

Office Community Improvement Plans

Downtown CIP & Hurontario Growth Area CIP

Application Guide

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1. Introduction

The Downtown Community Improvement Plan (CIP) and the Hurontario Growth Area (Hurontario) CIP seek to attract office uses by providing incentives to reduce initial development costs. New office buildings are not economically viable because there is a significant gap between the cost of development and achievable office rents.

The CIPs share the goal of attracting office development, with its high employment density, to balance growth and create an active, vibrant environment.

The Downtown CIP was approved by Council on July 5, 2017, and enacted through By-law 0135-2017. The CIP was amended in 2022 through By-law 0101-2022 and most recently in 2026 through By-law 0023-2026.

The Hurontario CIP was approved by Council on February 11, 2026, and enacted through By-law 0022-2026.

Both CIPs are currently in full force and effect until the earlier of February 11, 2031 or once incentives under the applicable CIP are approved for 50,000 m² of office space. This guide will be updated should it be further amended or extended.

This Application Guide is intended to make the application, approval and administration process for the program clear and transparent for Council, staff, applicants and the public. The Application Guide is a companion document to the CIP and includes details about the programs, application process and terms and conditions of participation.

To obtain additional information about the CIP and application forms please visit the City of Mississauga's website at: <https://www.mississauga.ca/projects-and-strategies/city-projects/downtown-community-improvement-plan/>

The Application Guide may be revised and altered without amendment to the CIP.

2. Program Information

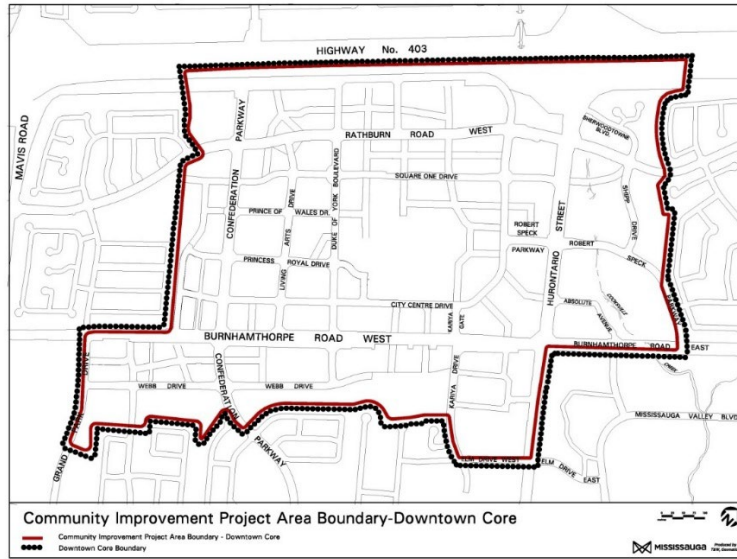
The CIPs are intended to stimulate investment in office development.

They are an enabling tool available to the City should a landowner be interested in participating in one or a combination of incentive programs. An applicant's proposal must meet the criteria outlined in the CIP and advance the City's strategic priorities.

All CIP applications are subject to City Council, or delegated, approval and budget availability. Decisions are not subject to appeal.

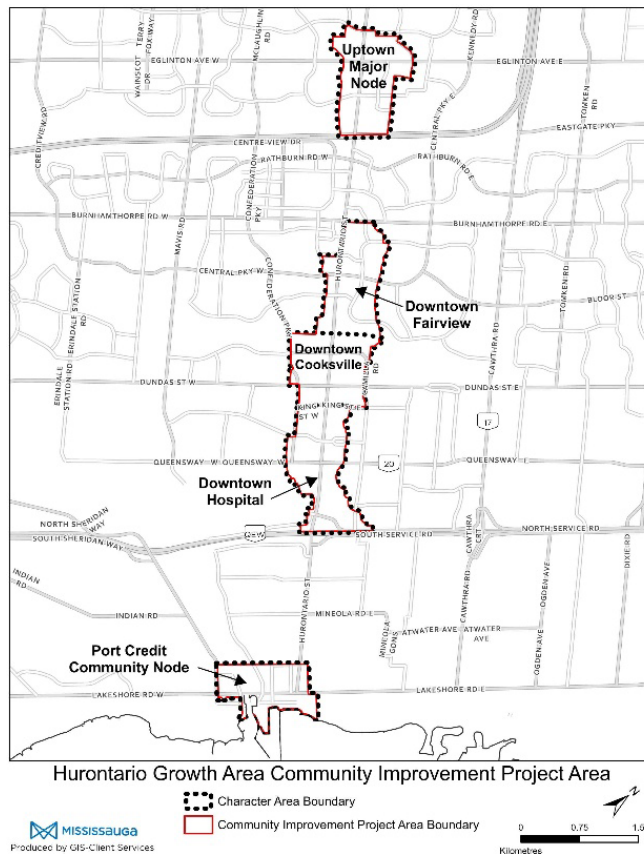
The Downtown CIP applies to all lands within the Downtown Core Character Area, as identified in Figure 1, which was designated by City Council through By-law 0178-2016.

