2 Vacancy submission deadline.	13
14	15 Cycle 1 Cycle closing Cycle 24 (2023) Offer status: ACCEPTED	16 Cycle 1 Begin the offer process. Day 1 Cycle 2 Vacancy review period	17 Cycle 1 Begin the offer process Day 2 Cycle 2 Vacancy review period	18 Cycle 2 Cycle opening	19	20
21	22	23	24	25	26 Cycle 3 Vacancy submission deadline.	27
28	29 Cycle 2 Cycle closing Cycle 25 (2023) Offer status: ACCEPTED	30 Cycle 2 Begin the offer process Day 1 Cycle 3 Vacancy review period	31 Cycle 2 Begin the offer process Day 2 Cycle 3 Vacancy review period			

February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Cycle 3 Cycle opening	2	3
4	5	6	7	8	9 Cycle 4 Vacancy submission deadline.	10
11	12 Cycle 3 Cycle closing Cycle 1 Offer status: ACCEPTED	13 Cycle 3 Begin the offer process Day 1 Cycle 4 Vacancy review period	14 Cycle 3 Begin the offer process Day 2 Cycle 4 Vacancy review period	15 Cycle 4 Cycle opening	16	17
18	19 Family day	20	21	22	23 Cycle 5 Vacancy submission deadline.	24
25	26 Cycle 4 Cycle closing Cycle 2 Offer status: ACCEPTED	27 Cycle 4 Begin the offer process Day 1 Cycle 5 Vacancy review period	28 Cycle 4 Begin the offer process Day 2 Cycle 5 Vacancy review period	29 Cycle 5 Cycle opening		

March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 Cycle 6 Vacancy submission deadline.	9
10	11 Cycle 5 Cycle closing Cycle 3 Offer status: ACCEPTED	12 Cycle 5 Begin the offer process Day 1 Cycle 6 Vacancy review period	13 Cycle 5 Begin the offer process Day 2 Cycle 6 Vacancy review period	14 Cycle 6 Cycle opening	15	16
17	18	19	20	21	22 Cycle 7 Vacancy submission deadline.	23
24	25 Cycle 6 Cycle closing Cycle 4 Offer status: ACCEPTED	26 Cycle 6 Begin the offer process Day 1 Cycle 7 Vacancy review period	27 Cycle 6 Begin the offer process Day 2 Cycle 7 Vacancy review period	28 Cycle 7 Cycle opening	29 Good Friday	30

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Easter Monday	2	3	4	5 Cycle 8 Vacancy submission deadline.	6
7	8 Cycle 7 Cycle closing Cycle 5 Offer status: ACCEPTED	9 Cycle 7 Begin the offer process Day 1 Cycle 8 Vacancy review period	10 Cycle 7 Begin the offer process Day 2 Cycle 8 Vacancy review period	11 Cycle 8 Cycle opening	12	13
14	15	16	17	18	19 Cycle 9 Vacancy submission deadline.	20
21	22 Cycle 8 Cycle closing Cycle 6 Offer status: ACCEPTED	23 Cycle 8 Begin the offer process Day 1 Cycle 9 Vacancy review period	24 Cycle 8 Begin the offer process Day 2 Cycle 9 Vacancy review period	25 Cycle 9 Cycle opening	26	27
28	29	30				

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Cycle10 Vacancy submission deadline.	4
5	6 Cycle 9 Cycle closing Cycle 7 Offer status: ACCEPTED	7 Cycle 9 Begin the offer process Day 1 Cycle 10 Vacancy review period	8 Cycle 9 Begin the offer process Day 2 Cycle 10 Vacancy review period	9 Cycle 10 Cycle opening	10	11
12	13	14	15	16	17 Cycle 11 Vacancy submission deadline.	18
9	20 Cycle 10 Cycle closing Cycle 8 Offer status: ACCEPTED Victoria Day	21 Cycle 10 Begin the offer process Day 1 Cycle 11 Vacancy review period	22 Cycle 10 Begin the offer process Day 2 Cycle 11 Vacancy review period	23 Cycle 11 Cycle opening	24	25
6	27	28	29	30	31 Cycle 12 Vacancy submission deadline.	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Cycle 11 Cycle closing Cycle 9 Offer status: ACCEPTED	4 Cycle 11 Begin the offer process Day 1 Cycle 12 Vacancy review period	5 Cycle 11 Begin the offer process Day 2 Cycle 12 Vacancy review period	6 Cycle 12 Cycle opening	7	8
9	10	11	12	13	14 Cycle 13 Vacancy submission deadline.	15
16	17 Cycle 12 Cycle closing Cycle 10 Offer status: ACCEPTED	18 Cycle 12 Begin the offer process Day 1 Cycle 13 Vacancy review period	19 Cycle 12 Begin the offer process Day 2 Cycle 13 Vacancy review period	20 Cycle 13 Cycle opening	21	22
23	24	25	26	27	28 Cycle 14 Vacancy submission deadline.	29

