



SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES 2022-23

Departments may charge other departments for services identified in this Schedule at the rates specified. No new charges will be introduced during the year.

INFORMATION TECHNOLOGY SERVICES

Services	Rate 2022-23	Rate % Increase	Rate 2021-22
Standard Labour Rate	Per quotation*		Per quotation*
Handset - Single line set (Residence Replacement Cost)	\$165.00	0%	\$165.00
Handset - Single line set (Residence new phone line - required SW license included)	\$300.00	0%	\$300.00
Handset - Single line set (Employee Replacement Cost)	\$325.00	0%	\$325.00
Handset - Single line set (Employee new phone line)	\$460.00	0%	\$460.00
CAT 5E CABLE Connection – All locations For Network except in building built after 2010 security or phone connection Basic Cable Connection. 8:00 AM and 4:00 PM, Monday to Friday	\$325.00	0%	\$325.00
CAT 5E CABLE Connection – All locations For Network except in building built after 2010 security or phone connection Basic Cable Connection. Installed outside of 8:00 AM and 4:00 PM, Monday to Friday	\$475.00	0%	\$475.00
CAT 6 CABLE Connection – Building built after 2010 - ACCE, Perth, Pembroke, Student Commons, Woodroffe Bookstore. 8:00AM and 4:00pm, Monday to Friday	\$450.00	0%	\$450.00
CAT 6 CABLE Connection – Building built after 2010 – ACCE, Perth, Pembroke, Student Commons, Woodroffe Bookstore. Installed outside of 8:00 AM and 4:00 PM, Monday to Friday	\$600.00	0%	\$600.00



**SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2022-23**

INFORMATION TECHNOLOGY SERVICES (cont'd)

Services	Rate 2022-23	Rate % Increase	Rate 2021-22
Zoom Webinars 100 Participants - NEW FOR 2022-23	\$50 per month \$500 per year	n/a	n/a
Zoom Webinars 500 Participants - NEW FOR 2022-23	\$175 per month \$1,750 per year	n/a	n/a
Zoom Webinars 3,000 Participants - NEW FOR 2022-23	\$1,235 per month \$12,350 per year	n/a	n/a
Zoom Webinars 5,000 Participants - NEW FOR 2022-23	\$3,100 per month \$31,000 per year	n/a	n/a
Zoom Webinars 10,000 Participants - NEW FOR 2022-23	\$8,100 per month \$81,000 per year	n/a	n/a
Zoom Large Meeting 500 Participants - NEW FOR 2022-23	\$65 per month \$650 per year	n/a	n/a
Zoom Large Meeting 1,000 Participants - NEW FOR 2022-23	\$110 per month \$1,320 per year	n/a	n/a
MFA Standard Hardware Token - NEW FOR 2022-23	\$16.00	n/a	n/a
MFA Accessible Hardware Token - NEW FOR 2022-23	\$92.00	n/a	n/a
Standard Labour Rate	Per quotation*		Per quotation*
Audio Visual Support After hours	Per quotation*		

**Quotations are provided on a cost recovery basis. Costs may be affected by equipment availability and the time of the event (e.g. overtime labour rates will be applicable for work done after hours).*

Departments are "only" charged for overtime hours. No charge during business hours.

ITS will provide quotations for particular events.



**SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2022-23**

PRINT SHOP

Services	Rate 2022-23	Rate % Increase	Rate 2021-22
Printing – black 8.5x11 & 8.5x14 *EXCLUDING PAPER*	\$0.08 per side back to back	14%	\$0.07 per side back to back
	\$0.08 single side	0%	\$0.08 single side
	\$0.15 per side - quick copy	0%	\$0.15 per side - quick copy
Printing – black 11 x 17 *EXCLUDING PAPER*	\$0.11 per side back to back	0%	\$0.11 per side back to back
	\$0.12 single side	0%	\$0.12 single side
	\$0.20 per side—quick copy	0%	\$0.20 per side—quick copy
Drilling	\$2.00 per 500 sheets	0%	\$2.00 per 500 sheets
Stapling (machine)	\$0.04 per set	0%	\$0.04 per set
Stapling (hand)	\$40.00/hour	0%	\$40.00/hour
Folding	\$40.00/hour	0%	\$40.00/hour
	\$8.50 set up, \$0.03 per piece folded	0%	\$8.50 set up, \$0.03 per piece folded
Padding, Cutting, Hand Collating, Scoring	\$40.00/hour	0%	\$40.00/hour
Set-up (Production)	\$40.00/hour minimum charge \$10.00	0%	\$40.00/hour minimum charge \$10.00
Scanning	Photo scan \$2.00 each	0%	Photo scan \$2.00 each
	Document scan \$1.00 first page, \$0.10 each	0%	Document scan \$1.00 first page, \$0.10 each additional
Laminating (2 sided)	Based on size- ask for quote	0%	Based on size- ask for quote
Shrink Wrap	\$1.10 per item	0%	\$1.10 per item
Cerlox Binding	\$1.75/book, \$3.00 oversize books	0%	\$1.75/book, \$3.00 oversize books
Coil Binding	\$1.75/book, \$3.00 oversize books	0%	\$1.75/book, \$3.00 oversize books
Perfect Binding	\$2.00/book, \$40.00 setup fee	0%	\$2.00/book, \$40.00 setup fee
Graphic Design Services/Quotes	\$80.00 internal clients	33%	\$60.00 internal clients
	\$80.00 external clients	23%	\$65.00 external clients



**SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2022-23**

PRINT SHOP (cont'd)

Services		Rate 2022-23					Rate 2021-22		
Stock	Type	8 ½ x 11	8 ½ x 14	11 x 17	Rate % Increase	8 ½ x 11	8 ½ x 14	11 x 17	
White 20lb		\$0.02/sheet	\$0.03/sheet	\$0.04/sheet	23%	\$0.02/sheet	\$0.03/sheet	\$0.0325/sheet	
White 28lb		\$0.09/sheet	\$0.10/sheet	\$0.12/sheet	20% - 28.5%	\$0.07/sheet	\$0.08/sheet	\$0.10/sheet	
Colour Paper	Regular	\$0.06/sheet	\$0.07/sheet	\$0.08/sheet	14% - 20%	\$0.05/sheet	\$0.06/sheet	\$0.07/sheet	
	Specialty	\$0.10/sheet	-	-	11%	\$0.09/sheet	-	-	
Card	Regular	\$0.14/sheet	-	\$0.22/sheet	10% - 16.6%	\$0.12/sheet	-	\$0.20/sheet	
	Specialty	\$0.21/sheet	-	-	11%	\$0.19/sheet	-	-	
Letterhead/Second page		\$0.16/sheet	-	-	7%	\$0.15/sheet	-	-	
Service		Rate 2022-23					Rate 2021-22		
No Carbon Required (NCR) paper	2 part	\$0.14/sheet	\$0.16/sheet	-	33% - 44%	\$0.10/sheet	\$0.12/sheet	-	
	3 part	\$0.15/sheet	\$0.16/sheet	-	33% - 36%	\$0.11/sheet	\$0.12/sheet	-	
	4 part	\$0.16/sheet	Special order	-	33%	\$0.12/sheet	Special order	-	
Label Paper	Cracknpeel White/colour	\$1.00/sheet	-	-	25%	\$0.80/sheet	-	-	
Tabs	Regular Printed setup charge \$10.00	\$2.00/set of 5 \$3.00/set of 8	-	-	0%	\$2.00/set of 5 \$3.00/set of 8	-	-	
Business Cards		100	250	500		100	250	500	
Regular		\$28.00	\$50.00	\$75.00	0.0%	\$28.00	\$50.00	\$75.00	
Colour Copies Excluding Paper	Number of Impressions	8 ½ x 11	8 ½ x 14	11 x 17		8 ½ x 11	8 ½ x 14	11 x 17	
	1-500	\$0.38/imp	\$0.49/imp	\$0.64/imp	0%	\$0.38/imp	\$0.49/imp	\$0.64/imp	
	501-900	\$0.33/imp	\$0.43/imp	\$0.55/imp	0%	\$0.33/imp	\$0.43/imp	\$0.55/imp	
	901-1400	\$0.30/imp	\$0.39/imp	\$0.49/imp	0%	\$0.30/imp	\$0.39/imp	\$0.49/imp	
	1401-2000	\$0.28/imp	\$0.35/imp	\$0.44/imp	0%	\$0.28/imp	\$0.35/imp	\$0.44/imp	
	2001-3000	\$0.25/imp	\$0.32/imp	\$0.40/imp	0%	\$0.25/imp	\$0.32/imp	\$0.40/imp	
	3001-5000	\$0.23/imp	\$0.29/imp	\$0.35/imp	0%	\$0.23/imp	\$0.29/imp	\$0.35/imp	
	5001+	Call	Call	Call		Call	Call	Call	
<i>Quotes available for other stocks & quantities</i>									



**SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2022-23**

PRINT SHOP (cont'd)

Departmental Photocopiers			
	Expense Code: 44004		Expense Code: 44004
Quantity	Rate 2022-23	Rate % Increase	Rate 2021-22
Per Black Impression *FLEET PRINTING INCLUDES PAPER*	\$0.10 (simplex)	0%	\$0.10 (simplex)
	\$0.18 (duplex)	0%	\$0.18 (duplex)
Where MFD usage is below a normative threshold, MFD's may be either unavailable or available only on a monthly leasing fee, plus usage.			
Scanning on Copier Fleet	\$0.06/scanned image	50%	\$0.04/scanned image
Desktop printers (legacy fleet)	\$0.10 (simplex)	0%	\$0.10 (simplex)
Desktop printers (legacy fleet)	\$0.18 (duplex)	0%	\$0.18 (simplex)
Per Colour Impression (paper and toner included)	\$0.40 (simplex)	0%	\$0.40 (duplex)
Per Colour Impression (paper and toner included)	\$0.74 (duplex)	0%	\$0.74 (simplex)
Coin-Operations			
Payment Method	Rate 2022-23	Rate % Increase	Rate 2021-22
Brinks Deposit Bags (per unit)	\$0.28 per bag	0%	\$0.28 per bag
Photo ID Cards			
Services	Rate 2022-23	Rate % Increase	Rate 2021-22
Initial Card Fee*	No Charge		No Charge
Replacement Card Fee	\$25.00	0%	\$25.00
Internal Department paying for students**	\$25.00	0%	\$25.00
<i>*Initial Card fee waived only for applicable students as outlined in Budget Principle 5.08. **Internal Department for Students fee applicable to all students not covered by Budget Principle 5.08 (e.g. Corporate, ESL, Taxi Driver, AAADD, Part-time, C.E., LINC, etc.)</i>			



**SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2022-23**

LOCKERS

Services	Rate 2022-23	Rate % Increase	Rate 2021-22
1 Semester – Full Locker	\$20.35	0.0%	\$20.35
2 Semester – Full Locker	\$40.70	0.0%	\$40.70
1 Semester – ½ Locker	\$20.35	0.0%	\$20.35
2 Semester – ½ Locker	\$40.70	0.0%	\$40.70
Lock Removal Service	\$6.00	0.0%	\$6.00
Administration fee for illegal occupancy	\$25.00	0.0%	\$25.00

