



## Town of Huntsville Staff Report

**Meeting Date:** July 16, 2025

**To:** Planning Council

**Report Number:** DEV-2025-75

**Confidential:** No

**Author(s):** Kirstin Maxwell, Director of Development Services

**Subject:** OPA#8 and CPPA/20/2025/HTE - Housing Action Plan Implementation

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### Report Highlights

Staff recommendation to Planning Council respecting Official Plan Amendment #8 (OPA#8) and Community Planning Permit By-law Amendment CPPA/20/2025/HTE.

### Recommendation

#### OPA #8

**Be It Resolved That:** Amendment #8 to the Town of Huntsville Official Plan, as outlined in Attachment #1 to Report DEV-2025-75, be ADOPTED and forwarded to the District of Muskoka for approval.

#### CPPA/20/2025/HTE

**Be It Resolved That:** Planning Council APPROVE Community Planning Permit By-law Amendment CPPA/20/2025/HTE, the purpose and effect of which is to implement policy changes for the Housing Action Plan.

### Background

On March 26, 2025, staff provided an overview of potential changes to both the Official Plan (OP) and Community Planning Permit By-law (CPPBL) to facilitate the development of more affordable and rental housing ([Report DEV-2025-34](#)).

Draft OP policies and CPPBL amendments were provided to Planning Council for consideration on May 16th ([Report DEV-2025-56](#)), and to receive direction to proceed to a public meeting on the proposed changes.

### Discussion

#### Official Plan Amendment #8:

The suggested amendments to the Official Plan would apply to lands within the Regional Commercial and Business Employment designations within the Huntsville Urban Settlement Area and the Community Business designation in the Port Sydney Community Area.

Bill 97 changed the definition of "area of employment" to exclude institutional and commercial uses not associated with primary industrial uses. It further narrowed the uses included to warehousing and manufacturing uses. In Huntsville, the majority of our employment areas, in consideration of these new clarifications, would be considered commercial based and not industrial. Contemplating the inclusion of residential uses in these locations, it is suitable if they are clearly accessory to an employment use, and any compatibility concerns are appropriately mitigated. The proposed OPA has been drafted with this in mind. Accessory residential uses would be permitted on the 2nd floor or to the rear of a building, with it being clearly demonstrated how the two uses would remain compatible within specific employment designations. With the framework in place for more mixed use structures, it is anticipated that rental units would be the primary residential use in these types of developments.

Amendments have also been proposed to the Urban Residential Designation within the Huntsville Urban Settlement Area. According to the HOP, Huntsville's Urban Settlement Area is to be the focus of year-round residential and employment growth and accommodate most forms of development (C3.1.2). The character of this area is to be protected by ensuring permitted uses and densities result in compact development designed to respect and incorporate, where feasible, the physical, environmental, and cultural qualities that define Huntsville's Urban Area. (C3.2.7). Additionally, where new development occurs adjacent to existing development, it is to be designed in a manner that reflects existing built form, including such matters as height, building mass and character.

The Urban Residential designation encourages intensification, particularly within mapped intensification corridors (C3.2.27) and a range of housing types to achieve this goal (C3.3.1). The Plan also identifies a number of intensification policies, such as promoting a range of housing choices, increasing densities, and achieving an appropriate transition of built form to adjacent areas (C3.2.30, C3.2.31). Policies have been added to the Urban Residential designation to require a percentage of new builds to accommodate secondary units within the dwellings, and make it easier to convert a basement or upper storey of a new dwelling to two units in the future. While we understand that this could include an additional cost to the homeowner upfront, the future cost of the retrofit would be substantially less. It should be noted that the Ontario Building Code has also been updated to simplify requirements, with the removal of the fire separation and the inclusion of a smoke separation instead. As our demographics are changing, multi-family cohabitation is becoming more prevalent, and these forms of development provides opportunities for rental income to new homeowners.

The HOP contains policies related to Smart Value (affordable and attainable) Housing (D2). Affordability continues to be the most significant hurdle when it comes to housing, both from a developer and a purchaser's perspective. Without the policy framework in place, staff cannot push or require the development community to accommodate Smart Value Housing. There are many forms this type of development could take, including head lease arrangements, workforce housing options, and subsidized units. In discussions with the developers who attend the Developers Roundtable meetings, they universally stated that if there are requirements to include affordable housing within their developments it would force all new builds to stop. Staff have therefore included a policy for consideration of a target percentage of Smart Value units in all new development. Policies have also been amended to ensure that rental conversions must be evaluated against a stricter policy test. Combined with incentive programs and opportunities for community benefits when increasing height or density, staff are hopeful that this will provide opportunity for more attainable residential units.

## **CPPA/20/2025/HTE**

- The Regional Commercial, and Employment Precincts have been revised to incorporate the additional permitted accessory residential uses as discussed above.
- The provisions regarding secondary residential dwelling units (SRDUs) have been updated to permit up to two (2) units within an accessory structure in the Rural areas, with a slightly increased setback from neighbouring lot lines to maintain room for appropriate buffers.
- Parking provisions have been amended to provide a reduction in parking for multiple residential rental developments to 1 space/dwelling unit, and for affordable residential development to 0.75 spaces/dwelling unit. This reduction would be acknowledged through a development agreement, noting that there would be a requirement to pay for cash-in-lieu of parking for the reduced units if the building converted to condominium or was no longer affordable after a specific number of years.
- Added a 4plex as a permitted uses within the Urban Residential Low precinct, with a further notation that any changes to height, setbacks or lot coverage would require a Class 3 CPP.
- Added a 4plex as a permitted use within the Community Mixed Use Precinct
- Removed Short-Term Rental Accommodation as a permitted accessory use in the Urban Residential Low precinct.

