Accessibility

Windmill and Urban Equation fully supports the initiative outlined Accessibility for Ontarians with Disabilities Act 2005. We believe strongly in the principles of Independence, Dignity, Integration and Equal Opportunities for people with disabilities. We are committed to doing our part toward an accessible Ontario by 2025 and are happy to comply with all of our responsibilities under the Act. This policy outlines some of the ways we intend to comply.

As a service provider we endeavor to be accessible to customers with disabilities. A customer is anyone accessing our goods, services and facilities. This includes clients, patrons, third parties, business associates, employees and candidates.

We allow people with disabilities to bring/use their support person(s), service animals and assistive devices on our premises. Service animals and support persons are welcome throughout our premises unless their presence is otherwise prohibited by law. If another person's safety or health is compromised by the presence of an animal we will work with both parties to find a solution that meets both needs.

We consider a person's disability and individual needs when communicating with them.

We will notify people whenever there is a disruption to facilities or services often used by people with disabilities, for example the elevator or barrier free washroom. Notices of temporary disruption will be posted at the affected location and, where applicable, on Windmill's website, and will identify the facility or service affected, the reason for the disruption, its anticipated duration, and a description of any alternative facilities or services available.

Information generally provided to the public will be provided in accessible formats on request, including emergency plan information. We will work with the individual making the request to ensure it meets their individual needs. This may include support, such as reading a document aloud. There will be no charge to the individual for our assistance in accessing our publicly available documentation. Requests for accessible formats or communication supports will be acknowledged and fulfilled within 5 business days of receipt.

We welcome feedback from customers with disabilities on how we provide accessible customer service. This feedback, along with general feedback from all customers (as defined above) can be provided by emailing info@windmilldevelopments.com or by letter, mailed to 300 Richmond Rd, Suite 400, Ottawa ON, K1Z 6X6. Feedback received by email or mail is reviewed by the Executive Assistant, logged, and responded to within 5 business days. Where feedback identifies a concern, it is escalated to the appropriate manager for resolution, and the customer is informed of the outcome.

All executives, employees, contractors and volunteers of Windmill and Urban Equation have been, and all new hires will be, trained appropriately in compliance with AODA. This training includes the requirements of the accessibility standards under the AODA and the Ontario Human Rights Code as it relates to persons with disabilities, and is provided to all employees and volunteers, all persons who participate in developing Windmill's policies, and all other persons who provide goods, services, or facilities on behalf of Windmill. Windmill maintains records of training completion for all individuals required to complete it.

For employees specifically, we commit to accommodating individual needs relating to disabilities.

When an employee informs us of a disability and the need for accommodations, we will work with them to determine accommodations, and may seek advice from an outside expert. We will protect the privacy of the employee requesting the accommodations whenever possible. Employees requiring accommodations due to disabilities should speak with HR to get the process started. Similarly, when an employee is returning from a disability leave, we will work with them to create a Return to Work plan and the individual accommodations required. Where an individual accommodation plan includes the need for individualized workplace emergency response information, this information will be prepared and provided as soon as practicable. If a request for accommodation cannot be met, Windmill will provide the reasons in writing. Accommodation plans are reviewed periodically, or upon request, to confirm they continue to meet the employee's needs.

All information and communications needed in an employee's work and in our workplace will be provided in accessible formats and with supports when requested by employees with disabilities. This includes emergency information, and where needed an individualized emergency plan. Any performance management related, career development related or redeployment plans will take into account any individual accommodation needs based on an employee's disabilities.

Accommodations for people with disabilities are available on request throughout the recruiting and hiring process. This is communicated to applicants through a standard accommodation notice included in all publicly posted job advertisements. When a candidate is selected to participate in an assessment or selection process, Windmill includes notice of the availability of accommodations in the interview invitation, and consults with the candidate to arrange suitable accommodation upon request. When extending an offer of employment, Windmill informs the successful candidate of its policies for accommodating employees with disabilities.

To the extent that we are involved in the design of public spaces, such as waiting areas, service counters and off street parking, we will comply with our accessibility obligations under AODA.

Accessibility Compliance Report

You can use one form to file an accessibility compliance report for up to 20 organizations. To do so, you need each organization's:

- legal name
- business number (BN9) or AODA identifier
- number of employees in Ontario
- address

Each organization must have the same:

- organization category
- number of employees range (e.g. 20-49, 50+)
- certifier
- answers to all of the accessibility compliance questions

If not, you will need to complete a separate form for each organization.

Note: While business and non-profit organizations with 1-19 employees are not required to submit an accessibility compliance report, they must still comply with the AODA.

