

Cart Set Change Request Form

Name: _____ **Property Roll No.:** _____

Address: _____ **Postal Code:** _____

Phone Number: _____ **Email:** _____

Property Type	Garbage Cart (Grey Lid)	Recycling Cart (Blue Lid)	Organics Cart (Green Lid)
Single Residential Dwelling (SRD) or Duplex	<input type="checkbox"/> Add 120L~ <input type="checkbox"/> Please check box if for home healthcare waste.	<input type="checkbox"/> Add 240L~ <input type="checkbox"/> Add 360L~	<input type="checkbox"/> Add 120L~ <input type="checkbox"/> Add 360L~
Multi-residential detached, Townhouse, Manufactured Home in a Mobile Home Park, Fourplex, Secondary Suite in SRD	<input type="checkbox"/> Add 120L~ <input type="checkbox"/> Please check box if for home healthcare waste.	<input type="checkbox"/> Add 240L~ <input type="checkbox"/> Add 360L~	<input type="checkbox"/> Add 120L~ <input type="checkbox"/> Add 360L~

~ Ensure your property frontage can accommodate the requested number of carts. Carts must be spaced one metre apart.

The applicable charges for cart set changes can be found on the back of this form.

Signature: _____ **Date:** _____

Conditions: Cart exchange requests and additional cart requests must be submitted by the property owner. All cart exchange and additional cart requests are subject to approval.

Collection and use of your personal information: Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Legislative Services Department by email: info@courtenay.ca or by phone: 250-334-4441.

General Information on Cart Set Change Requests

Cart set change requests must be submitted by the registered property owner.

Your current cart size is stamped on the lid of the cart near the handle.

Cart Delivery Information

After approval and receipt of fees, your address will be put into the queue for cart delivery or exchange. Please allow two to three weeks for delivery.

Cart Fees

Utility fees can be found in the City of Courtenay's 'Fees and Charges Bylaw No. 3129, 2024'. The fee for additional cart(s) will be prorated for the year based on the date of delivery – which is assumed to be the first full month after the service request. For example, if you submit your application for an additional 120L garbage cart in May a payment of \$80.62 is due.

Note: 'HHW' refers to Home Healthcare Waste and applies to incontinence products and diapers. The reduced rate is available for households requiring the additional cart for these products.

Form Submission

Submit your Cart Set Change Request Form with the applicable fee(s)

In-person at (Cash or Debit):
City Hall
830 Cliffe Avenue

Amounts owing below are based on the month of application:

Garbage	Annual Fee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
120L	\$138.20	\$126.68	\$115.17	\$103.65	\$ 92.13	\$ 80.62	\$ 69.10	\$ 57.58	\$ 46.07	\$ 34.55	\$ 23.03	\$ 11.52	\$ -
120L HHW	\$ 56.00	\$ 51.33	\$ 46.67	\$ 42.00	\$ 37.33	\$ 32.67	\$ 28.00	\$ 21.39	\$ 15.56	\$ -	\$ -	\$ -	\$ -
Recycling													
All sizes	\$ 14.00	\$ 12.83	\$ 11.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Organics													
120L	\$153.15	\$140.39	\$127.63	\$114.86	\$102.10	\$ 89.34	\$ 76.58	\$ 63.81	\$ 51.05	\$ 38.29	\$ 25.53	\$ 12.76	\$ -
360L	\$186.65	\$171.10	\$155.54	\$139.99	\$124.43	\$108.88	\$ 93.33	\$ 77.77	\$ 62.22	\$ 46.66	\$ 31.11	\$ 15.55	\$ -
Assisted Set Out													
Service	\$100.00	\$ 91.67	\$ 83.33	\$ 75.00	\$ 66.67	\$ 58.33	\$ 50.00	\$ 41.67	\$ 33.33	\$ 25.00	\$ 16.67	\$ -	\$ -

Contact Operational Services

Email: solidwaste@courtenay.ca

Phone: 250-338-1525

Contact Financial Services

Email: finance@courtenay.ca

Phone: 250-334-4441