Figure 1: Downtown Core Community Improvement Project Area



The Hurontario CIP applies to all lands within the Uptown, Fairview, Cooksville and Hospital Urban Growth Centres and the Port Credit Growth Node, as identified in Figure 2, which was designated by City Council through By-law 0001-2026.

Figure 2: Downtown Core Community Improvement Project Area



Incentives

The CIPs serve as an enabling tool that allows the City to review applications for office development proposals and consider incentives intended to offset the high cost of constructing office relative to achievable rents. The CIP provides a “toolbox” of incentive programs which may be activated on a case-by-case basis, subject to feasibility and financial assessment.

The programs are referred to as a “toolbox” because, once activated, they can be used individually or in combination by the applicant. Both CIPs include the programs outlined in Table 1, while additional programs included in the Downtown CIP are outlined in Table 2.

Table 1: Office CIP Incentives

Incentive	Description	Details
1. Tax Increment Equivalent Grant (TIEG)	Annual grant to phase in the increase in City office property taxes related to post-development property value reassessment.	10 years of grants starting at 100% of the tax increment and declining by 7% annually. Limited to the office portion of City property taxes.
2. Development Processing Fees Grant	A one-time grant equivalent to City development application and building permit fees.	Limited to fees paid to the City after the submission of a CIP application.
3. Development Charge (DC) Deferrals	Defers the payment of office DCs to a future date.	Standard deferral of 5-years; an ongoing deferral may be available where projects meet exceeding eligibility criteria.

Table 2: Additional Downtown CIP Incentives

Incentive	Description	Details
4. Municipally Funded Parking	Provides parking for office uses at reduced cost.	Dependent on funding availability and market interest.
5. Municipal Property Acquisition and Disposal	Provides land at or below fair market value for office uses.	Dependent on funding availability and market interest.

Eligibility

CIP applications must meet all general eligibility criteria (as outlined in the CIPs and summarized below) to be considered for incentive(s):

- a. Located within an applicable Community Improvement Project Area (Figures 1 and 2)
- b. Results in increased office assessment value
- c. Minimum of three (3) storeys in height
- d. Minimum of 2,000 m² (approximately 20,000 sf) of office space
- e. Includes Transportation Demand Management (TDM) measures
- f. Not in tax arrears

Further, projects seeking an ongoing DC deferral must meet all general eligibility criteria in addition to the exceeding eligibility criteria (as outlined in the CIPs and summarized below):

- a. Minimum 50% increase in office assessment value
- b. Minimum eight (8) storeys in height
- c. Minimum 10,000 m² (approximately 100,000 sf) of office space
- d. Creates a minimum of 400 office jobs
- e. Exceed Tier 1 of Mississauga's Green Development Standards

Note that projects meeting the general and/or exceeding eligibility criteria are not guaranteed incentives. Incentives will only be granted where an application, and associated budget, is approved by City Council.

Scoring

Applications that meet the eligibility criteria will be scored as set out below. Scoring allows the incentive value to be tied to merit, quality of the development, and advancement of the City's strategic objectives and priorities. Projects that score highly are more likely to receive incentives.

Applications will be scored based on the following six (6) areas:

1. Balancing Growth
2. Financial Proposal
3. Sustainability
4. Project Readiness
5. Mix of Uses
6. Development Features & Community Benefits

Detailed scoring criteria and weighting is included in Appendix 1: Office CIP Score Card

Time Limits

To provide certainty and avoid speculation, incentive approvals will be time limited to ensure that a project moves from the development approval stages to construction and does not hold onto a commitment indefinitely. If timelines are not met, the incentive will be lost.

Time limits will be set at the time of CIP application approval. Any extensions to deadlines are subject to Council approval.

3. Application Process

The CIP will be administered by the City's Planning and Building Department. There is no application fee for the incentive programs. All applications must be received by February 11, 2031, unless the CIP and relevant by-law(s) are extended by City Council.

