1. Financial Incentive Programs

The City's Economic Revitalization Community Improvement Plan (CIP) contains four financial incentive programs to encourage new investment in targeted economic sectors for the purposes diversifying the local economy and creating/retaining jobs. These programs address a wide range of business types including new businesses considering locating in Windsor, expansion of existing businesses within the City, and small businesses.

The funding and mechanics of the programs are similar in that financial incentives are available to eligible businesses in the form of grants equivalent to the increase in municipal tax generated from new development, redevelopment, or adaptive reuse of buildings or property. Grants are provided on an annual basis for up to 10 years or until 100% of the eligible costs associated with the project are repaid. This approach is beneficial to investors–as they can recoup many of the costs associated with establishing/retaining employment uses—and the City, which collects increased municipal taxes once the grant program has ceased.

The following table briefly describes and summarizes the difference between the financial incentive programs:

PROGRAM NAME	DESCRIPTION
Business Development Grant Program	• Grant equivalent up to 100% of the municipal property tax increase created by the project for up to 10 years after project completion. • Project must create a minimum of 50 new jobs within the manufacturing sector or a more than 20 jobs within any other targeted sector(s).
Business Retention and Expansion Grant Program	• Grant equivalent up to 100% of the municipal property tax increase created by the project for up to 10 years after project completion. • Project must create or retain a minimum of 50 jobs within the manufacturing sector or create more than 20 jobs or retain a minimum of 35 jobs within any other targeted sector(s).
Small Business Investment Grant Program	• Grant equivalent up to 100% of the municipal property tax increase created by the project for up to 10 years after project completion. • Business must have less than 50 employees if in the manufacturing sector or less than 20 in any other targeted sector(s). • Investment must result in a minimum increase of $25,000 in assessed property value.
Development Charges Grant Program	• Applicants successful in obtaining one of the above mentioned grants may be eligible to receive a grant to offset up to 100% of development charges paid for a project.

2. What types of businesses are eligible to apply for financial incentives?

The purpose of the Economic Revitalization CIP is to encourage local economic diversification within identified sectors. Therefore, only businesses or projects that fall within the sectors/uses set out below will be eligible for funding under any of the grant programs (see Appendix A for descriptions of eligible uses).

SECTOR	ELIGIBLE USES	
Professional Services	• Business Incubator • Computer Programming Services • Computer Systems Design Services	• Industrial Design Services • Research and Development • Testing Laboratories
Renewable and Alternative Energy	• Manufacturing • Research and Development	• Cogeneration Facilities • Renewable Energy Power Generation
Creative Industries	• Performing Arts Facilities • Museums	• Computer Software Developer Digital and Media Studios
Health & Life Sciences	• Manufacturing • Physician Recruitment	• Research and Development
Management of Companies and Enterprises	• Corporate Office	• Head Office
Manufacturing	• All Manufacturing Uses	
Tourism	• Tourist Attraction	
Warehousing/Logistics	• Warehouse	

Development, redevelopment or adaptive reuse of a building or property for a use that does not fall within any of the targeted sectors listed above, but is considered a 'Catalyst Project' (i.e. it results in the creation and/or retention of a significant number of indirect jobs in one or more of the targeted sectors) may be eligible to participate in the Business Development or Business Retention and Expansion Grant Program. Specifically, to qualify as a catalyst project, applicants must ensure:

- a minimum investment (i.e. eligible costs) that totals at least $250,000;
- the creation of 15 new permanent jobs as part of the development, redevelopment or adaptive reuse of a building or property, not including construction jobs; and
- the creation and/or retention of a 50 indirect jobs in one or more of the targeted sectors.

3. Who can apply?

Registered owners and assessed owners or tenants of lands and buildings within the City of Windsor who propose an eligible project may apply by filling out an application form and submitting all required information. A person or organization whom has been assigned the right to receive a grant may also make application. Pre-consultation with City staff is required prior to submitting an application.

4. Is there a fee to apply?

Fees subject to change. Payment options will be provided when the CIP application is ready to be deemed complete. Planning CIP Application Fees per project (Council Decision B3/2026):

Base Fee	$ 500.00
GIS Fee	$ 50.00
E-Permitting Fee	$ 40.00
TOTAL	$ 590.00

Please submit a complete application to: Planning & Development Services at **CIP@citywindsor.ca.**

If you have any questions, please contact Planning & Development Services at (519) 255-6543.

