



SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES 2024-25

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 2024-25	Rate % Increase	Rate 2023-24
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	0%	\$140.00
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
Network Service Connection	\$375.00	0%	\$375.00
Zoom Webinars 500 Participants	\$70.00 per month \$845.00 per year	-12%	\$80.00 per month \$920.00 per year
Zoom Webinars 1,000 Participants	\$377.00 per month \$4,520.00 per year	-17%	\$455.00 per month \$4,520.00 per year
Zoom Webinars 3,000 Participants	\$1,122.00 per month \$13,464.00 per year	N/A	Did not exist in 2023-24
Zoom Webinars 5,000 Participants	\$3,386.00 per month \$40,637.00 per year	1%	\$3,312.00 per month \$33,120.00 per year
Zoom Webinars 10,000 Participants	\$8,826.00 per month Annual per quotation	-2%	\$8,635.00 per month \$7,195.00 per year
Zoom Large Meeting 500 Participants	\$66.00 per month \$812.00 per year	0%	\$65.00 per month \$804.00 per year
Zoom Large Meeting 1,000 Participants	\$121.00 per month \$1,454.00 per year	9%	\$120.00 per month \$1,440.00 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
2024-25**

PRINT SHOP

Services	Rate 2024-25	Rate % Increase	Rate 2023-24
Printing – black 8.5x11 & 8.5x14 *EXCLUDING PAPER*	\$0.10 per side back to back	0%	\$0.10 per side back to back
	\$0.10 single side	0%	\$0.10 single side
Printing – black 11 x 17 *EXCLUDING PAPER*	\$0.13 per side back to back	0%	\$0.13 per side back to back
	\$0.14 single side	0%	\$0.14 single side
Drilling	\$2.00 per 500 sheets	0%	\$2.00 per 500 sheets
Stapling (machine)	\$0.06 per set	0%	\$0.06 per set
Stapling (hand)	\$65.00/hour	8%	\$60.00/hour
Folding	\$65.00/hour	8%	\$60.00/hour
	\$10.00 set up, \$0.03 per piece folded	17%	\$8.50 set up, \$0.03 per piece folded
Padding, Cutting, Hand Collating, Scoring	\$65.00/hour	8%	\$60.00/hour
Set-up (Production)	\$65.00/hour, minimum charge \$10.00	8%	\$60.00/hour, minimum charge \$10.00
Scanning	Photo scan set-up fee \$5.00, \$2.00 each additional image.	0%	Photo scan set-up fee \$5.00, \$2.00 each additional image.
	Document scan set-up \$5.00, \$0.10 per image	0%	Document scan set-up \$5.00, \$0.10 per image
Laminating (2 sided)	Based on size- ask for quote	0%	Based on size- ask for quote
Shrink Wrap	\$1.50 per item	0%	\$1.50 per item
Cerlox Binding	\$2.20/book, \$4.00 oversize books	10%	\$2.00/book, \$4.00 oversize books
Coil Binding	\$2.20/book, \$4.00 oversize books	10%	\$2.00/book, \$4.00 oversize books
Perfect Binding	\$2.00/book, \$60.00 setup fee	50%	\$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
2024-25**

PRINT SHOP (cont'd)

