



SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES 2027-28

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 2027-28	Rate % Increase/ (Decrease)	Rate 2026-27
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 6 CABLE Connection – Network connectivity for all campus locations. Rates may vary as per quotation* 8:00 AM and 4:00 PM, Monday to Friday	\$349.00	(18%)	\$427.00
CAT 6 CABLE Connection – Network connectivity for all campus locations. Rates may vary as per quotation* Installed outside of 8:00AM and 4:00pm, Monday to Friday	\$446.00	(16%)	\$532.00
CAT 6A CABLE Connection – Network connectivity for all campus locations. Rates may vary as per quotation* 8:00 AM and 4:00 PM, Monday to Friday	\$512.00	(17%)	\$615.00
CAT 6A CABLE Connection – Network connectivity for all campus locations. Rates may vary as per quotation* Installed outside of 8:00 AM and 4:00 PM, Monday to Friday	\$610.00	(15%)	\$720.00
Network Service Connection	\$390.00	(17%)	\$472.00
Standard Labour Rate	Per quotation*		Per quotation*
Audio Visual Support After Hours	Per quotation*		Per quotation*
Audio Visual Support for Non-College Related Events	Per quotation through Conference Services**		Per quotation through Conference Services**

**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).*

***Quotations for Audio Visual Support for non-College events will be captured as part of the overall event cost through Conference Services*

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 2027-28

PRINT SHOP

Services	Rate 2027-28	Rate % Increase	Rate 2026-27
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)	\$80.00/hour	14%	\$70.00/hour
Folding	\$80.00/hour	14%	\$70.00/hour
	\$20.00 set up, \$0.03 per piece folded	14%	\$17.50 set up, \$0.03 per piece folded
Padding, Cutting, Hand Collating, Scoring	\$80.00/hour	14%	\$70.00/hour
Set-up (Production)	\$80.00/hour, minimum charge \$20.00	14%	\$70.00/hour, minimum charge \$17.50
Scanning	Photo scan set-up fee \$8.00, \$2.00 each additional image.	0%	Photo scan set-up fee \$8.00, \$2.00 each additional image.
	Document scan set-up \$8.00, \$0.10 per image	0%	Document scan set-up \$8.00, \$0.10 per image
Laminating (2 sided)	Based on size - ask for quote		Based on size- ask for quote
Shrink Wrap	\$2.00 per item	0%	\$2.00 per item
Cerlox Binding	\$3.00/book, \$6.00 oversize books	0%	\$3.00/book, \$6.00 oversize books
Coil Binding	\$3.00/book, \$6.00 oversize books	0%	\$3.00/book, \$6.00 oversize books
Perfect Binding	\$2.00/book, \$60.00 setup fee	0%	\$2.00/book, \$60.00 setup fee
Graphic Design Services/Quotes	\$80.00 internal clients	0%	\$80.00 internal clients



SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES 2027-28

PRINT SHOP (cont'd)

Services		Rate 2027-28				Rate 2026-27		
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		\$0.05/sheet	\$0.06/sheet	\$0.07/sheet	0%	\$0.05/sheet	\$0.06/sheet	\$0.07/sheet
White 28lb		\$0.14/sheet	\$0.15/sheet	\$0.16/sheet	6% - 7%	\$0.13/sheet	\$0.14/sheet	\$0.16/sheet
Colour Paper	Regular	\$0.10/sheet	\$0.11/sheet	\$0.12/sheet	9% - 11%	\$0.09/sheet	\$0.10/sheet	\$0.11/sheet
	Specialty	\$0.18/sheet	-	-	12.5%	\$0.16/sheet	-	-
Card	Regular	\$0.24/sheet	-	\$0.29/sheet	3.5% - 4.3%	\$0.23/sheet	-	\$0.28/sheet
	Specialty	\$0.35/sheet	-	-	16.6%	\$0.30/sheet	-	-
Letterhead/Second page		\$0.22/sheet	-	-	0%	\$0.22/sheet	-	-
Service		Rate 2027-28				Rate 2026-27		
No Carbon Required forms (N.C.R.)	2 part	\$0.20/sheet	\$0.22/sheet	-	0%	\$0.20/sheet	\$0.22/sheet	-
	3 part	\$0.21/sheet	\$0.22/sheet	-	0%	\$0.21/sheet	\$0.22/sheet	-
Label Paper	Cracknpeel White/colour	\$1.25/sheet	-	-	2.5%	\$1.22/sheet	-	-
Tabs	Regular Printed setup charge \$10.00	\$3.16/set of 5 \$4.45/set of 8	-	-	0%	\$3.16/set of 5 \$4.45/set of 8	-	-
Business Cards		100	250	500		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		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

