Summary of Document Accessibility Training and Remediation

The problem: We have a website that is not compliant with WCAG 2.0 standards or with current AODA standards. As we prepare to launch the new site we will need to ensure two things:

1. That the documents/PDFS we load to the site are compliant or remediated to be compliant.
2. That individuals know how to make their documents/PDF'S compliant when they load them to the site in the future.

Much of our resources and efforts to make our site compliant will be wasted if we do not continue to keep it that way.

The solution: After looking at multiple options for word/pdf accessibility training we would like to go ahead with the Canadian company, **"A Cure for Gravity."**

Live Training:

Word document training – One full day (live)

PDF training – Two full days (live)

Total cost: **$6,240**

This live training can accommodate up to 15 people but it is recommended to keep the number below 12 so that support can be provided if questions come up. We propose that the individuals that should be trained include all **Administrative Assistants**, **Administrative Assistant Coordinators**, **Web**, **Customer Experience & Communications**, **Accessibility**, and someone from the **Library**.

This training is tailored to the documents that we use regularly and the group will learn how to develop accessible documents initially and how to remediate if they aren't.

(Included: 3 Hour Webinar on understanding the AODA, WCAG 2.0, and digital accessibility – free to all, unlimited amount of participants.)

On-going training material:

A Cure for Gravity will provide all of the **training material** and **videos** with our **Haldimand logo** and documents in them. This is meant for continual training that we propose to be incorporated into **onboarding** and facilitated by Accessibility.

Total cost of materials/videos: **$3,900**

We believe by training the initial group of individuals, we can also utilize the individuals with these skills to create a working group to remediate some documents to cut back on remediation costs. Remediation is costly when outsourced. The average cost of remediating 10 of our documents was around $4,000. Some municipalities will send their documents for remediation on an ongoing basis but we believe this ongoing cost can be avoided with the initial training and ongoing training options. If we are still left with documents that have not been remediated by late fall, we will have to pay for remediation from "A Cure for Gravity" or another company that provides this service.