



SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES 2023-24

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 2023-24	Rate % Increase	Rate 2022-23
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
Softphone (only if user does not already have an existing hard phone assigned)	\$140.00	N/A	Did not exist in 2022-23
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
Zoom Webinars 500 Participants	\$80.00 per month \$920.00 per year	-54%	\$175.00 per month \$1,750.00 per year
Zoom Webinars 1,000 Participants	\$455.00 per month \$4,520.00 per year	N/A	Did not exist in 2022-23
Zoom Webinars 5,000 Participants	\$3,312.00 per month \$33,120.00 per year	7%	\$3,100.00 per month \$31,000.00 per year
Zoom Webinars 10,000 Participants	\$8,635.00 per month \$7,195.00 per year	7%	\$8,100.00 per month \$81,000.00 per year
Zoom Large Meeting 500 Participants	\$65.00 per month \$804.00 per year	0%	\$65.00 per month \$650.00 per year
Zoom Large Meeting 1,000 Participants	\$120.00 per month \$1,440.00 per year	9%	\$110 per month \$1,320 per year
MFA Standard Hardware Token	\$16.00	0%	\$16.00
MFA Accessible Hardware Token	\$92.00	0%	\$92.00
Standard Labour Rate	Per quotation*		Per quotation*
Audio Visual Support After hours	Per quotation*		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
2023-24**

PRINT SHOP

Services	Rate 2023-24	Rate % Increase	Rate 2022-23
Printing – black 8.5x11 & 8.5x14 *EXCLUDING PAPER*	\$0.10 per side back to back	25%	\$0.08 per side back to back
	\$0.10 single side	25%	\$0.08 single side
Printing – black 11 x 17 *EXCLUDING PAPER*	\$0.13 per side back to back	18%	\$0.11 per side back to back
	\$0.14 single side	17%	\$0.12 single side
Drilling	\$2.00 per 500 sheets	0%	\$2.00 per 500 sheets
Stapling (machine)	\$0.06 per set	50%	\$0.04 per set
Stapling (hand)	\$60.00/hour	50%	\$40.00/hour
Folding	\$60.00/hour	50%	\$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	\$60.00/hour	50%	\$40.00/hour
Set-up (Production)	\$60.00/hour, minimum charge \$10.00	50%	\$40.00/hour minimum charge \$10.00
Scanning	Photo scan set-up fee \$5.00, \$2.00 each additional image.	0%	Photo scan \$2.00 each
	Document scan set-up \$5.00, \$0.10 per image	0%	Document scan \$1.00 first page, \$0.10 each additional page
Laminating (2 sided)	Based on size- ask for quote	0%	Based on size- ask for quote
Shrink Wrap	\$1.50 per item	36%	\$1.10 per item
Cerlox Binding	\$2.00/book, \$4.00 oversize books	14%	\$1.75/book, \$3.00 oversize books
Coil Binding	\$2.00/book, \$4.00 oversize books	14% - 33%	\$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	0%	\$80.00 internal clients



**SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2023-24**

PRINT SHOP (cont'd)

Services		Rate 2023-24				Rate 2022-23		
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		\$0.03/sheet	\$0.04/sheet	\$0.05/sheet	25% - 50%	\$0.02/sheet	\$0.03/sheet	\$0.04/sheet
White 28lb		\$0.11/sheet	\$0.12/sheet	\$0.14/sheet	16% - 22%	\$0.09/sheet	\$0.10/sheet	\$0.12/sheet
Colour Paper	Regular	\$0.07/sheet	\$0.08/sheet	\$0.09/sheet	12.5% - 16%	\$0.06/sheet	\$0.07/sheet	\$0.08/sheet
	Specialty	\$0.14/sheet	-	-	40%	\$0.10/sheet	-	-
Card	Regular	\$0.20/sheet	-	\$0.25/sheet	13% - 43%	\$0.14/sheet	-	\$0.22/sheet
	Specialty	\$0.25/sheet	-	-	19%	\$0.21/sheet	-	-
Letterhead/Second page		\$0.20/sheet	-	-	25%	\$0.16/sheet		
Service		Rate 2023-24				Rate 2022-23		
N.C.R.	2 part	\$0.16/sheet	\$0.18/sheet	-	12.5% -14%	\$0.14/sheet	\$0.16/sheet	-
	3 part	\$0.17/sheet	\$0.18/sheet	-	13%	\$0.15/sheet	\$0.16/sheet	-
	4 part	\$0.18/sheet	Special order	-	13%	\$0.16/sheet	Special order	-
Label Paper	Cracknpeel White/colour	\$1.10/sheet	-	-	10%	\$1.00/sheet	-	-
Tabs	Regular Printed setup charge \$10.00	\$2.20/set of 5 \$3.30/set of 8	-	-	10%	\$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	\$0.42/imp	\$0.54/imp	\$0.70/imp	10%	\$0.38/imp	\$0.49/imp	\$0.64/imp
	501-900	\$0.36/imp	\$0.47/imp	\$0.60/imp	10%	\$0.33/imp	\$0.43/imp	\$0.55/imp
	901-1400	\$0.33/imp	\$0.43/imp	\$0.54/imp	10%	\$0.30/imp	\$0.39/imp	\$0.49/imp
	1401-2000	\$0.31/imp	\$0.39/imp	\$0.78/imp	10%	\$0.28/imp	\$0.35/imp	\$0.44/imp
	2001-3000	\$0.28/imp	\$0.35/imp	\$0.44/imp	10%	\$0.25/imp	\$0.32/imp	\$0.40/imp
	3001-5000	\$0.025/imp	\$0.32/imp	\$0.39/imp	10%	\$0.23/imp	\$0.29/imp	\$0.35/imp
	5001+	Call	Call	Call		Call	Call	Call