6. What costs are eligible for a grant under the grant programs?

"Eligible costs" for the Business Development, Business Retention and Expansion, and Small Business Investment Grant Programs include the costs of:

a) New building construction;

b) Building Rehabilitation and Retrofit Works;

c) Building demolition;

d) Costs associated with meeting Leadership in Energy and Environmental Design (LEED) standards, specifically:

   i. base plan review by a certified LEED consultant;
   ii. preparing new working drawings to the LEED standard;
   iii. submitting and administering the constructed element testing and certification used to determine the LEED designation; and
   iv. increase in material/construction cost of LEED components over standard building code requirements;

e) Development application fees, building permit fees, and studies or reports related to eligible applications (i.e. application for Official Plan Amendment, Zoning By-law Amendment, Minor Variance or Permission, Consent, Site Plan Approval/Amendment/Modification/Termination, Plan of Subdivision / Condominium, Condominium Conversion, Part Lot Control Exemption, Removal of the "H" Holding Symbol, Demolition Permit, and Building Permit);

f) Upgrading on-site infrastructure including water services, sanitary sewers and stormwater management facilities; and

g) Constructing/upgrading off-site infrastructure including roads, water services, sanitary sewers, stormwater management facilities, electrical/gas utilities, where this is required to permit remediation, rehabilitation and/or adaptive reuse of property that is subject of the application.

7. How do the grant programs work?

If approved to participate in one of the grant programs will commence once the project is complete, the property has been reassessed by the Municipal Property Assessment Corporation (MPAC), and the difference between the pre and post development municipal taxes is established. Participants pay their full taxes annually as per usual and the City subsequently provides an annual grant—equivalent to the increase City property taxes that results from the project—for up to 10 years as shown in the example below. Grant payments may cease prior to the typical 10 year limit where the total grant payments equal the total eligible program costs as noted above**.** In no case will the total amount of grants provided for an eligible property exceed the total eligible costs.

Example Grant Calculation (figures are hypothetical)

The below table illustrates the hypothetical calculation of a CIP grant for the location of a new business within an existing commercial facility. The first year of the grant program begins once alterations/renovations/construction is complete and the property value has been reassessed by the MPAC. As shown in the fourth column, the grant (equal to the increase in municipal taxes generated by the development) is issued annually for up to 10 years or until 100% of the eligible costs are repaid.

Year of Grant	Pre Development Municipal Taxes	Post Development Municipal Taxes	Grant Value
1	$241,352	$365,122	$123,770
2	$241,352	$365,122	$123,770
3	$241,352	$365,122	$123,770
4	$241,352	$365,122	$123,770
5	$241,352	$365,122	$123,770
6	$241,352	$365,122	$123,770
7	$241,352	$365,122	$123,770
8	$241,352	$365,122	$123,770
9	$241,352	$365,122	$123,770
10	$241,352	$365,122	$123,770
Total Grant Value			**$1,237,700**

Assumptions: The above example is based on the following hypothetical assumptions:

- Municipal Commercial tax rate = 0.03094258
- Pre-development property assessment = $7,800,000
- Pre-development annual City taxes levy = $241,352
- Investment (eligible project costs) = $4,000,000
- Post-development property tax assessment = $11,800,000
- Post-development City taxes = $365,122
- Tax increment/Grant Value (i.e. difference between pre and post development municipal tax levy) = $123,770

8. What conditions must be met to be eligible for the grant programs?

The following conditions apply to all grant programs:

a) Prior to making an application for financial incentives, pre-consultation with City staff is required.

b) Applicants are required to submit a complete application to the City describing (in detail) the development, redevelopment or adaptive reuse that is planned. This may include reports, conceptual site plans, business plans, estimates, contracts and other details as may be required to satisfy the City with respect to conformity of the project with the CIP. Application requirements will be clearly articulated at or following a pre-consultation meeting with City staff.

c) Applications must be approved by City Council prior to commencement of any eligible works being undertaken (i.e. costs incurred prior to Council's approval may not be eligible for inclusion in the grant program).

d) Proposals must demonstrate to the satisfaction of the City (i.e. by business plan or other means), that a financial assistance is necessary in order for the development to be economically viable and that it will provide a measurable public benefit.

e) Grants are only available for uses that are readily identifiable with one of the targeted sectors/uses listed in Section 2. Catalyst projects that meet the criteria set out within the CIP may also be eligible.

f) If any of the eligible works under a particular grant program is not completed as approved, if a building erected on a property participating in a grant program is demolished before the program ceases, or if a property owner fails to meet any of the program requirements and/or terms and conditions of the legal agreement the grant may be delayed, reduced, cancelled or repayment of the grant may be required by the City.

g) Property taxes must be in good standing at the time of application and throughout the entire length of the grant period.