Services		Rate 2024-25			Rate % Increase	Rate 2023-24		
Stock	Type	8 ½ x 11	8 ½ x 14	11 x 17		8 ½ x 11	8 ½ x 14	11 x 17
White 20lb		\$0.04/sheet	\$0.05/sheet	\$0.06/sheet	20% - 33%	\$0.03/sheet	\$0.04/sheet	\$0.05/sheet
White 28lb		\$0.12/sheet	\$0.13/sheet	\$0.15/sheet	7% - 9%	\$0.11/sheet	\$0.12/sheet	\$0.14/sheet
Colour Paper	Regular	\$0.08/sheet	\$0.09/sheet	\$0.10/sheet	8% - 14%	\$0.07/sheet	\$0.08/sheet	\$0.09/sheet
	Specialty	\$0.15/sheet	-	-	7%	\$0.14/sheet	-	-
Card	Regular	\$0.21/sheet	-	\$0.26/sheet	4%-5%	\$0.20/sheet	-	\$0.25/sheet
	Specialty	\$0.28/sheet	-	-	12%	\$0.25/sheet	-	-
Letterhead/Second page		\$0.20/sheet	-	-	0%	\$0.20/sheet	-	-
Service		Rate 2024-25			Rate % Increase	Rate 2023-24		
N.C.R.	2 part	\$0.17/sheet	\$0.19/sheet	-	5%-6%	\$0.16/sheet	\$0.18/sheet	-
	3 part	\$0.18/sheet	\$0.19/sheet	-	6%	\$0.17/sheet	\$0.18/sheet	-
	4 part	\$0.19/sheet	Special order	-	6%	\$0.18/sheet	Special order	-
Label Paper	Cracknpeel White/colour	\$1.20/sheet	-	-	9%	\$1.10/sheet	-	-
Tabs	Regular Printed setup charge \$10.00	\$2.31/set of 5 \$3.46/set of 8	-	-	5%	\$2.20/set of 5 \$3.30/set of 8	-	-
Business Cards		100	250	500	Rate % Increase	100	250	500
Regular		\$28.00	\$50.00	\$75.00	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	Rate % Increase	8 ½ x 11	8 ½ x 14	11 x 17
	1-500	\$0.42/imp	\$0.54/imp	\$0.70/imp	0%	\$0.42/imp	\$0.54/imp	\$0.70/imp
	501-900	\$0.36/imp	\$0.47/imp	\$0.60/imp	0%	\$0.36/imp	\$0.47/imp	\$0.60/imp
	901-1400	\$0.33/imp	\$0.43/imp	\$0.54/imp	0%	\$0.33/imp	\$0.43/imp	\$0.54/imp
	1401-2000	\$0.31/imp	\$0.39/imp	\$0.78/imp	0%	\$0.31/imp	\$0.39/imp	\$0.78/imp
	2001-3000	\$0.28/imp	\$0.35/imp	\$0.44/imp	0%	\$0.28/imp	\$0.35/imp	\$0.44/imp
	3001-5000	\$0.25/imp	\$0.32/imp	\$0.39/imp	0%	\$0.25/imp	\$0.32/imp	\$0.39/imp
	5001+	Call	Call	Call		Call	Call	Call
<i>Quotes available for other stocks & quantities</i>								



**SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2024-25**

PRINT SHOP (cont'd)

Departmental Photocopiers

	Expense Code: 44004		Expense Code: 44004
Quantity	Rate 2024-25	Rate % Increase	Rate 2023-24
Per Black Impression *FLEET PRINTING INCLUDES PAPER*	\$0.13 (simplex)	18%	\$0.11 (simplex)
	\$0.24 (duplex)	20%	\$0.20 (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	0%	\$0.08/scanned image
Desktop printers (legacy fleet)	\$0.13 (simplex)	18%	\$0.11 (simplex)
Desktop printers (legacy fleet)	\$0.24 (duplex)	20%	\$0.20 (duplex)
Per Colour Impression (paper and toner included)	\$0.44 (simplex)	5%	\$0.42 (simplex)
Per Colour Impression (paper and toner included)	\$0.82 (duplex)	5%	\$0.78 (duplex)

Coin-Operations

Payment Method	Rate 2024-25	Rate % Increase	Rate 2023-24
Brinks Deposit Bags (per unit)	\$0.28 per bag	0%	\$0.28 per bag

Photo ID Cards

Services	Rate 2024-25	Rate % Increase	Rate 2023-24
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
2024-25