Organization information

Table 1: Organization category, number of employee range and reporting year

Organization Category (required)	Number of employee range (required)	Reporting year (required)
Business or Non-profit	20-49 employees	2026 BNP

Business details

How to count your employees?

In your employee count, include all:

- full-time employees
- part-time employees
- seasonal employees
- contract workers

Do not count:

- employees outside Ontario
- volunteers
- independent contractors

How can I find my CRA business number or AODA Identifier?

You can find your BN9 number by:

- Logging into the CRA My Business Account
- Checking your GST/HST or Corporation Notice of Assessment under Notice Details
- Checking your GST/HST credit notice
- To learn more, visit Business number - Canada.ca (https://www.canada.ca/en/services/taxes/business-number.html?utm_campaign=not-applicable&utm_medium=vanity-url&utm_source=canada-ca_business-number ↗)

If you do not have a BN9, please contact aoda.assistance@ontario.ca to receive an AODA identifier.

How to find your industry?

You can search for North American Industry Classification (NAICS) codes using the Statistics Canada website (https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=1369825 ↗).

Table 2: Organization business details (maximum up to 20)

Item Number	Organization legal name (required)	Number of employees in Ontario (required)	Business number (BN9) or AODA identifier (required)	Operating / business name	Organization Sector (required)	Subsector (required)	Industry Group (required)
Item # 1	Windmill Development Group Ltd.	33	860360551	Windmill Development Group Ltd.	23 - Construction	236 - Construction of Buildings	2361 - Residential Building Construction

Business address

Address at which letters can be sent to the company director/officer accountable for the organization's compliance with the AODA.

Table 3: Organization business address (maximum up to 20)

Item Number	Organization legal Name (required)	Address line 1 (required)	Address line 2	City (required)	Province or State (required)	Postal code or Zip code (required)	Country (required)
Item # 1	Windmill Development Group Ltd.	400 - 300 Richmond Road	N/A	Ottawa	ON (Ontario)	K1Z 6X6	Canada

Mailing address

Address where letters can be sent to the person responsible for coordinating the organization's AODA compliance activities.

Table 4: Organization mailing address (maximum up to 20)

Item Number	Organization legal name (required)	Address line 1 (required)	Address line 2	City (required)	Province or State (required)	Postal code or Zip code (required)	Country (required)
Item # 1	Windmill Development Group Ltd.	400 - 300 Richmond Road	N/A	Ottawa	ON (Ontario)	K1Z 6X6	Canada

Certification statement

Section 15 of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) requires that accessibility reports include a statement certifying that all the required information has been provided and is accurate, signed by a person with authority to bind the organization(s).

Note: It is an offence under the Act to provide false or misleading information in an accessibility report filed under the AODA.

The certifier may designate a primary contact for the Ministry for Seniors and Accessibility to contact the organization(s); otherwise, the certifier will be the main contact.

Certifier: Someone who can legally bind the organization(s).

Primary Contact: The person who will be the main contact for accessibility issues.

Acknowledgement

☑ I certify that all the information is accurate, and I have the authority to bind the organization (required)

Certification date (yyyy-mm-dd) (required) 2026-06-10

Certifier information

Table 5: Certifier information

Last name (required)	First name (required)	Position title (required)	Business phone number (required)	Business phone number extension	Email (required)	Alternate phone number	Alternate phone number extension	Fax number
Westeinde	Jonathan	Executive Director	416-929-5264	N/A	info@windmilldevelopments.com	N/A	N/A	N/A

Primary contact for the organization(s)

☐ Check if the primary contact is same as the certifier

Table 6: Primary contact information

Last name (required)	First name (required)	Position title (required)	Business phone number (required)	Business phone number extension	Email (required)	Alternate phone number	Alternate phone number extension	Fax number
Sharif	Tala	Administrator	613-668-0996	N/A	tala.sharif@windmilldevelopments.com	N/A	N/A	N/A

Compliance questions

Customer Service Standards

Question 1. Is your organization in compliance with all applicable requirements of the Customer Service Standards?

☑ Yes ☐ No

Resources for Question 1

- Read Ontario Regulation 191/11, Part IV.2: Customer Service Standards (https://www.ontario.ca/laws/regulation/110191#BK148 ↗)
- Learn more about your requirements for question 1 (https://www.ontario.ca/page/accessibility-rules-public-sector-organizations#section-7 ↗)
- The Accessibility Standards Checklist (https://forms.mgcs.gov.on.ca/dataset/on00125 ↗)

Comments for Question (Please provide additional details to support your answer)

N/A