h) All work approved under the incentive programs and associated improvements to buildings and/or land must conform to all Provincial laws, municipal by-laws, policies, procedures, standards and guidelines, including applicable Official Plan and Zoning By-law requirements.

i) Applicants approved for the programs contained in the CIP will be required to complete the approved works within timeframes agreed to by the City.

j) Any outstanding work orders and/or other charges from the City (including tax arrears) against the subject property must be addressed to the satisfaction of the City prior to the grant or loan being paid, or be addressed as part of the proposed work.

k) If the applicant is in default of any of the general or program specific requirements, or any other requirements of the City, the City may delay, reduce, cancel, and/or require repayment of the approved grant.

l) All property owners participating in this program will be required to enter into a written agreement with the City, which will specify the terms and conditions of the grant.

m) Where City owned land is purchased for purposes set out in the CIP the purchaser must enter into a written agreement with the City stating that they will keep and maintain the land, building and the use in conformity with the Community Improvement Plan.

Condition applicable to the Business Development Grant Program:

n) Development, redevelopment or adaptive reuse of buildings or land must result in a minimum of **50 new jobs** for the manufacturing sector, or **more than 20 workers** in the remaining targeted sectors.

Condition applicable to the Business Retention and Expansion Grant Program:

o) Development, redevelopment or adaptive reuse of buildings or land must result in a minimum of **50 new or retained jobs** for the manufacturing sector, or **more than 20 new jobs or 35 retained jobs** in the remaining targeted sectors.

Condition applicable to the Small Business Investment Program:

p) Development, redevelopment or adaptive reuse of buildings or land must result in a **minimum increase of $25,000 in assessed property value** after eligible work is complete and the property is reassessed by MPAC.

Condition applicable to the Development Charges Grant Program:

q) Applicants must have Council approval to participate in the Business Development, Business Retention and Expansion, or Small Business Investment Grant Programs to be eligible for the Development Charges Grant Program.

r) Applicant must be proposing a use that is subject to Development Charges in accordance with By-law 70-2010.

9. Can the grants be retained by the property owner if the property is sold after the property is remediated and rehabilitated?

Grants can be assigned by the property owner to the new property owner at the time of the sale or transfer, or the grant can be retained by the property owner, subject to approval of the City.

10. What happens next?

a) Applications and supporting documentation are reviewed by staff to determine eligibility and costs eligible for the applicable grant program.

b) Staff may request clarification or additional supporting documentation.

c) Staff may perform site visit(s) and inspection(s) of the property (if necessary).

d) An estimate of the post-project assessed value is calculated by the City based on information provided by the applicant, or the applicant, which will be used to used to calculate the estimated:

- post-project municipal property taxes;
- annual grant;
- duration of the grant period; and
- total value of grant payments.

e) Where City staff recommend approval of an application to Council, a recommendation report and legal agreement will be prepared by City staff. Both of these documents are subject to the *Freedom of Information and Protection of Privacy Act*.

f) The recommendation report is then forwarded to City Council for approval. Applicants are notified of Council's decision in writing.

g) Eligible works may commence immediately following Council's approval.

h) If Council approves the application, the grant agreement must be finalized and signed prior to the commencement of the grant program.

i) If approved to participate in the Development Charges Grant Program, a grant for up to 100% of the Development Charges paid to the applicant once construction is complete and a final inspection is performed by the City's Building Department.

j) Each year, once the property owner has paid property taxes in full for that year, the City will issue a grant payment to the applicant or assignee equivalent to the increase in City property taxes. These grant payments will be issued for up to 10 years or up to the time when total grant payments equal total eligible program costs, whichever comes first.

If you have any questions about this program, please contact **Planning & Development Services** *by phone at* ***(519) 255-6543*** *or via e-mail at* ***plannningdept@citywindsor.ca***