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Cycle 13 Cycle closing Cycle 11 On Accepted status Canada Day	2 Cycle 13 Begin the offer process Day 1 Cycle 14 Vacancy review period	3 Cycle 13 Begin the offer process Day 2 Cycle 14 Vacancy review period	4 Cycle 14 Cycle opening	5	6
7	8	9	10	11	12 Cycle 15 Vacancy submission deadline.	13
14	15 Cycle 14 Cycle closing Cycle 12 Offer status: ACCEPTED	16 Cycle 14 Begin the offer process Day 1 Cycle 15 Vacancy review period	17 Cycle 14 Begin the offer process Day 2 Cycle 15 Vacancy review period	18 Cycle 15 Cycle opening	19	20
21	22	23	24	25	26 Cycle 16 Vacancy submission deadline.	27
28	29 Cycle 15 Cycle closing Cycle 13 Offer status: ACCEPTED	30 Cycle 15 Begin the offer process Day 1 Cycle 16 Vacancy review period	31 Cycle 15 Begin the offer process Day 2 Cycle 16 Vacancy review period			

August 2024
Choice-Based Cycle Schedule: Important Dates

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Cycle 16 Cycle opening	2	3
4	5 Civic Holiday	6	7	8	9 Cycle 17 Vacancy submission deadline.	10
11	12 Cycle 16 Cycle closing Cycle 14 Offer status: ACCEPTED	13 Cycle 16 Begin the offer process Day 1 Cycle 17 Vacancy review period	14 Cycle 16 Begin the offer process Day 2 Cycle 17 Vacancy review period	15 Cycle 17 Cycle opening	16	17
18	19	20	21	22	23 Cycle 18 Vacancy submission deadline.	24
25	26 Cycle 17 Cycle closing Cycle 15 Offer status: ACCEPTED	27 Cycle 17 Begin the offer process Day 1 Cycle 18 Vacancy review period	28 Cycle 17 Begin the offer process Day 2 Cycle 18 Vacancy review period	29 Cycle 18 Cycle opening	30	31

September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labour Day	3	4	5	6 Cycle 19 Vacancy submission deadline.	7
8	9 Cycle 18 Cycle closing Cycle 16 Offer status: ACCEPTED	10 Cycle 18 Begin the offer process Day 1 Cycle 19 Vacancy review period	11 Cycle 18 Begin the offer process Day 2 Cycle 19 Vacancy review period	12 Cycle 19 Cycle opening	13	14
15	16	17	18	19	20 Cycle 20 Vacancy submission deadline.	21
22	23 Cycle 19 Cycle closing Cycle 17 Offer status: ACCEPTED	24 Cycle 19 Begin the offer process Day 1 Cycle 20 Vacancy review period	25 Cycle 19 Begin the offer process Day 2 Cycle 20 Vacancy review period	26 Cycle 20 Cycle opening	27	28
29	30					

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Cycle 21 Vacancy submission deadline.	5
6	7 Cycle 20 Cycle closing Cycle 18 Offer status: ACCEPTED	8 Cycle 20 Begin the offer process Day 1 Cycle 21 Vacancy review period	9 Cycle 20 Begin the offer process Day 2 Cycle 21 Vacancy review period	10 Cycle 21 Cycle opening	11	12
13	14 Thanksgiving Monday	15	16	17	18 Cycle 22 Vacancy submission deadline.	19
20	21 Cycle 21 Cycle closing Cycle 19 Offer status: ACCEPTED	22 Cycle 21 Begin the offer process Day 1 Cycle 22 Vacancy review period	23 Cycle 21 Begin the offer process Day 2 Cycle 22 Vacancy review period	24 Cycle 22 Cycle opening	25	26
27	28	29	30	31		

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Cycle 23 Vacancy submission deadline.	2
3	4 Cycle 22 Cycle closing Cycle 20 Offer status: ACCEPTED	5 Cycle 22 Begin the offer process Day 1 Cycle 23 Vacancy review period	6 Cycle 22 Begin the offer process Day 2 Cycle 23 Vacancy review period	7 Cycle 23 Cycle opening	8	9
10	11 Remembrance Day	12	13	14	15 Cycle 24 Vacancy submission deadline.	16
17	18 Cycle 23 Cycle closing Cycle 21 Offer status: ACCEPTED	19 Cycle 23 Begin the offer process Day 1 Cycle 24 Vacancy review period	20 Cycle 23 Begin the offer process Day 2 Cycle 24 Vacancy review period	21 Cycle 24 Cycle opening	22	23
24	25	26	27	28	29 Cycle 25 Vacancy submission deadline.	30