OTTAWA - LOCKERS

Services	Rate 2024-25	Rate % Increase	Rate 2023-24
1 Semester – Full Locker	\$21.00	0%	\$21.00
2 Semester – Full Locker	\$42.00	0%	\$42.00
1 Semester – ½ Locker	\$21.00	0%	\$21.00
2 Semester – ½ Locker	\$42.00	0%	\$42.00
Lock Removal Service	\$10.00	0%	\$10.00
Administration fee for illegal occupancy	\$25.00	0%	\$25.00

PEMBROKE - LOCKERS

Services	Rate 2024-25	Rate % Increase	Rate 2022-23
1 Semester - Locker	\$21.00	0%	\$21.00
2 Semester - Locker	\$42.00	0%	\$42.00
Lock Removal Service	\$10.00	0%	\$10.00
Administration fee for illegal occupancy	\$25.00	0%	\$25.00

Note: HST included



**SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2024-25**

OTTAWA - PARKING

Level	Term	Rate 2024-25	Rate % Increase	Rate 2023-24
Lot 9	Monthly	\$129.00	3.2%	\$125.00
	Fall Annual	\$781.00	3.0%	\$758.00
	Winter Annual	\$799.00	3.0%	\$776.00
Lot 8	Monthly	\$175.00	2.9%	\$170.00
	Fall Annual	\$1,070.00	3.0%	\$1,039.00
	Winter Annual	\$1,093.00	3.0%	\$1,061.00
Lot 10	Weekly	\$43.00	2.4%	\$42.00
	Monthly	\$175.00	2.9%	\$170.00
	Fall Annual	\$1,070.00	3.0%	\$1,039.00
	Winter Annual	\$1,093.00	3.0%	\$1,061.00
Lot 11	Weekly	\$45.00	2.3%	\$44.00
	Monthly	\$182.00	2.8%	\$177.00
	Fall Annual	\$1,086.00	3.0%	\$1,054.00
Reserved Parking	Fall Annual Only	\$1,580.00	3.0%	\$1,534.00
Accessible	Monthly	\$129.00	3.2%	\$125.00
	Fall Annual	\$781.00	3.0%	\$758.00
Contractor	Monthly (Lot #12)	\$98.00	3.2%	\$95.00
	Annual (Lot #12)	\$626.00	3.0%	\$608.00
	Monthly (Multi Lot)	\$175.00	2.9%	\$170.00
	Annual (Multi Lot)	\$1,612.00	3.0%	\$1,565.00
Lot 12	Weekly	\$34.00	0.0%	\$34.00
	Monthly	\$129.00	-4.4%	\$135.00
	Fall Annual	\$781.00	-4.6%	\$819.00
Lot 16	Weekly	\$35.00	2.9%	\$34.00
	Monthly	\$139.00	3.0%	\$135.00
Lot 17	Fall Annual	\$1,154.00	11.1%	\$1,039.00
	Monthly	\$28.00	3.7%	\$27.00
Motorcycle	Fall Annual	\$119.00	3.5%	\$115.00
	Additional for Permit holder	\$30.00	3.4%	\$29.00
	Fall Annual	\$1,154.00	-3.9%	\$1,201.00

Note: HST included



**SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2024-25**

PARKING (cont'd)

		Rate 2024-25	Rate % Increase	Rate 2023-24
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				
Pay and Display		Rate 2024-25	Rate % Increase	Rate 2023-24
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	0.0%	\$12.00
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	0.0%	\$12.00
Red Lot #8 pass before 5pm on weekdays	daily max	\$14.00	0.0%	\$14.00
Green Lot #9 pass before 5pm on weekdays	daily max	\$12.00	0.0%	\$12.00
Lot #8, #9 and #12 pass after 5pm and weekends	daily max	\$6.00	0.0%	\$6.00
	weekly	\$12.00	0.0%	\$12.00
	monthly	\$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
2024-25**