TARGETED SECTOR	ELIGIBLE USE	DESCRIPTION
Creative Industries	• Computer Software Developer	Companies that design, write, modify and test computer software for the mass market.
	• Digital and Media Studios	Companies that supply professional broadcast, production, multi-media and telecommunications solutions.
	• Museums	Companies that preserve and exhibit objects of historical, cultural, and/or educational value.
	• Performing Arts Facilities	A building, room, or outdoor structure for the presentation of plays, music, films, or other dramatic performances before a live audience. Also includes companies primarily engaged in organizing, promoting, and/or managing live performing arts productions and similar events held in facilities that they own, manage and/or operate. This does not include bars, taverns, nightclubs, or drinking places primarily engaged in preparing and serving alcoholic beverages for immediate consumption
Health & Life Sciences	• Manufacturing	Companies that manufacture goods related to the health sector.
	• Research and Development	Companies, institutions and/or a part of a company that that exclusively provides research and development services for companies engaged in the manufacturing of goods related to the health sector.
	• Physician Recruitment	Companies which demonstrate active physician recruitment within the City of Windsor and have a relationship (or relationships) with a post-graduate medical school.
Management of Companies and Enterprises	• Corporate Office	A facility or building that is the permanent working location of senior level management employees primarily engaged in administering, overseeing, and managing other establishments of the company or enterprise. These establishments normally undertake the strategic or organizational planning and decision making role of the company or enterprise.
	• Canadian Head Office	A facility or building that is the permanent working location of the company's executives and senior level management that are primarily engaged in providing general management and/or administering, overseeing, and managing other establishments of the company or enterprise. A head office is only recognized as a production unit if it is located in a separate physical location than the rest of the company or enterprise.
Manufacturing	• Manufacturing	Companies engaged in the fabricating, processing, assembling, packaging, producing or making goods or commodities, including ancillary repair, storage, wholesaling or office uses.
	• Aerospace Manufacturing	Companies primarily engaged in manufacturing aircraft, missiles, space vehicles and their engines, propulsion units, auxiliary equipment, and parts thereof.
	• Automobile Manufacturing	Companies engaged in manufacturing cars, trucks, vehicle components and parts.
Professional Services	• Business Incubator	Business Incubator: is a facility or building that provides a flexible, affordable working space in combination with an array of business support resources and services intended to accelerate the successful launch and early development of start-up companies. A Business Incubator must demonstrate to the satisfaction of the Municipality that its business model and services provided focus on one or more of the following: • Creating jobs and wealth; • Fostering Windsor's entrepreneurial climate; • Technology transfer and commercialization; • Building or accelerating growth of local industry clusters; • Business creation and retention; • Encouraging women or minority entrepreneurship; • Identifying potential spin-in or spin-out business opportunities; and

TARGETED SECTOR	ELIGIBLE USE	DESCRIPTION
		• Contribute to community revitalization and economic diversification.
	• Computer Programming Services	Companies that design, write, modify, test and support computer software to meet the needs of a particular customer.
	• Computer Systems Design Services	Companies that plan and design computer systems that integrates computer hardware, software, and communication technologies. These establishments often install the system and train and support users of the system.
	• Industrial Design Services	Companies that create and develop designs and specifications that optimize the function, value and appearance of products. These services can include the determination of the materials, construction, mechanisms, shape, colour, and surface finishes of the product, taking into consideration human needs, safety, market appeal and efficiency in production, distribution, use and maintenance.
	• Research and Development	Companies and/or institutions that are primary focused on conducting original investigation, undertaken on a systematic basis to gain new knowledge (research) and the application of research findings or other scientific knowledge for the creation of new or significantly improved products or processes (development), including use of laboratory facilities used exclusively for these purposes.
	• Testing Laboratories	Companies that perform physical, chemical, and other analytical testing services, such as acoustics or vibration testing, assaying, biological testing (except medical and veterinary), calibration testing, electrical and electronic testing, geotechnical testing, mechanical testing, non-destructive testing, or thermal testing. The testing may occur in a laboratory or on-site.
Renewable and Alternative Energy	• Cogeneration Facilities	Companies that produce electricity and useful thermal energy (i.e. heat) simultaneously from a common fuel source.
	• Renewable Energy Power Generation	Companies that operate electric power generation facilities that convert renewable forms of energy, such as solar, wind, or tidal power, into electrical energy. The electric energy produced in these establishments is provided to electric power transmission systems or to electric power distribution systems. Does not include hydroelectric, fossil fuel, or nuclear facilities.
	• Manufacturing	Companies that manufacture goods related to the Renewable Energy sector.
	• Research and Development	Companies, institutions and/or a part of a company that that exclusively provides research and development services for companies engaged in the manufacturing of goods related to the Renewable and Alternative Energy sector.
Tourism	• Tourist Attraction	a facility or complex aimed at providing entertainment and/or education to those who visit it, and that must demonstrate by way of a business plan: • its long term financial viability without the need for ongoing municipal or Provincial subsidy for its operations; and • its potential to draw a significant number of visitors annually from both Windsor-Essex County and from outside of the region; or • its ability to support attracting major events, conventions or meetings to Windsor.
Warehousing/ Logistics	• Warehouse	A building or facility for storing large amounts of products (i.e. wares) on an interim basis prior to being shipped to retailers, wholesalers or manufacturers.