



SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES 2025-26

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 2025-26	Rate % Increase/ (Decrease)	Rate 2024-25
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	\$427.00	31%	\$325.00
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	\$532.00	18%	\$450.00
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	\$615.00	29%	\$475.00
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	\$720.00	20%	\$600.00
Network Service Connection	\$472.00	26%	\$375.00
Zoom Webinars 500 Participants	\$77 per month \$918 per year	10%	\$70.00 per month \$845.00 per year
Zoom Webinars 1,000 Participants	\$377 per month \$4,520 per year	0%	\$377.00 per month \$4,520.00 per year
Zoom Webinars 3,000 Participants	\$1,098 per month \$13,170 per year	(2%)	\$1,122.00 per month \$13,464.00 per year
Zoom Webinars 5,000 Participants	\$2,760 per month \$33,120 per year	(18%)	\$3,386.00 per month \$40,637.00 per year
Zoom Webinars 10,000 Participants	\$7,193 per month \$86,320 per year	(19%)	\$8,826.00 per month Annual per quotation
Zoom Large Meeting 500 Participants	\$67 per month \$804 per year	2%	\$66.00 per month \$812.00 per year
Zoom Large Meeting 1,000 Participants	\$120 per month \$1,440 per year	(1%)	\$121.00 per month \$1,454.00 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
2025-26**

PRINT SHOP			
Services	Rate 2025-26	Rate % Increase	Rate 2024-25
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)	\$70.00/hour	8%	\$65.00/hour
Folding	\$70.00/hour	8%	\$65.00/hour
	\$12.00 set up, \$0.03 per piece folded	20%	\$10.00 set up, \$0.03 per piece folded
Padding, Cutting, Hand Collating, Scoring	\$70.00/hour	8%	\$65.00/hour
Set-up (Production)	\$70.00/hour, minimum charge \$12.00	8%-20%	\$65.00/hour, minimum charge \$10.00
Scanning	Photo scan set-up fee \$8.00, \$2.00 each additional image.	60%	Photo scan set-up fee \$5.00, \$2.00 each additional image.
	Document scan set-up \$8.00, \$0.10 per image	60%	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	\$2.00 per item	33%	\$1.50 per item
Cerlox Binding	\$2.50/book, \$5.00 oversize books	13%-25%	\$2.20/book, \$4.00 oversize books
Coil Binding	\$2.50/book, \$5.00 oversize books	13%-25%	\$2.20/book, \$4.00 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 2025-26									
PRINT SHOP (cont'd)									
Services			Rate 2025-26				Rate 2024-25		
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	16%-20%	\$0.04/sheet	\$0.05/sheet	\$0.06/sheet
White 28lb			\$0.13/sheet	\$0.14/sheet	\$0.16/sheet	7%-8%	\$0.12/sheet	\$0.13/sheet	\$0.15/sheet
Colour Paper	Regular		\$0.09/sheet	\$0.10/sheet	\$0.11/sheet	10%-13%	\$0.08/sheet	\$0.09/sheet	\$0.10/sheet
	Specialty		\$0.16/sheet	-	-	6%	\$0.15/sheet	-	-
Card	Regular		\$0.23/sheet	-	\$0.28/sheet	8%-10%	\$0.21/sheet	-	\$0.26/sheet
	Specialty		\$0.30/sheet	-	-	8%	\$0.28/sheet	-	-
Letterhead/Second page			\$0.22/sheet	-	-	10%	\$0.20/sheet	-	-
Service			Rate 2025-26				Rate 2024-25		
N.C.R.	2 part		\$0.18/sheet	\$0.20/sheet	-	5%-6%	\$0.17/sheet	\$0.19/sheet	-
	3 part		\$0.19/sheet	\$0.20/sheet	-	5%-6%	\$0.18/sheet	\$0.19/sheet	-
	4 part		\$0.20/sheet	Special order	-	5%-6%	\$0.19/sheet	Special order	-
Label Paper	Cracknpeel White/colour		\$1.22/sheet	-	-	5%	\$1.20/sheet	-	-
Tabs	Regular Printed setup charge \$10.00		\$2.43/set of 5 \$3.63/set of 8	-	-	5%	\$2.31/set of 5 \$3.46/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 2025-26

PRINT SHOP (cont'd)

Departmental Photocopiers

	Expense Code: 44004		Expense Code: 44004
Quantity	Rate 2025-26	Rate % Increase	Rate 2024-25
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)
\$0.08/scanned image	\$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 2025-26	Rate % Increase	Rate 2024-25
Brinks Deposit Bags (per unit)	\$0.28 per bag	0%	\$0.28 per bag

Photo ID Cards

Services	Rate 2025-26	Rate % Increase	Rate 2024-25
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.)