The Planner will be the initial point of contact for Applicants interested in seeking incentives under this CIP and may be contacted as outlined below:

Mail: City of Mississauga
Planning and Building Department
Attention: CIP Planner, City Planning Strategies
300 City Centre Drive
Mississauga, ON L5B 3C1

Email: downtowncip@mississauga.ca

The Planner will coordinate the application review, which may include:

- City staff from City Planning Strategies, Development and Design, Economic Development, Environment, Finance, Revenue, Legal, Realty, Municipal Parking and other service areas as required.
- Members of the City's Leadership Team.
- City Council and Committees of Council.

The application and review process comprises the following key steps described below and illustrated in Figure 3:

Pre-Application

1. **CIP Pre-Application**

Applicant submits a pre-application form to provide the City with initial information about the proposed project and requested incentives. The Planner circulates the pre-application to relevant City staff for review.

2. **Pre-Application Meeting**

Applicant and relevant City staff meet to review preliminary concepts and project eligibility.

3. **Eligibility**

City staff determine project eligibility based on the pre-application form and meeting.

Application

4. **CIP Application**

If the project is eligible, the Applicant will be requested to submit a detailed application form. The application is circulated to relevant City staff for review and comment. If staff confirm that the application satisfies the intent of the CIP and merits incentive(s), Finance staff will undertake a financial analysis of the requested incentive(s) to determine the impact on the City Budget.

5. Recommendation Report

Once staff, including the City’s Leadership Team, have completed their review, a Recommendation Report that the requested incentives be approved in full, partially approved, or refused will be brought to the Planning and Development Committee for consideration.

6. Council Decision

If the Planning and Development Committee approves the application it will advance to City Council. If an application is refused by Council, there is no further action taken by City staff. Refused Applicants may only re-apply if their proposed project and/or requested incentives have substantively changed.

Implementation

7. Financial Incentives Agreement

Following Council approval, an Agreement will be prepared by the City’s Legal staff and be entered into by the City and Applicant – incentive(s) will not be issued in the absence of an executed legal agreement.

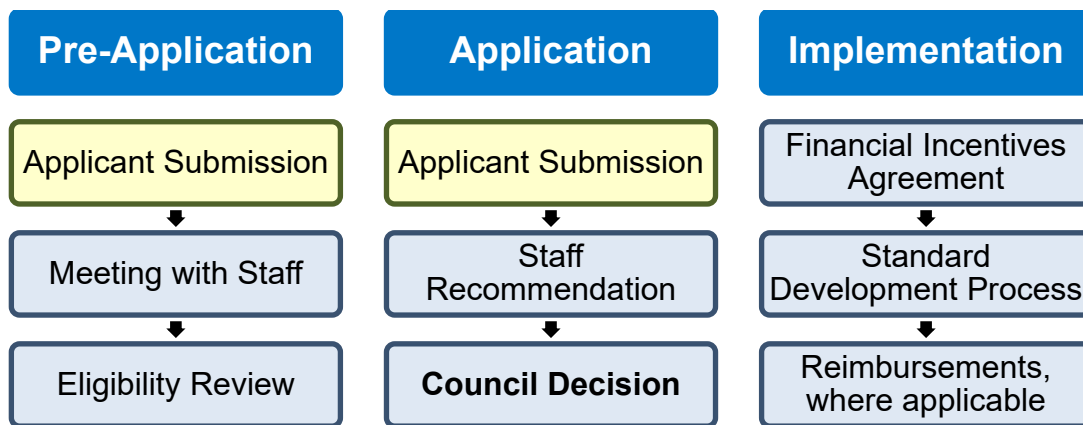
8. Development Approval Process

The project will follow the standard development approval process.

9. Reimbursement

Where applicable, grants are issued in accordance with the executed Agreement.

Figure 3: CIP Application Process



The details and structure of individual incentives will be determined on a case-by-case basis, subject to Council approval. Where Council approves any incentive(s), they must be secured through a legally binding Agreement which will outline all relevant terms and conditions.

4. Funding Sources

Incentives that require funding, capital or other, require Council approval informed by a comprehensive financial review conducted by the City's Finance staff based upon inputs from the Applicant.

Once a CIP application, including funding (capital or other financing), is approved by Council and a Legal Agreement is executed, the City is obligated to continue any incentives as per the Agreement provided that the Applicant remains in compliance with the Agreement.

5. Monitoring

The Planning and Building department will conduct regular monitoring of the CIP, program participation and performance to provide the basis for decisions regarding program design and funding. Reports will be presented to Council as required.

