

Accessibility Plan – Ottawa Flying Club

Effective Date: June 1, 2024

Next Review Date: No later than June 1, 2025

Contact for Feedback:

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1. GENERAL

The Ottawa Flying Club is committed to identifying, removing, and preventing barriers to accessibility in all aspects of our operations. This plan outlines our current practices, known barriers, and future commitments in accordance with the Accessible Canada Act (ACA) and its regulations.

This document is available in alternate formats upon request, including print, large print, braille, audio, or accessible electronic format.

2. BARRIERS AND ACTIONS BY CATEGORY

a. Employment

The Ottawa Flying Club is committed to an inclusive and accessible workplace.

- All job postings state that accommodations are available during every stage of the hiring process.
- All employment offers include a statement confirming that accommodations are available upon request.
- Emergency procedures are tailored as needed for employees with disabilities.

- In 2025, we will review job descriptions and onboarding materials to eliminate unintended barriers.
- Accessibility awareness training is provided to managers and hiring staff.

b. Built Environment

- The main clubhouse has a step at the entrance, which may restrict access for individuals with limited mobility.
- The hangar is fully accessible with no steps. Wheelchair users and others with limited motion may access the airside and flight operations through the hangar entrance.
- All major renovations moving forward will incorporate accessibility considerations in the planning and design stages.
- Due to certification limitations, aircraft are not modifiable for accessibility. However, we commit to making best-effort accommodations where feasible and safe.

c. Information and Communication Technologies (ICT)

- Internal systems used for scheduling and booking are being reviewed for accessibility and screen reader compatibility.
- Our website and online resources will be audited for WCAG 2.0 AA compliance in 2025.

d. Communication (Non-ICT)

- All public-facing communication is being reviewed for clarity and use of plain language.
- Staff receive training on inclusive verbal and written communication practices.
- Alternate document formats are provided upon request.

e. Procurement of Goods, Services, and Facilities

- OFC uses Transport Canada-approved training materials and equipment, which limits modification.
- For training aids and reference materials, we will source the most accessible options available.

- Individuals requiring alternate formats or specific accommodations can email gm@ofc.ca with a request, which will be actioned on a case-by-case basis.

f. Design and Delivery of Programs and Services

- Our aircraft are not modifiable for accessibility, but we will make best efforts to accommodate individual needs where safe and practical.
- Ground school materials are available in various formats, and we use flexible instructional delivery to support different learning needs.
- An accessibility consultant supports ongoing review of our service delivery methods.

g. Transportation

- The Ottawa Flying Club does not provide transportation services outside of aircraft operations. All training and events are hosted on OFC property, and no routine transportation is offered.
 - For any off-site events that may require transportation, accessibility accommodations will be arranged upon request.
 - Clients or staff requiring specific transportation accommodations can contact gm@ofc.ca in advance so arrangements can be made.
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3. CONSULTATIONS

Process:

- Prior to our 2024 Annual General Meeting, notices were posted on our website and at OFC inviting feedback and participation from persons with disabilities in the development of this Accessibility Plan.
- These notices remained posted throughout the consultation period, outlining how individuals could participate or provide input.

Outcome:

- No individuals requested to participate during the initial consultation period.

- We acknowledge the importance of ongoing engagement and remain committed to seeking input from persons with disabilities during the implementation and future revisions of this plan.

Contextual Note:

The primary focus of the Ottawa Flying Club's operations is flight training, which falls under federal aviation regulation. Medical fitness standards for student and licensed pilots are set by Transport Canada under the Canadian Aviation Regulations (CARs).

While we are committed to removing barriers and providing accommodations wherever feasible, some medical conditions or disabilities may be disqualifying for pilot licensing under those regulations.

We will make every effort to inform individuals of these regulatory limitations as early as practicable and will work with each person to explore available options or alternate paths within aviation, where possible.

4. FEEDBACK PROCESS

We welcome feedback on accessibility and barriers encountered at the Ottawa Flying Club.

Feedback can be submitted by:

- Email: gm@ofc.ca
- Phone: 613-523-2142 ext. 101
- In person: At the Dispatch desk or front office
- In writing: Submissions may be left with Dispatch staff

Contact:

All feedback is directed to:

Joshua Shea
General Manager
gm@ofc.ca

Feedback can be submitted anonymously. If contact information is provided, a response will be issued within 7 business days.

5. PUBLICATION

- This plan is posted on the OFC website in a WCAG 2.0 AA-compliant format.
- Printed copies are available at 20 Lindbergh Private, Ottawa, ON.
- Notification of publication will be sent to the Accessibility Commissioner within 48 hours.

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