PARKING

Level	Term	Rate 2022-23	Rate % Increase	Rate 2021-22
Green	Monthly	\$121.00	0.0%	\$121.00
	Fall Annual	\$736.00	0.0%	\$736.00
	Spring Annual	\$753.00	0.0%	\$753.00
	Winter Annual	\$753.00	0.0%	\$753.00
Red	Monthly	\$165.00	0.0%	\$165.00
	Fall Annual	\$1,009.00	0.0%	\$1,009.00
	Spring Annual	\$1,030.00	0.0%	\$1,030.00
	Winter Annual	\$1,030.00	0.0%	\$1,030.00
Black	Weekly	\$41.00	0.0%	\$41.00
	Monthly	\$165.00	0.0%	\$165.00
	Fall Annual	\$1,009.00	0.0%	\$1,009.00
	Spring Annual	\$1,030.00	0.0%	\$1,030.00
	Winter Annual	\$1,030.00	0.0%	\$1,030.00
Residence	Weekly	\$43.00	0.0%	\$43.00
	Monthly	\$172.00	0.0%	\$172.00
	Annual	\$1,023.00	0.0%	\$1,023.00
Silver	Annual Only	\$1,489.00	0.0%	\$1,489.00
Accessible	Monthly	\$121.00	0.0%	\$121.00
	Annual	\$736.00	0.0%	\$736.00
Contractor	Monthly (Lot #12)	\$92.00	0.0%	\$92.00
	Annual (Lot #12)	\$590.00	0.0%	\$590.00
	Monthly (Multi Lot)	\$165.00	0.0%	\$165.00
	Annual (Multi Lot)	\$1,519.00	0.0%	\$1,519.00
Orange – Lot 12 only	Weekly	\$33.00	0.0%	\$33.00
	Monthly	\$131.00	0.0%	\$131.00
	Annual	\$795.00	0.0%	\$795.00
Lot 17	Annual	\$1,009.00	0.0%	\$1,009.00
Motorcycle	Monthly	\$26.00	0.0%	\$26.00
	Annual	\$111.00	0.0%	\$111.00
	Additional for Permit holder	\$28.00	0.0%	\$28.00
Maroon (Staff)	Annual only	\$1,166.00	0.0%	\$1,166.00

Note: HST included



**SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2022-23**

PARKING (cont'd)

		Rate 2022-23	Rate % Increase	Rate 2021-22
Admin Fees	Lost, Stolen, Replacement	\$25.00	0%	\$25.00
	Return or permit refund	Pro-rated as per usage		Pro-rated as per usage
	Access Card Deposit	\$25.00	0%	\$25.00
	Refund Administration Fee	\$25.00	0%	\$25.00

Parking - Daily

		Rate 2022-23	Rate % Increase	Rate 2021-22
Pay and Display				
Lot #12	daily max	\$10.00	0.0%	\$10.00
Lot #1	per hour	\$4.00	0.0%	\$4.00
Lot #4	per hour	\$6.00	0.0%	\$6.00
Lot #5	per hour	\$4.00	0.0%	\$4.00
Lot #10	per hour	\$4.00	0.0%	\$4.00
Lot # PPSI	per hour	\$4.00	0.0%	\$4.00
Lot #ACCE	per hour	\$4.00	0.0%	\$4.00
Lot #SC	per hour	\$4.00	0.0%	\$4.00
Lot #C	per hour	\$4.00	0.0%	\$4.00
Lot #11	per hour	\$4.00	0.0%	\$4.00
	overnight	\$10.00	0.0%	\$10.00
N Roadway	per hour	\$4.00	0.0%	\$4.00
Visitor Booth	daily max	\$18.00	0.0%	\$18.00
	per hour	\$4.00	0.0%	\$4.00
Red Lot #8 & Green Lot #9 pass before 5pm	daily	\$18.00	0.0%	\$18.00
	per 1/2 day	\$9.00	0.0%	\$9.00
Red Lot #8 & Green Lot #9 pass after 5pm	daily max	\$5.00	0.0%	\$5.00
	weekly	\$6.00	0.0%	\$6.00
	monthly	\$24.50	0.0%	\$24.50
	semester	\$95.00	0.0%	\$95.00
Parking Enforcement Ticket Admin Fee		\$25.00 per ticket	0.0%	\$25.00 per ticket
Pembroke - Employees / Students	Annual	\$327.00	0.0%	\$327.00
	Summer Only	\$216.00	0.0%	\$216.00
	Fall Only	\$216.00	0.0%	\$216.00
	Winter Only	\$216.00	0.0%	\$216.00
	Monthly	\$88.00	0.0%	\$88.00
Pembroke - Contractor	Daily	\$8.00	0.0%	\$8.00
	Annual	\$327.00	0.0%	\$327.00
	Monthly	\$88.00	0.0%	\$88.00
	Daily	\$8.00	0.0%	\$8.00
Pembroke - Motorcycle	Annual	\$96.00	0.0%	\$96.00
	Discount	\$30.00	0.0%	\$30.00
Parking Enforcement Ticket Admin Fee		\$25.00 per ticket	0.0%	\$25.00 per ticket



SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES 2022-23

RESIDENCE & MEAL PLANS

Residence		Rate 2022-23	Rate % Increase	Rate 2021-22
Residence Room Rental	Annual	\$8,210.00	3.0%	\$7,970.00
Meal Plan Rates		Rate 2022-23	Rate % Increase	Rate 2021-22
Light	Two Term	\$2,500.00	3.0%	\$2,428.00
Regular	Two Term	\$3,592.00	3.0%	\$3,488.00
Premium	Two Term	\$4,510.00	3.0%	\$4,380.00
Light	One Term	\$1,250.00	3.0%	\$1,214.00
Regular	One Term	\$1,796.00	3.0%	\$1,744.00
Premium	One Term	\$2,255.00	3.0%	\$2,190.00

ROOM RENTAL

Capacity	Suitability	Rate 2022-23		Full Day % Increase	Half Day/Overnight % Increase	Rate 2021-22	
		Full Day	Half Day/Overnight			Full Day	Half Day/Overnight
0 - 40	General Classroom	\$145.00	\$110.00	7.41%	10.00%	\$135.00	\$100.00
41 - 89	General Classroom	\$190.00	\$140.00	5.56%	7.69%	\$180.00	\$130.00
90 - 145	General Classroom	\$300.00	\$220.00	3.45%	4.76%	\$290.00	\$210.00
0 - 40	E - Classroom	\$270.00	\$210.00	3.85%	5.00%	\$260.00	\$200.00
41 - 89	E - Classroom	\$335.00	\$255.00	3.08%	4.08%	\$325.00	\$245.00
90 - 145	E - Classroom	\$420.00	\$315.00	2.44%	3.28%	\$410.00	\$305.00
0 - 20	Computer Lab	\$550.00	\$500.00	10.00%	0.00%	\$500.00	\$500.00
21 - 50	Computer Lab	\$550.00	\$500.00	10.00%	0.00%	\$500.00	\$500.00
0 - 64	Lap Top Lab	\$375.00	\$270.00	5.63%	8.00%	\$355.00	\$250.00
Does not apply	General Shop, Specialty Lab or Common Spaces *	Market Value				Market Value	
0 - 20	Boardroom	\$200.00	\$125.00	14%	9%	\$175.00	\$115.00
CA105 A	Multi-purpose e-room	\$360.00	\$300.00	4%	5%	\$345.00	\$285.00
CA105 B	Multi-purpose e-room	\$360.00	\$300.00	4%	5%	\$345.00	\$285.00
CA105 C	Multi-purpose e-room	\$360.00	\$300.00	4%	5%	\$345.00	\$285.00
CA105 AB	Multi-purpose e-room	\$460.00	\$360.00	3%	4%	\$445.00	\$345.00
CA105 BC	Multi-purpose e-room	\$460.00	\$360.00	3%	4%	\$445.00	\$345.00
CA105 ABC	Multi-purpose e-room	\$550.00	\$435.00	10%	13%	\$500.00	\$385.00
T102 A	Multi-purpose e-room	\$360.00	\$300.00	4%	5%	\$345.00	\$285.00
T102 B	Multi-purpose e-room	\$360.00	\$300.00	4%	5%	\$345.00	\$285.00
T102 C	Multi-purpose e-room	\$360.00	\$300.00	4%	5%	\$345.00	\$285.00
T102 AB	Multi-purpose e-room	\$460.00	\$360.00	3%	4%	\$445.00	\$345.00
T102 BC	Multi-purpose e-room	\$460.00	\$360.00	3%	4%	\$445.00	\$345.00
T102 ABC	Multi-purpose e-room	\$550.00	\$410.00	10%	6%	\$500.00	\$385.00
2	Vendor Table	\$200.00	\$200.00	82%	82%	\$110.00	\$110.00
1	Stage per section/event (subject to availability)	\$15.00	\$15.00	0%	0%	\$15.00	\$15.00
1	Two poles and one section of drape/event (subject to availability)	\$10.00	\$10.00	0%	0%	\$10.00	\$10.00
Conference Co-ordination Fee: Minimum is applicable. The fee increases based on scope & requirements			\$250.00 Minimum			\$250.00 Minimum	
Minto Hall	Multi-purpose space	\$850.00	\$525.00	6%	5%	\$800.00	\$500.00
Salons	Multi-purpose space	\$750.00	\$475.00	7%	6%	\$700.00	\$450.00
DARE District Space	Multi-purpose space	available upon request				\$0.00	\$0.00