PEMBROKE - PARKING

Pembroke - Employees / Students	Annual	\$347.00	3.0%	\$337.00
	Summer Only	\$230.00	3.1%	\$223.00
	Fall Only	\$230.00	3.1%	\$223.00
	Winter Only	\$230.00	3.1%	\$223.00
	Monthly	\$93.50	2.7%	\$91.00
	Daily	\$8.25	0.0%	\$8.25
Pembroke - Contractor	Annual	\$347.00	3%	\$337.00
	Monthly	\$93.50	2.7%	\$91.00
	Daily	\$8.25	0.0%	\$8.25
Pembroke - Motorcycle	Annual	\$102.00	3.0%	\$99.00
	Discount	\$32.00	3.2%	\$31.00
Parking Enforcement Ticket Admin Fee		\$25.00 per ticket	0.0%	\$25.00 per ticket
Pay and Display		Rate 2024-25	Rate % Increase	Rate 2023-24
Honk Mobile	daily max	\$8.25	0.0%	\$8.25
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
2024-25

RESIDENCE & MEAL PLANS

Residence		Rate 2024-25	Rate % Increase	Rate 2023-24
Residence Room Rental	Annual	\$8,800.00	4.0%	\$8,460.00
Meal Plan Rates		Rate 2024-25	Rate % Increase	Rate 2023-24
Light	Two Term	\$2,860.00	10.0%	\$2,600.00
Regular	Two Term	\$4,110.00	10.0%	\$3,736.00
Premium	Two Term	\$5,160.00	10.0%	\$4,691.00
Light	One Term	\$1,430.00	10.0%	\$1,300.00
Regular	One Term	\$2,055.00	10.0%	\$1,868.00
Premium	One Term	\$2,580.00	10.0%	\$2,345.00



**SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2024-25**

ROOM RENTAL

		Rate 2024-25				Rate 2023-24	
Capacity	Suitability	Full Day	Half Day/ Overnight	Full Day % Increase	Half Day/ Overnight	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)	\$2.50	\$2.50	-75%	-75%	\$10.00	\$10.00
1	Two poles with crossbar (8-12 feet height) and one section of Black Velvet drape/event (subject to availability) - Cost per foot	\$8.00	\$8.00	NA	NA		
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	\$1,000.00	\$625.00	18%	19%	\$850.00	\$525.00
Salons	Multi-purpose space	\$850.00	\$550.00	13%	16%	\$750.00	\$475.00
Nawapon (inclusive of lodge - no access to kitchen)	Multi-purpose space	\$925.00	\$575.00	23%	21%	\$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
2024-25**

PEMBROKE - ROOM RENTAL

Capacity	Suitability	Rate 2024-25		Full Day % Increase	Overnight % Increase	Rate 2023-24	
		Full Day	Half Day/ Overnight			Full Day	Half Day/ Overnight
1 - 32	General Classroom with technology	\$143.00	\$102.00	0.0%	0.0%	\$143.00	\$102.00
32 - 45	General Classroom with technology	\$158.00	\$112.00	0.0%	0.0%	\$158.00	\$112.00
46 - 72	General Classroom with technology	\$275.00	\$199.00	0.0%	0.0%	\$275.00	\$199.00
1 - 60	Multi Purpose Training Room with Technology	\$390.00	\$280.00	0.0%	0.0%	\$390.00	\$280.00
1 - 40	Computer Lab	\$358.00	\$270.00	0.0%	0.0%	\$358.00	\$270.00
1 - 10	Boardroom	\$97.00	\$75.00	0.0%	0.0%	\$97.00	\$75.00
1 - 20	Boardroom - Binhammer	\$194.00	\$122.00	0.0%	0.0%	\$194.00	\$122.00

Note: HST excluded

MARKETING & COMMUNICATIONS SERVICES

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

	Rate 2024-25	Rate % Increase	Rate 2023-24
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)	\$150.00/hour	25%	\$120.00/hour
Video Production (Marketing does not offer this service internally)	estimate required	0%	estimate required
Creative Services - Marketing Writing / Editing			
	Rate 2024-25	Rate	Rate 2023-24
Copy Writing	\$117.00/hour	1.75%	\$115.00/hour
Editing, Proofing /Quality Control	\$122.00/hour	1.75%	\$120.00/hour