Quotes available for other stocks & quantities



**SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2023-24**

PRINT SHOP (cont'd)

Departmental Photocopiers

	Expense Code: 44004		Expense Code: 44004
Quantity	Rate 2023-24	Rate % Increase	Rate 2022-23
Per Black Impression *FLEET PRINTING INCLUDES PAPER*	\$0.11 (simplex)	10%	\$0.10 (simplex)
	\$0.20 (duplex)	11%	\$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	\$0.08/scanned image	25%	\$0.06/scanned image
Desktop printers (legacy fleet)	\$0.11 (simplex)	10%	\$0.10 (simplex)
Desktop printers (legacy fleet)	\$0.20 (duplex)	11%	\$0.18 (duplex)
Per Colour Impression (paper and toner included)	\$0.42 (simplex)	13%	\$0.40 (simplex)
Per Colour Impression (paper and toner included)	\$0.78 (duplex)	5%	\$0.74 (duplex)

Coin-Operations

Payment Method	Rate 2023-24	Rate % Increase	Rate 2022-23
Brinks Deposit Bags (per unit)	\$0.28 per bag	0%	\$0.28 per bag

Photo ID Cards

Services	Rate 2023-24	Rate % Increase	Rate 2022-23
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

*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.)



**SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2023-24**

OTTAWA - LOCKERS			
Services	Rate 2023-24	Rate % Increase	Rate 2022-23
1 Semester – Full Locker	\$21.00	3.2%	\$20.35
2 Semester – Full Locker	\$42.00	3.2%	\$40.70
1 Semester – ½ Locker	\$21.00	3.2%	\$20.35
2 Semester – ½ Locker	\$42.00	3.2%	\$40.70
Lock Removal Service	\$10.00	66.7%	\$6.00
Administration fee for illegal occupancy	\$25.00	0.0%	\$25.00

PEMBROKE - LOCKERS			
Services	Rate 2023-24	Rate % Increase	Rate 2022-23
1 Semester - Locker	\$21.00	3.2%	\$20.35
2 Semester - Locker	\$42.00	3.2%	\$40.70
Lock Removal Service	\$10.00	66.7%	\$6.00
Administration fee for illegal occupancy	\$25.00	0.0%	\$25.00

Note: HST included

OTTAWA - PARKING				
Level	Term	Rate 2023-24	Rate % Increase	Rate 2022-23
Lot 9	Monthly	\$125.00	3.3%	\$121.00
	Fall Annual	\$758.00	3.0%	\$736.00
	Winter Annual	\$776.00	3.1%	\$753.00
Lot 8	Monthly	\$170.00	3.0%	\$165.00
	Fall Annual	\$1,039.00	3.0%	\$1,009.00
	Winter Annual	\$1,061.00	3.0%	\$1,030.00
Lot 10	Weekly	\$42.00	2.4%	\$41.00
	Monthly	\$170.00	3.0%	\$165.00
	Fall Annual	\$1,039.00	3.0%	\$1,009.00
	Winter Annual	\$1,061.00	3.0%	\$1,030.00
Residence - Lot 11	Weekly	\$44.00	2.3%	\$43.00
	Monthly	\$177.00	2.9%	\$172.00
Reserved Parking	Fall Annual	\$1,054.00	3.0%	\$1,023.00
	Fall Annual Only	\$1,534.00	3.0%	\$1,489.00
Accessible	Monthly	\$125.00	3.3%	\$121.00
	Fall Annual	\$758.00	3.0%	\$736.00
Contractor	Monthly (Lot #12)	\$95.00	3.3%	\$92.00
	Annual (Lot #12)	\$608.00	3.1%	\$590.00
	Monthly (Multi Lot)	\$170.00	3.0%	\$165.00
	Annual (Multi Lot)	\$1,565.00	3.0%	\$1,519.00
Orange – Lot 12 only	Weekly	\$34.00	3.0%	\$33.00
	Monthly	\$135.00	3.1%	\$131.00
	Fall Annual	\$819.00	3.0%	\$795.00
Lot 16	Weekly	\$34.00	3.0%	\$33.00
	Monthly	\$135.00	3.1%	\$131.00
Lot 17	Fall Annual	\$1,039.00	3.0%	\$1,009.00
Motorcycle	Monthly	\$27.00	3.8%	\$26.00
	Fall Annual	\$115.00	3.6%	\$111.00
	Additional for Permit holder	\$29.00	3.6%	\$28.00
Lot 15 (Staff)	Fall Annual	\$1,201.00	3.0%	\$1,166.00