The monitoring program is based on the following items:

- a. Inquiries – number and type received
- b. Applications – number and type received; project completions
- c. Assessment – increases in assessment values; the City's total office tax base; office property tax revenue
- d. Building Permits – number and value of office permits issued
- e. Job Creation – increases in full-time and part-time office employment
- f. Environment – office building GHG reductions
- g. Development – hectares of land redeveloped for office; office GFA constructed; value of private sector office investment leveraged
- h. Incentives – value of approved incentives; terms and conditions of approved incentives

Auditing may also include a third-party review of the office market to validate the “but for” test and need for incentives. This review may examine existing office rates, construction costs, demand for parking, and other criteria established by staff.

Monitoring results will be used to improve the CIP by recommending adjustments to eligibility requirements and the administration process. The CIP may periodically review and adjust the terms and requirements of the incentive programs, or discontinue incentive programs as appropriate.

Minor and technical amendments (e.g. correcting typographical errors) may be made without Council approval. Major and substantive amendments (e.g. boundaries, new incentive programs, eligibility criteria) may be made by amendment, subject to the statutory process under the *Planning Act*, R.S.O 1990, c. P. 13. Notwithstanding, the City may discontinue the CIP or any of its programs at any time without formal amendment.

In the event that the CIPs, or any portion(s) thereof, is/are repealed or expires, the terms and conditions of any executed Agreement(s) remain active and valid.

6. Terms and Conditions for the Use of Incentives

Applicants will be required to enter into a legally binding Agreement with the City, registered on title, to secure approved incentive(s). The provisions of the Agreement will be specific to the project – the list of terms and conditions below is provided for information purposes only:

1. The City reserves the right to require the submission of any additional documentation or additional legal agreements as deemed necessary by the City to ensure the goals and purpose of this CIP are met.
2. The City is not responsible for any costs incurred by an Applicant in relation to the program, including, without limitation, costs incurred to apply for the CIP or in anticipation of receiving (an) incentive(s).
3. The combined total of all incentives approved for any one project may not exceed the total cost of the project. Where other sources of government and/or non-profit funding are anticipated or have been secured, they must be declared prior to the execution of a CIP Agreement.
4. The subject property must not be in a position of tax arrears at any point in time commencing with the time of CIP application and throughout the term of an executed Agreement. The subject property, and any other property(ies) owned by the Applicant within the city, must be in good standing with respect to all municipal taxes, fees, and charges.
5. The Applicant may not be in litigation with the City.
6. Incentives cannot be applied retroactively. Applicants are encouraged to apply as early as possible. Costs, fees, and charges incurred prior to CIP application submission are not eligible for CIP assistance.
7. Approval under the CIP shall not fetter the City's discretion with respect to its standard development, or any other applicable, approval process.
8. The project shall be in conformity with the City's Official Plan, Zoning By-law, and other planning requirements and approvals at both the local and regional levels.
9. Outstanding work orders and/or orders or requests to comply and/or other charges from any municipal or provincial entity must be satisfactorily addressed prior to the approval/payment of any incentive(s).
10. All improvements made to buildings and/or land shall be made pursuant to a Building Permit and/or other required permits, and constructed in accordance with the Ontario Building Code, Ontario Fire Code, and all applicable zoning requirements and planning approvals.
11. City staff, officials, and/or agents of the City may inspect any property that is the subject of an application for any of the financial incentive programs offered by the City.
12. Works, actual or estimated costs, and any associated supporting documentation/studies may be subject to audit or independent review by a third party qualified consultant, at the sole cost of the Applicant, to determine eligibility in accordance with this CIP, to the satisfaction of the City.
13. Protocol governing communications between the owner/Applicant and the City, including notification procedures where there is a change in ownership of the subject property.
14. Municipal recourse should the project be converted to an ineligible use or demolished, except to expand an eligible use.
15. Municipal recourse should the Applicant cease doing business at the subject property.