Quotes available for other stocks & quantities



SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES 2027-28

PRINT SHOP (cont'd)

Departmental Photocopiers

	Expense Code: 44004		Expense Code: 44004
Quantity	Rate 2027-28	Rate % Increase	Rate 2026-27
Per Black Impression *FLEET PRINTING INCLUDES PAPER*	\$0.13 (simplex)	0%	\$0.13 (simplex)
	\$0.24 (duplex)	0%	\$0.24 (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)	0%	\$0.13 (simplex)
Desktop printers (legacy fleet)	\$0.24 (duplex)	0%	\$0.24 (duplex)
Per Colour Impression (paper and toner included)	\$0.44 (simplex)	0%	\$0.44 (simplex)
Per Colour Impression (paper and toner included)	\$0.82 (duplex)	0%	\$0.82 (duplex)

Coin-Operations

Payment Method	Rate 2027-28	Rate % Increase	Rate 2026-27
Brinks Deposit Bags (per unit)	\$0.28 per bag	0%	\$0.28 per bag

Photo ID Cards

Services	Rate 2027-28	Rate % Increase	Rate 2026-27
Initial Card Fee*	No Charge	0%	No Charge
Replacement Card Fee	\$30.00	20%	\$25.00
Internal Department paying for students**	\$30.00	20%	\$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.)

OTTAWA - LOCKERS

Services	Rate 2027-28	Rate % Increase	Rate 2026-27
1 Semester – Full Locker	\$25.00	19%	\$21.00
2 Semester – Full Locker	\$50.00	19%	\$42.00
1 Semester – ½ Locker	\$25.00	19%	\$21.00
2 Semester – ½ Locker	\$50.00	19%	\$42.00
Lock Removal Service	\$10.00	0%	\$10.00
Administration fee for illegal occupancy	\$30.00	20%	\$25.00

PEMBROKE - LOCKERS

Services	Rate 2027-28	Rate % Increase	Rate 2026-27
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 2027-28

OTTAWA - PARKING

Level	Term	Rate 2027-28	Rate % Increase	Rate 2026-27
Lot 9	Monthly	\$140.00	2.9%	\$136.00
	Fall Annual	\$850.00	3.0%	\$825.00
	Winter Annual	\$871.00	3.0%	\$846.00
Lot 8	Monthly	\$191.00	3.2%	\$185.00
	Fall Annual	\$1,166.00	3.0%	\$1,132.00
	Winter Annual	\$1,191.00	3.0%	\$1,156.00
Lot 10	Weekly	\$47.00	2.2%	\$46.00
	Monthly	\$191.00	3.2%	\$185.00
	Fall Annual	\$1,166.00	3.0%	\$1,132.00
	Winter Annual	\$1,191.00	3.0%	\$1,156.00
Lot 11	Weekly	\$48.00	2.1%	\$47.00
	Monthly	\$199.00	3.1%	\$193.00
	Fall Annual	\$1,182.00	3.0%	\$1,148.00
Reserved Parking	Fall Annual Only	\$1,722.00	3.0%	\$1,672.00
Accessible	Monthly	\$140.00	2.9%	\$136.00
	Fall Annual	\$850.00	3.0%	\$825.00
Contractor	Monthly (Lot #12)	\$105.00	1.9%	\$103.00
	Annual (Lot #12)	\$682.00	3.0%	\$662.00
	Monthly (Multi Lot)	\$191.00	3.2%	\$185.00
	Annual (Multi Lot)	\$1,756.00	3.0%	\$1,705.00
Lot 12	Weekly	\$37.00	2.8%	\$36.00
	Monthly	\$140.00	2.9%	\$136.00
	Fall Annual	\$850.00	3.0%	\$825.00
Lot 16 Pilot Project	Semester	\$423.00	2.9%	\$411.00
Lot 17 Employees Only	Fall Annual	\$1,258.00	3.0%	\$1,221.00
Motorcycle	Monthly	\$31.00	3.3%	\$30.00
	Fall Annual	\$129.00	3.2%	\$125.00
	Additional for Permit holder	\$33.00	3.1%	\$32.00
Lot 15 Employees Only	Fall Annual	\$1,258.00	3.0%	\$1,221.00