*Based on scope of request and requirements



**SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2022-23**

NAWAPON (C100) ROOM RENTAL

Note: The rates listed below are for non-College related events.

Fees for rentals during the following hours:	Rate 2022-23	Rate % Increase	Rate 2021-22
8:00 a.m. - 12:00 p.m.	\$350.00	0%	\$350.00
12:00 p.m. - 4:00 p.m.	\$350.00	0%	\$350.00
4:00 p.m. - 9:00 p.m.	\$350.00	0%	\$350.00
8:00 a.m. - 4:00 p.m.	\$700.00	0%	\$700.00
8:00 a.m. - 9:00 p.m.	\$1,050.00	0%	\$1,050.00

PEMBROKE - ROOM RENTAL (NEW FOR 2022-23)

Capacity	Suitability	Rate 2022-23		Full Day % Increase	Half Day/ Overnight % Increase	Rate 2021-22	
		Full Day	Half Day/ Overnight			Full Day	Half Day/ Overnight
1 - 32	General Classroom with technology	\$140.00	\$100.00	55.6%	66.7%	\$90.00	\$60.00
32 - 45	General Classroom with technology	\$155.00	\$110.00	19.2%	14.6%	\$130.00	\$69.00
46 - 72	General Classroom with technology	\$270.00	\$195.00	17.4%	14.7%	\$230.00	\$170.00
1 - 40	Computer Lab	\$350.00	\$265.00	2.9%	15.2%	\$340.00	\$230.00
1 - 10	Boardroom	\$95.00	\$75.00	5.6%	25.0%	\$90.00	\$60.00
1 - 20	Boardroom - Binhammer	\$190.00	\$120.00	5.6%	33.3%	\$180.00	\$90.00

Note: HST excluded

MARKETING & COMMUNICATIONS SERVICES

Note: The rates listed below are estimated market rates only when external services are required.

	Rate 2022-23	Rate % Increase	Rate 2021-22
Web Development	\$150.00/hour	0%	\$150.00/hour
Marketing - Project Management	\$125.00/hour	0%	\$125.00/hour
Graphic Design	\$150.00/hour	0%	\$150.00/hour
Production	\$100.00/hour	0%	\$100.00/hour
Video Editing (Marketing does not offer this service internally)	\$120.00/hour	17%	\$100.00/hour
Video Production (Marketing does not offer this service internally)	estimate required	0%	\$100.00/hour
Creative Services - Marketing Writing / Editing			
Copy Writing	\$115.00/hour	0%	\$115.00/hour
Editing, Proofing /Quality Control	\$120.00/hour	0%	\$120.00/hour