

# Accessibility Progress Report – Ottawa Flying Club

**Reporting Period:** June 1, 2024 – May 31, 2025

**Report Date:** June 1, 2025

**Contact for Feedback:**

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## 1. GENERAL

This is the first progress report prepared by the Ottawa Flying Club under the Accessible Canada Act (ACA). It outlines the actions taken, feedback received, consultations undertaken, and progress made in implementing the Accessibility Plan published on June 1, 2024.

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## 2. AREAS DESCRIBED UNDER SECTION 5 OF THE ACA

### a. Employment

- All employment documentation has been reviewed and updated to clearly communicate our position on accessibility and the availability of accommodations.
- No accommodation requests were received from staff during this period, but the club remains prepared to respond promptly to any future requests.

### b. Built Environment

- No major renovations occurred during the reporting period.
- A high-contrast replacement sign was installed to enhance visibility for individuals with minor visual impairments.

### c. Information and Communication Technologies (ICT)

- Preparations are underway for a full website audit by the end of 2025 to ensure compliance with WCAG 2.0 AA standards, as outlined in the Accessibility Plan.

### d. Communication (Non-ICT)

- Public documents and employment materials were reviewed for plain language and accessibility.
- Communication protocols continue to prioritize clarity and inclusive language.

### e. Procurement of Goods, Services, and Facilities

- No changes to procurement processes during this period.
- As committed in the plan, training aids and materials are selected based on their accessibility features whenever possible.

### f. Design and Delivery of Programs and Services

- One accommodation was provided: a support person was permitted to assist an individual with difficulty understanding ground school content. This request was granted and integrated smoothly.
- No additional accommodations were requested.

### g. Transportation

- No off-site events requiring transportation occurred. All operations remained on property.
- OFC remains prepared to arrange accessible transportation for off-site events upon request.

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## 3. CONSULTATIONS

- Public invitations for consultation with persons with disabilities remained posted at OFC and on the website throughout the year.
- No direct consultation responses were received.

- OFC contacted an accommodations coordinator at a local educational institution in an effort to initiate consultation, but they were unable to assist as it fell outside their scope.
  - We remain open to all consultation opportunities and will continue to invite participation.
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## 4. FEEDBACK

- No formal feedback was submitted regarding the Accessibility Plan or accessibility barriers.
  - One informal request was received: a ground school participant requested a support person to assist with understanding course material. The request was granted without delay and did not disrupt training.
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## 5. EVALUATION AND NEXT STEPS

- The Ottawa Flying Club has not yet implemented formal KPIs or tracking metrics related to accessibility.
  - Plans are underway to integrate accessibility training into the next employee training cycle.
  - Future tracking of training completion, accommodation requests, and resolution timelines will form the foundation of a structured performance monitoring approach.
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## 6. PUBLICATION

This progress report is published in a WCAG 2.0 AA-compliant format and available at:  
[insert website link]

Alternate formats (print, large print, braille, audio, accessible electronic) are available upon request by contacting [gm@ofc.ca](mailto:gm@ofc.ca).

A copy of this report will be retained for a minimum of seven years and notification of its publication has been sent to the Accessibility Commissioner.

**This document is available in alternate formats upon request**