

Strata Corporation NW628 Web Site Accessibility Protocol

Strata Corporation NW628 is committed to ensuring that its web site, currently located at www.huntlywynd.org, and the content contained therein meets accessibility guidelines as defined under the Web Content Accessibility Guidelines - Version 2.0 (WCAG V2.0). This would allow residents with a disability related to sight loss who use up-to-date¹ assistive technology to fully access all of the information posted on the web site.

Through its Strata Council, the Strata Corporation will ensure its web site and all uploaded content, including materials generated by third parties, is WCAG V2.0 compliant. Materials include, but are not limited to, Strata Council meeting minutes, special or annual general meeting minutes, reports, forms, resident information lists, newsletters, bulletins, and other documents or objects. Materials posted in Adobe's PDF format (or any other text-based format) will also be published in an accessible Microsoft Word format containing identical information.

The procedure for procurement of any materials that will be posted on the Strata Corporation's web site will include the requirement that an accessible Microsoft Word format, in compliance with WCAG V2.0 guidelines, shall be provided. The Word format would consist of, at a minimum:

- complete file metadata information
- headings to denote each section
- detailed alternate text tags to accompany any embedded objects (i.e. graphics, images, photographs, drawings, charts, text boxes, edit fields, checkboxes, etc.)
- a Table of Contents containing links to headings within the document for reports/records with more than five (5) headings
- tables and spreadsheets to include a title range of the key intersecting cells

Strata Council Member Responsible

A member of the Corporation's Strata Council will be assigned the Communications portfolio and serve as the contact regarding accessibility issues related to the Corporation's web site and any materials contained therein. The appointed member will work with the web developer, monitor adherence to the WCAG V2.0 guidelines for persons with a disability related

to sight loss, and ensure that prompt and appropriate remedial action is undertaken to address any accessibility deficiencies.

Reporting Accessibility Issues

Deficiencies or concerns regarding accessibility issues will be submitted in writing to the Corporation's Strata President and vetted by the strata member responsible for the Communications portfolio. All such matters will be addressed and corrected in a timely and expeditious manner.

Amendments

Any amendments to this Web Site Accessibility Protocol must be supported by a majority vote of owners at a general meeting of the Strata Corporation.

Publication

The Web Site Accessibility Protocol will be permanently posted on the Strata Corporation's web site, currently located at www.huntlywynd.org.

¹ 3 model years or newer