16. Any applicable interest or other fees and charges on loans and/or deferred payments under any of the CIP incentive programs.
17. If during the course of the project, the scope of work changes along with associated costs, the City reserves the right to amend or cancel the terms of the incentive to reflect any changes in GFA occupied by eligible use(s) or user(s).
18. Once a CIP application is approved and an Agreement is executed between the City and the Applicant, the City is obligated to continue any payments as set out in the Agreement provided that the Applicant is in compliance with the Agreement.
19. It is the sole responsibility of the Applicant to satisfy the City that they are in compliance with the Agreement. Failure to do so will result in recourse and/or conditions which may include delay, reduction or cancellation of the approved incentive, and may require repayment of any approved incentive(s) which has been paid or granted. If the recipient chooses to delay, reduce or cancel the approved incentive(s) the recipient shall forfeit any portion of incentive(s) paid and the City shall retain any applicable monies that have been collected.
20. Incentives are not transferable and are only available to the Applicant that signed the original application and executed Agreement, unless authorized by the City in accordance with the terms of the Agreement.
21. Incentive(s) will only be dispersed by the City once the development has been completed, the Planning and Building Department has conducted final inspection, and the property has been reassessed by MPAC.

Appendix 1: Office CIP Score Card

Minimum Eligibility Criteria	Exceeding Eligibility Criteria
<input type="checkbox"/> Located within the Downtown or Hurontario Growth Area project area	<input type="checkbox"/> Minimum of 50% office assessment value increase
<input type="checkbox"/> Minimum of 3 storeys	<input type="checkbox"/> Minimum of 8 storeys
<input type="checkbox"/> Minimum of 2,000m ² of office space (under single ownership)	<input type="checkbox"/> Minimum of 10,000m ² of office space (under single ownership)
<input type="checkbox"/> Increased property taxes	<input type="checkbox"/> Minimum 400 office jobs created
<input type="checkbox"/> Includes TDM measures	
<input type="checkbox"/> Not in tax arrears	

All Minimum Eligibility Criteria must be met to proceed

Criteria	Points	Score
Balancing Growth	10– 50	1
	51 – 100	2
	101 – 200	4
	201 – 400	6
	>400	8
	Additional for net new	2
	2,000 – 5,000m ²	1
	5,001 – 7,500m ²	2
	7,501 – 10,000m ²	4
	10,001 – 25,000m ²	6
>25,000m ²	8	
Additional for net new	2	
Balancing Growth		/20
Financial Proposal	<25%	5
	25 – 50%	4
	51 – 75%	2
	>75%	0
	<5%	5
	5 – 10%	4
11 – 15%	2	
16 – 20%	1	
>20%	0	
Financial Proposal		/10
Sustainability	Achievement of Green Development Standards	Sum of Tier (1, 2, or 3) achieved for each GDS theme (up to 15)
Sustainability		/15
Project Readiness	<1 year	5
	1 – 2 years	4
	3 – 5 years	2
	>5 years	1
	<3 years	5
	3 – 5 years	4
	6 – 8 years	2
	>8 years	1
	Owner-occupied	5
	Lease executed	5
Negotiations	3	
Marketing	2	
None	0	
Project Readiness		/15

	Proportion of office GFA – non-residential to be occupied by head offices or Economic Development Strategy priority sector office (or associated) uses			
	• Life Sciences	0%	0	
	• Advanced Manufacturing (Automotive, Aerospace, Food & Beverage, Industrial Machinery)	1 – 25%	1	
	• Technology (including Clean Technology)	26 – 50%	2	
	• Creative Industries	51 – 75%	4	
		>75%	5	
		0 – 10%	0	
	Proportion of office GFA – non-residential that is <u>not</u> medical office or medical office – restricted	11 – 40%	1	
		41 – 60%	3	
		61 – 90%	4	
		>90%	5	
Mix of Uses		0 – 10%	1	
	Proportion of total GFA – non-residential to be developed as office	11 – 40%	2	
		41 – 60%	4	
		61 – 90%	5	
		>90%	3	
	Two (2) or more of the below non-residential uses will be included in the development			
	• Public park			
	• Retail Store	Yes	5	
	• Day Care	No	0	
	• Restaurant (or Take-out Restaurant)			
	• Entertainment Establishment			
	• Recreational Establishment			
	• Overnight Accommodation			
		Mix of Uses		/20
	Office main front entrance is located within 150m of an existing or planned higher order transit stop	Existing	5	
		Planned	3	
		>150 m	0	
	Number of transit stops within 100m of the office main front entrance	1 – 2	0	
		3 – 4	3	
		5+	5	
Development Features & Community Benefits		<25%	0	
	Percent of street frontage(s) with active use(s)	25 – 50%	1	
		51 – 75%	4	
		>75%	5	
		0m	0	
	Metres of public road network created by the development	<250 m	1	
		251 – 500 m	2	
		501 – 750 m	4	
		>750 m	5	
		Development Features & Community Benefits		/20
		Total Score		/100

Terms in **bold italic** are defined in the Zoning By-law