



Memo

TO: Capital West Accessibility Advisory Committee

FROM: Capital West Accessibility Advisory Committee Administrative Support

DATE: 2024-09-04

SUBJECT: Cost Estimate – Accessibility Plan

The City of Langford has been in touch with Eclipse360 to get a quote for converting the Word document format of our future Accessibility Plan into an accessible PDF that can go on our websites or be printed out for individual use.

Eclipse360 works closely with the City to produce web-based materials, assist with our corporate website, and all other creative and communications needs as requested.

Langford received a quote for a 50-page document and that will cost the Committee approximately \$10,000 - \$12,000. When split between the seven local governments, the plan would be roughly \$1430.00 - \$1715.00 per municipality. Langford is happy to pay the upfront cost and bill the partner municipalities if this is the route we choose. Quotes are valid for thirty days, so we will likely have to go through this process again, however this gives the Committee an estimate.

While 50 pages may seem large, I added room for images, graphs, and other visual representations as well as text so the document can be interacted with and understood by more people. Many Accessibility Plans produced across BC and beyond include visual tools and images to assist the reader.