December 2024 Choice-Based Cycle Schedule: Important Dates

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Cycle 24 Cycle closing Cycle 22 Offer status: ACCEPTED	3 Cycle 24 Begin the offer process Day 1 Cycle 25 Vacancy review period	4 Cycle 24 Begin the offer process Day 2 Cycle 25 Vacancy review period	5 Cycle 25 Cycle opening	6	7
8	9	10	11	12	13	14
15	16 Cycle 25 Cycle closing Cycle 23 Offer status: ACCEPTED	17 Cycle 25 Begin the offer process Day 1	18 Cycle 25 Begin the offer process Day 2	19	20	21
22	23	24	25 Christmas Day	26 Boxing Day	27	28
29	30 Cycle 24 Offer status: ACCEPTED	31				



Cycle	Activity 1 Vacancy submission deadline	Activity 2 Vacancy review period	Activity 3 Cycle opening	Activity 4 Cycle closing	Activity 5 Begin the offer process	Activity 6 Complete the offer process
Cycle 1	December 29, 2023	January 2 and 3	January 4	January 15	January 16 and 17	February 12
Cycle 2	January 12	January 16 and 17	January 18	January 29	January 30 and 31	February 26
Cycle 3	January 26	January 30 and 31	February 1	February 12	February 13 and 14	March 11
Cycle 4	February 9	February 13 and 14	February 15	February 26	February 27 and 28	March 25
Cycle 5	February 23	February 27 and 28	February 29	March 11	March 12 and 13	April 8
Cycle 6	March 8	March 12 and 13	March 14	March 25	March 26 and 27	April 22
Cycle 7	March 22	March 26 and 27	March 28	April 8	April 9 and 10	May 6
Cycle 8	April 5	April 9 and 10	April 11	April 22	April 23 and 24	May 20
Cycle 9	April 19	April 23 and 24	April 25	May 6	May 7 and 8	June 3
Cycle 10	May 3	May 7 and 8	May 9	May 20	May 21 and 22	June 17
Cycle 11	May 17	May 21 and 22	May 23	June 3	June 4 and 5	July 1
Cycle 12	May 31	June 4 and 5	June 6	June 17	June 18 and 19	July 15
Cycle 13	June 14	June 18 and 19	June 20	July 1	July 2 and 3	July 29
Cycle 14	June 28	July 2 and 3	July 4	July 15	July 16 and 17	August 12
Cycle 15	July 12	July 16 and 17	July 18	July 29	July 30 and 31	August 26
Cycle 16	July 26	July 30 and 31	August 1	August 12	August 13 and 14	September 9
Cycle 17	August 9	August 13 and 14	August 15	August 26	August 27 and 28	September 23
Cycle 18	August 23	August 27 and 28	August 29	September 9	September 10 and 11	October 7
Cycle 19	September 6	September 10 and 11	September 12	September 23	September 24 and 25	October 21
Cycle 20	September 20	September 24 and 25	September 26	October 7	October 8 and 9	November 4

Choice-Based Cycle Schedule 2024: Important Dates



Cycle	Activity 1 Vacancy submission deadline	Activity 2 Vacancy review period	Activity 3 Cycle opening	Activity 4 Cycle closing	Activity 5 Begin the offer process	Activity 6 Complete the offer process
Cycle 21	October 4	October 8 and 9	October 10	October 21	October 22 and 23	November 18
Cycle 22	October 18	October 22 and 23	October 24	November 4	November 5 and 6	December 2
Cycle 23	November 1	November 5 and 6	November 7	November 18	November 19 and 20	December 16
Cycle 24	November 15	November 19 and 20	November 21	December 2	December 3 and 4	December 30
Cycle 25	November 29	December 3 and 4	December 5	December 16	December 17 and 18	January 13, 2025

Definition of terms:

Vacancy submission deadline

The day by which a housing provider must submit a complete vacancy and set the unit status to "Ready for Review".

Vacancy review period

The period in which housing providers should monitor their vacancy submission and apply necessary corrections to rejected submissions. Accepted submissions will automatically participate in the upcoming cycle.

Cycle opening

The first day eligible applicants can start expressing interest in participating vacancies.

Cycle closing

The last day eligible applicants can express interest in participating vacancies.

Begin the offer process

Housing providers must place an applicant "On Offer" on RENTCafé and contact the applicant within 2 business days after cycle closing. Housing providers must adhere to this service level agreement.

Complete the offer process

The offer process should be completed within 28 days from the day the unit was offered. Housing providers must adhere to this service level agreement.