OTTAWA - LOCKERS

Services	Rate 2025-26	Rate % Increase	Rate 2024-25
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



SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES 2025-26

PEMBROKE - LOCKERS

Services	Rate 2025-26	Rate % Increase	Rate 2024-25
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

OTTAWA - PARKING

Level	Term	Rate 2025-26	Rate % Increase	Rate 2024-25
Lot 9	Monthly	\$132.00	2.3%	\$129.00
	Fall Annual	\$801.00	2.6%	\$781.00
	Winter Annual	\$821.00	2.8%	\$799.00
Lot 8	Monthly	\$180.00	2.9%	\$175.00
	Fall Annual	\$1,099.00	2.7%	\$1,070.00
	Winter Annual	\$1,122.00	2.7%	\$1,093.00
Lot 10	Weekly	\$44.00	2.3%	\$43.00
	Monthly	\$180.00	2.9%	\$175.00
	Fall Annual	\$1,099.00	2.7%	\$1,070.00
	Winter Annual	\$1,122.00	2.7%	\$1,093.00
Lot 11	Weekly	\$46.00	2.2%	\$45.00
	Monthly	\$187.00	2.7%	\$182.00
	Fall Annual	\$1,115.00	2.7%	\$1,086.00
Reserved Parking	Fall Annual Only	\$1,623.00	2.7%	\$1,580.00
Accessible	Monthly	\$132.00	2.3%	\$129.00
	Fall Annual	\$801.00	2.6%	\$781.00
Contractor	Monthly (Lot #12)	\$101.00	3.1%	\$98.00
	Annual (Lot #12)	\$643.00	2.7%	\$626.00
	Monthly (Multi Lot)	\$180.00	2.9%	\$175.00
	Annual (Multi Lot)	\$1,656.00	2.7%	\$1,612.00
Lot 12	Weekly	\$35.00	2.9%	\$34.00
	Monthly	\$132.00	2.3%	\$129.00
	Fall Annual	\$801.00	2.6%	\$781.00
Lot 16 Pilot Project	Semester	\$399.00	100.0%	\$0.00
Lot 17 Employees Only	Fall Annual	\$1,185.00	2.7%	\$1,154.00
Motorcycle	Monthly	\$29.00	3.6%	\$28.00
	Fall Annual	\$121.00	1.7%	\$119.00
	Additional for Permit holder	\$31.00	3.3%	\$30.00
Lot 15 Employees Only	Fall Annual	\$1,185.00	2.7%	\$1,154.00

Note: HST included



SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES
2025-26

PARKING (cont'd)

		Rate 2025-26	Rate % Increase	Rate 2024-25
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 2025-26	Rate % Increase	Rate 2024-25
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	\$12.00	0%	\$12.00
N Roadway	per hour	\$4.00	0%	\$4.00
Visitor Booth	daily max	\$18.00	0%	\$18.00
	per hour	\$4.00	0%	\$4.00
Lot #12 pass before 5pm on weekdays	daily max	\$12.00	0%	\$12.00
Red Lot #8 pass before 5pm on weekdays	daily max	\$14.00	0%	\$14.00
Green Lot #9 pass before 5pm on weekdays	daily max	\$12.00	0%	\$12.00
Lot #8, #9 and #12 pass after 5pm and weekends	daily max	\$6.00	0%	\$6.00
	weekly	\$12.00	0%	\$12.00
	monthly	\$30.00	0%	\$30.00
Parking Enforcement Ticket Admin Fee		\$25.00 per ticket	0%	\$25.00 per ticket

 SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES 2025-26				
PEMBROKE - PARKING				
		Rate 2025-26	Rate % Increase	Rate 2024-25
Pembroke - Employees / Students	Annual	\$357.00	2.9%	\$347.00
	Summer Only	\$237.00	3.0%	\$230.00
	Fall Only	\$237.00	3.0%	\$230.00
	Winter Only	\$237.00	3.0%	\$230.00
	Monthly	\$96.00	2.7%	\$93.50
	Daily	\$8.50	3.0%	\$8.25
Pembroke - Contractor	Annual	\$357.00	2.9%	\$347.00
	Monthly	\$96.00	2.7%	\$93.50
	Daily	\$8.50	3.0%	\$8.25
Pembroke - Motorcycle	Annual	\$105.00	2.9%	\$102.00
	Discount	\$33.00	3.1%	\$32.00
Parking Enforcement Ticket Admin Fee		\$25.00 per ticket	0.0%	\$25.00 per ticket
Pay and Display		Rate 2025-26	Rate % Increase	Rate 2024-25
Honk Mobile	daily max	\$8.50	3.0%	\$8.25
Honk Mobile	Half Day	\$4.25	6.3%	\$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				
RESIDENCE & MEAL PLANS				
Residence		Rate 2025-26	Rate % Increase	Rate 2024-25
Residence Room Rental	Annual (Academic Year)	\$9,220.00	4.1%	\$8,860.00
Residence Room Rental	Three-Term	\$12,460.00	4.0%	\$11,980.00
Residence Room Rental	Summer only	\$3,250.00	4.2%	\$3,120.00
Meal Plan Rates		Rate 2025-26	Rate % Increase	Rate 2024-25
Light	Two Term	\$3,060.00	7.0%	\$2,860.00
Regular	Two Term	\$4,397.00	7.0%	\$4,110.00
Premium	Two Term	\$5,521.00	7.0%	\$5,160.00
Light	One Term	\$1,530.00	7.0%	\$1,430.00
Regular	One Term	\$2,198.50	7.0%	\$2,055.00
Premium	One Term	\$2,760.50	7.0%	\$2,580.00



SCHEDULE OF RATES FOR INTERNAL/EXTERNAL SERVICES 2025-26

ROOM RENTAL

		Rate 2025-26				Rate 2024-25	
Capacity	Suitability	Full Day	Half Day	Full Day % Increase	Half Day % Increase	Full Day	Half Day
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	\$550.00	\$500.00	0%	0%	\$550.00	\$500.00
21 - 50	Computer Lab	\$550.00	\$500.00	0%	0%	\$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	\$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	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
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
Nawapon (inclusive of lodge - no access to kitchen)	Multi-purpose space	\$925.00	\$575.00	0%	0%	\$925.00	\$575.00
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 2025-26

NAWAPON (C100) ROOM RENTAL

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

Fees for rentals during the following hours:	Rate 2025-26	Rate % Increase	Rate 2024-25
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 2025-26				Rate 2024-25	
Capacity	Suitability	Full Day	Half Day	Full Day % Increase	Half Day % Increase	Full Day	Half Day
1 - 32	General Classroom with technology	\$147.00	\$105.00	2.8%	2.9%	\$143.00	\$102.00
32 - 45	General Classroom with technology	\$163.00	\$115.00	3.2%	2.7%	\$158.00	\$112.00
46 - 72	General Classroom with technology	\$283.00	\$205.00	2.9%	3.0%	\$275.00	\$199.00
1 - 60	Multi Purpose Training Room with Technology	\$405.00	\$289.00	3.8%	3.2%	\$390.00	\$280.00
1 - 40	Computer Lab	\$368.00	\$278.00	2.8%	3.0%	\$358.00	\$270.00
1 - 10	Boardroom	\$100.00	\$77.00	3.1%	2.7%	\$97.00	\$75.00
1 - 20	Boardroom - Binhammer	\$199.00	\$125.00	2.6%	2.5%	\$194.00	\$122.00
1-200	Commons Area	Negotiated Rate	Negotiated Rate			N/A	N/A

Note: HST excluded

MARKETING & COMMUNICATIONS SERVICES

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

	Rate 2025-26	Rate % Increase	Rate 2024-25
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	0%	estimate required

Creative Services - Marketing Writing / Editing

	Rate 2025-26	Rate % Increase	Rate 2024-25
Copy Writing	\$117.00/hour	0%	\$117.00/hour
Editing, Proofing /Quality Control	\$122.00/hour	0%	\$122.00/hour