Note: HST included



**SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2023-24**

OTTAWA - PARKING (cont'd)

		Rate 2023-24	Rate % Increase	Rate 2022-23
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 2023-24	Rate % Increase	Rate 2022-23
Pay and Display				
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	\$12.00	20.0%	\$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
Lot #12 pass before 5pm on weekdays	daily max	\$12.00	20.0%	\$10.00
Red Lot #8 pass before 5pm on weekdays	daily max	\$14.00	-22.2%	\$18.00
Green Lot #9 pass before 5pm on weekdays	daily max	\$12.00	33.3%	\$9.00
Lot #8, #9 and #12 pass after 5pm and weekends	daily max	\$6.00	20.0%	\$5.00
	weekly	\$12.00	100.0%	\$6.00
	monthly	\$30.00	22.4%	\$24.50
Parking Enforcement Ticket Admin Fee		\$25.00 per ticket	0.0%	\$25.00 per ticket

PEMBROKE - PARKING

Pembroke - Employees / Students	Annual	\$337.00	3.1%	\$327.00
	Summer Only	\$223.00	3.2%	\$216.00
	Fall Only	\$223.00	3.2%	\$216.00
	Winter Only	\$223.00	3.2%	\$216.00
	Monthly	\$91.00	3.4%	\$88.00
	Daily	\$8.25	3.1%	\$8.00
Pembroke - Contractor	Annual	\$0.00	-100.0%	\$327.00
	Monthly	\$91.00	3.4%	\$88.00
	Daily	\$8.25	3.1%	\$8.00
Pembroke - Motorcycle	Annual	\$99.00	3.1%	\$96.00
	Discount	\$31.00	3.3%	\$30.00
Parking Enforcement Ticket Admin Fee		\$25.00 per ticket	0.0%	\$25.00 per ticket



SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2023-24

PEMBROKE - PARKING (cont'd)

Pay and Display		Rate 2023-24	Rate % Increase	Rate 2022-23
Honk Mobile	daily max	\$8.25	3.1%	\$8.00
Honk Mobile	Half Day	\$4.00	0.0%	\$4.00
Honk Mobile	3 Hours	\$6.00	0.0%	\$6.00
Honk Mobile	2 Hours	\$4.00	0.0%	\$4.00
Honk Mobile	1 Hour	\$2.00	0.0%	\$2.00

Note: HST included



**SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2023-24**

RESIDENCE & MEAL PLANS

Residence		Rate 2023-24	Rate % Increase	Rate 2022-23
Residence Room Rental	Annual	\$8,460.00	3.0%	\$8,210.00
Meal Plan Rates		Rate 2023-24	Rate % Increase	Rate 2022-23
Light	Two Term	\$2,600.00	4.0%	\$2,500.00
Regular	Two Term	\$3,736.00	4.0%	\$3,592.00
Premium	Two Term	\$4,691.00	4.0%	\$4,510.00
Light	One Term	\$1,300.00	4.0%	\$1,250.00
Regular	One Term	\$1,868.00	4.0%	\$1,796.00
Premium	One Term	\$2,345.00	4.0%	\$2,255.00