Note: HST included



SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES 2027-28

OTTAWA - PARKING (cont'd)

		Rate 2027-28	Rate % Increase	Rate 2026-27
Admin Fees	Return or Permit Refund	Pro-rated as per usage	0%	Pro-rated as per usage
	Access Card Deposit	\$25.00	0%	\$25.00
	Electric Vehicle (EV) Charging - In addition to the regular cost of parking	\$2.50 / Hour	0%	\$2.50 / Hour
Parking - Daily				
Pay and Display		Rate 2027-28	Rate % Increase	Rate 2026-27
Lot #1	Per Hour	\$4.00	0%	\$4.00
Lot #4	Per Hour	\$6.00	0%	\$6.00
Lot #5	Per Hour	\$4.00	0%	\$4.00
Lot #10	Per Hour	\$4.00	0%	\$4.00
Lot # PPSI	Per Hour	\$4.00	0%	\$4.00
Lot #ACCE	Per Hour	\$4.00	0%	\$4.00
Lot #SC	Per Hour	\$4.00	0%	\$4.00
Lot #C	Per Hour	\$4.00	0%	\$4.00
Lot #11	Per Hour	\$4.00	0%	\$4.00
	Overnight	\$14.00	17%	\$12.00
N Roadway	Per Hour	\$4.00	0%	\$4.00
Visitor Booth	Daily Max	\$20.00	11%	\$18.00
	Per Hour	\$4.00	0%	\$4.00
Red Lot #8 pass before 5pm on weekdays	Daily Max	\$16.00	14%	\$14.00
Green Lot #9 pass before 5pm on weekdays	Daily Max	\$14.00	17%	\$12.00
Lot #8 and #9 pass after 5pm and weekends	Daily Max	\$6.00	0%	\$6.00
	Weekly	\$12.00	0%	\$12.00
	Monthly	\$30.00	0%	\$30.00



SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES 2027-28

PEMBROKE - PARKING

		Rate 2027-28	Rate % Increase	Rate 2026-27
Pembroke - Employees / Students	Annual	\$379.00	3.0%	\$368.00
	Summer Only	\$252.00	2.9%	\$245.00
	Fall Only	\$252.00	2.9%	\$245.00
	Winter Only	\$252.00	2.9%	\$245.00
	Monthly	\$102.00	3.0%	\$99.00
	Daily	\$9.00	2.9%	\$8.75
Pembroke - Contractor	Annual	\$379.00	3.0%	\$368.00
	Monthly	\$102.00	3.0%	\$99.00
	Daily	\$9.00	2.9%	\$8.75
Pembroke - Motorcycle	Annual	\$111.00	2.8%	\$108.00
	Discount	\$35.00	2.9%	\$34.00
Parking Enforcement Ticket Admin Fee		\$25.00 per ticket	0.0%	\$25.00 per ticket
Pay and Display		Rate 2027-28	Rate % Increase	Rate 2026-27
Honk Mobile	Daily max	\$9.00	2.9%	\$8.75
Honk Mobile	Half Day	\$4.75	5.6%	\$4.50
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

RESIDENCE & MEAL PLANS

Residence		Rate 2027-28	Rate % Increase	Rate 2026-27
Residence Room Rental	Two-Term (Academic Year)	\$9,975.00	4.0%	\$9,590.00
Residence Room Rental	Three-Term	\$13,490.00	4.0%	\$12,970.00
Residence Room Rental	Summer only	\$3,515.00	4.0%	\$3,380.00
Split Payment Admin Fee for Option Two		\$150.00	N/A	N/A
Meal Plan Rates (Excluding Meal Plan Admin Fee)		Rate 2027-28	Rate % Increase	Rate 2026-27
Light	Two Term	\$3,494.00	4.0%	\$3,360.00
Regular	Two Term	\$5,024.00	4.0%	\$4,830.00
Premium	Two Term	\$6,302.00	4.0%	\$6,060.00
Light	One Term	\$1,747.00	4.0%	\$1,680.00
Regular	One Term	\$2,512.00	4.0%	\$2,415.00
Premium	One Term	\$3,151.00	4.0%	\$3,030.00
Meal Plan Admin Fee	Two Term	\$150.00	0.0%	\$150.00
Meal Plan Admin Fee	One Term	\$75.00	0.0%	\$75.00



SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES 2027-28

OTTAWA - ROOM RENTAL

		Rate 2027-28				Rate 2026-27	
Capacity	Suitability	Full Day (8 Hours or Less)	Half Day (4 Hours or Less)	Full Day % Increase	Half Day % Increase	Full Day (8 Hours or Less)	Half Day (4 Hours or Less)
0 - 40	General Classroom	\$145.00	\$110.00	0%	0%	\$145.00	\$110.00
41 - 89	General Classroom	\$190.00	\$140.00	0%	0%	\$190.00	\$140.00
90 - 145	General Classroom	\$300.00	\$220.00	0%	0%	\$300.00	\$220.00
0 - 40	E - Classroom	\$270.00	\$210.00	0%	0%	\$270.00	\$210.00
41 - 89	E - Classroom	\$335.00	\$255.00	0%	0%	\$335.00	\$255.00
90 - 145	E - Classroom	\$420.00	\$315.00	0%	0%	\$420.00	\$315.00
0 - 20	Computer Lab	\$650.00	\$575.00	18%	15%	\$550.00	\$500.00
21 - 50	Computer Lab	\$650.00	\$575.00	18%	15%	\$550.00	\$500.00
0 - 64	Lap Top Lab	\$375.00	\$270.00	0%	0%	\$375.00	\$270.00
Does not apply	General Shop, Specialty Lab or Common Spaces *	Market Value				Market Value	
0 - 20	Boardroom	\$250.00	\$175.00	25%	40%	\$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	\$350.00	\$350.00	75%	75%	\$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	0%	0%	\$2.50	\$2.50
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	0%	0%	\$8.00	\$8.00
1	One Banquet Chair for College event (subject to availability)	\$1.00	\$1.00	0%	0%	\$1.00	\$1.00
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	\$1,000.00	\$625.00	0%	0%	\$1,000.00	\$625.00
Salons	Multi-purpose space	\$850.00	\$550.00	0%	0%	\$850.00	\$550.00
Multipurpose Studio	Multi-purpose space (Fitness Studio A2702-a)	\$320.00	\$160.00	N/A	N/A	N/A	N/A
Multipurpose Recreational	Multi-purpose space (Old Gym A1701)	\$800.00	\$400.00	N/A	N/A	N/A	N/A
Nawapon (inclusive of lodge - no access to kitchen)	Multi-purpose space	\$925.00	\$575.00	0%	0%	\$925.00	\$575.00
Pidaban	DARE District Boardroom	\$310.00	\$245.00	24%	40%	\$250.00	\$175.00
DARE District Space	Multi-purpose space	available upon request				available upon request	

*Based on scope of request and requirements



SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES 2027-28

NAWAPON (C100) ROOM RENTAL

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

Fees for rentals during the following hours:	Rate 2027-28	Rate % Increase	Rate 2026-27
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

		Rate 2027-28				Rate 2026-27	
Capacity	Suitability	Full Day	Half Day	Full Day % Increase	Half Day % Increase	Full Day	Half Day
1 - 32	General Classroom with technology	\$165.00	\$114.00	3.8%	4.6%	\$159.00	\$109.00
32 - 45	General Classroom with technology	\$180.00	\$125.00	2.9%	5.0%	\$175.00	\$119.00
46 - 72	General Classroom with technology	\$315.00	\$219.00	3.3%	1.9%	\$305.00	\$215.00
1 - 60	Multi Purpose Training Room with Technology	\$452.00	\$309.00	2.5%	3.3%	\$441.00	\$299.00
1 - 40	Computer Lab	\$399.00	\$299.00	5.3%	3.5%	\$379.00	\$289.00
1 - 10	Boardroom	\$109.00	\$85.00	3.8%	4.9%	\$105.00	\$81.00
1 - 20	Boardroom - Binhammer	\$215.00	\$135.00	2.9%	3.8%	\$209.00	\$130.00
1-200	Commons Area	Negotiated Rate	Negotiated Rate	0.0%	0.0%	Negotiated Rate	Negotiated Rate

Note: HST excluded

MARKETING & COMMUNICATIONS SERVICES

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

	Rate 2027-28	Rate % Increase	Rate 2026-27
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	0%	\$150.00/hour
Video Production (Marketing does not offer this service internally)	Estimate Required		Estimate Required

Creative Services - Marketing Writing / Editing

	Rate 2027-28	Rate % Increase	Rate 2026-27
Copy Writing	\$125.00/hour	0%	\$125.00
Editing, Proofing / Quality Control	\$130.00/hour	0%	\$130.00