ROOM RENTAL

Capacity	Suitability	Rate 2023-24				Rate 2022-23	
		Full Day	Half Day/ Overnight	Full Day % Increase	Half Day/ Overnight % Increase	Full Day	Half Day/ Overnight
0 - 40	General Classroom	\$145.00	\$110.00	0.00%	0.00%	\$145.00	\$110.00
41 - 89	General Classroom	\$190.00	\$140.00	0.00%	0.00%	\$190.00	\$140.00
90 - 145	General Classroom	\$300.00	\$220.00	0.00%	0.00%	\$300.00	\$220.00
0 - 40	E - Classroom	\$270.00	\$210.00	0.00%	0.00%	\$270.00	\$210.00
41 - 89	E - Classroom	\$335.00	\$255.00	0.00%	0.00%	\$335.00	\$255.00
90 - 145	E - Classroom	\$420.00	\$315.00	0.00%	0.00%	\$420.00	\$315.00
0 - 20	Computer Lab	\$550.00	\$500.00	0.00%	0.00%	\$550.00	\$500.00
21 - 50	Computer Lab	\$550.00	\$500.00	0.00%	0.00%	\$550.00	\$500.00
0 - 64	Lap Top Lab	\$375.00	\$270.00	0.00%	0.00%	\$375.00	\$270.00
Does not apply	General Shop, Specialty Lab or Common Spaces *	Market Value				Market Value	
0 - 20	Boardroom	\$200.00	\$125.00	0%	0%	\$200.00	\$125.00
CA105 A	Multi-purpose e-room	\$360.00	\$300.00	0%	0%	\$360.00	\$300.00
CA105 B	Multi-purpose e-room	\$360.00	\$300.00	0%	0%	\$360.00	\$300.00
CA105 C	Multi-purpose e-room	\$360.00	\$300.00	0%	0%	\$360.00	\$300.00
CA105 AB	Multi-purpose e-room	\$460.00	\$360.00	0%	0%	\$460.00	\$360.00
CA105 BC	Multi-purpose e-room	\$460.00	\$360.00	0%	0%	\$460.00	\$360.00
CA105 ABC	Multi-purpose e-room	\$550.00	\$435.00	0%	0%	\$550.00	\$435.00
T102 A	Multi-purpose e-room	\$360.00	\$300.00	0%	0%	\$360.00	\$300.00
T102 B	Multi-purpose e-room	\$360.00	\$300.00	0%	0%	\$360.00	\$300.00
T102 C	Multi-purpose e-room	\$360.00	\$300.00	0%	0%	\$360.00	\$300.00
T102 AB	Multi-purpose e-room	\$460.00	\$360.00	0%	0%	\$460.00	\$360.00
T102 BC	Multi-purpose e-room	\$460.00	\$360.00	0%	0%	\$460.00	\$360.00
T102 ABC	Multi-purpose e-room	\$550.00	\$410.00	0%	0%	\$550.00	\$410.00
2	Vendor Table	\$200.00	\$200.00	0%	0%	\$200.00	\$200.00
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	0%	0%	\$850.00	\$525.00
Salons	Multi-purpose space	\$750.00	\$475.00	0%	0%	\$750.00	\$475.00
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
2023-24**

NAWAPON (C100) ROOM RENTAL

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

Fees for rentals during the following hours:	Rate 2023-24	Rate % Increase	Rate 2022-23
8:00 am - 12:00 pm	\$350.00	0%	\$350.00
12:00 pm - 04:00 pm	\$350.00	0%	\$350.00
04:00 pm - 09:00 pm	\$350.00	0%	\$350.00
08:00 am - 04:00 pm	\$700.00	0%	\$700.00
08:00 am - 09:00 pm	\$1,050.00	0%	\$1,050.00

PEMBROKE - ROOM RENTAL

Capacity	Suitability	Rate 2023-24		Rate % Increase		Rate 2022-23	
		Full Day	Half Day/ Overnight	Full Day % Increase	Half Day/ Overnight % Increase	Full Day	Half Day/ Overnight
1 - 32	General Classroom with technology	\$143.00	\$102.00	2.1%	2.0%	\$140.00	\$100.00
32 - 45	General Classroom with technology	\$158.00	\$112.00	1.9%	1.8%	\$155.00	\$110.00
46 - 72	General Classroom with technology	\$275.00	\$199.00	1.9%	2.1%	\$270.00	\$195.00
1 - 60	Multi Purpose Training Room with Technology	\$390.00	\$280.00	N/A	N/A	\$0.00	\$0.00
1 - 40	Computer Lab	\$358.00	\$270.00	2.3%	1.9%	\$350.00	\$265.00
1 - 10	Boardroom	\$97.00	\$75.00	2.1%	0.0%	\$95.00	\$75.00
1 - 20	Boardroom - Binhammer	\$194.00	\$122.00	2.1%	1.7%	\$190.00	\$120.00

Note: HST excluded

MARKETING & COMMUNICATIONS SERVICES

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

	Rate 2023-24	Rate	Rate 2022-23
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	0%	\$120.00/hour
Video Production (Marketing does not offer this service internally)	estimate required	0%	estimate required

Creative Services - Marketing Writing / Editing

	Rate 2023-24	Rate	Rate 2022-23
Copy Writing	\$115.00/hour	0%	\$115.00/hour
Editing, Proofing/Quality Control	\$120.00/hour	0%	\$120.00/hour