These changes will permit additional multiple residential uses, with the aim to increase the rental and affordable rental developments.

### **District of Muskoka Official Plan**

The lands are designated "Urban Centre" and "Community Centre" in the District of Muskoka Official Plan. District comments are forthcoming and will be provided to Planning Council upon receipt.

### **2024 Provincial Planning Statement**

The 2024 Provincial Planning Statement (PPS) applies to this proposal. The PPS contains policies with respect to Housing which indicate that planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents. Settlement Areas shall be the focus of growth and their vitality and regeneration shall be promoted. Land use patterns within settlement areas should be based on densities and a mix of land uses which efficiently use land and resources; optimize existing and planned infrastructure and public service facilities; support active transportation; are transit-supportive; and are freight-supportive. Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, implement minimum targets for intensification and redevelopment within built-up areas, and establish density targets for designated growth areas (2.2.1, 2.3.1). The PPS also contains policies respecting residential intensification and complete communities. In order to achieve complete communities, a range and mix of land uses, housing options, transportation options, employment, public service facilities and other institutional uses, recreation, parks and open space, and other uses to meet long-term needs should be accommodated where appropriate (2.1.6).

Further, the PPS contains policies with respect to Employment which indicate that planning authorities shall promote economic development and competitiveness by providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs; providing opportunities for a diversified economic base; encouraging intensification of employment uses and compatible, compact, mixed-use development to support the achievement of complete communities; and address land use compatibility adjacent to employment areas by providing an appropriate transition to sensitive land uses (2.8.1.1).

### **Summary**

The proposed OPA and CPPA conform to the intent of the Official Plan and are consistent with the Provincial Planning Statement. As such, staff are recommending approval of Official Plan Amendment #8 and Community Planning Permit By-law Amendment Application CPPA/20/2025/HTE.

## Options

Council could refuse or amend the OPA and CPPA however that is not recommended as the applications as proposed conform to the intent of the Official Plan and are consistent with the Provincial Planning Statement.

## Relevant Policies / Legislation / Resolutions

Bill 97: Helping Homebuyers, Protecting Tenants Act, 2023  
Bill 109: More Homes for Everyone Act, 2022  
Bill 23: More Homes Built Faster Act, 2022  
Bill 3: Strong Mayors, Building Homes Act, 2022  
*Planning Act*, RSO 1990  
*Municipal Act*, SO 2001  
Provincial Planning Statement, 2024  
District of Muskoka Official Plan  
Town of Huntsville Official Plan  
Huntsville Community Planning Permit By-law 2022-97, as amended  
Housing Needs Assessment

## Council Strategic Direction

- Balanced Growth-1.1: Review planning legislation and policies to support flexibility and optimize land use, including in rural areas, to address different community needs.
- Balanced Growth-2.1: Develop a Housing Action Plan to identify solutions to meet the Town's market rental and ownership needs as identified through a Needs Assessment to be conducted in conjunction with the District of Muskoka.
- Balanced Growth-2.2: Collaborate with the District, other levels of government and community partners to create attainable housing options and effectively communicate their programs to Huntsville residents.
- Protected Natural Environment-1.1: Continue to apply best practices in maintaining our natural heritage features.

## Attachments

[Attachment #1: Draft HAP OPA By-law](#)

[Attachment #2: Draft HAP CPP By-law](#)

[Attachment #3: Public Comments](#)

**Respectfully Submitted:**

Kirstin Maxwell, Director of Development Services

**Manager Approval (if required):** \_\_\_\_\_

**Director Approval:**

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**CAO Approval:**

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**CORPORATION OF THE TOWN OF HUNTSVILLE**

**BY-LAW NUMBER 2025-xx**

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**(Town of Huntsville)**

**Being a by-law of the Town of Huntsville to adopt  
Amendment No. 8 to the Huntsville Official Plan**

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**WHEREAS:** the Council of the Corporation of the Town of Huntsville finds it expedient to amend the Town of Huntsville Official Plan, as amended:

**AND WHEREAS:** the Council of the Corporation of the Town of Huntsville has fulfilled the requirements of Sections 17 and 21 of the *Planning Act*, R.S.O., 1990, as amended (the "Planning Act").

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF HUNTSVILLE ENACTS AS FOLLOWS:**

1. That Amendment No. to the Huntsville Official Plan, consisting of the attached explanatory text, is hereby adopted;
2. That the Mayor and Clerk are hereby authorized and directed to affix the seal of the Corporation to Amendment No. and to make application to the District Municipality of Muskoka for approval of the said amendment; and
3. That this by-law shall come into force shall come into force and take effect in accordance with Sections 17 and 21 of the Planning Act.

**READ a first, second and third time and finally PASSED** this      day of      , 2025.

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**Mayor** (Nancy Alcock)

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**Clerk** (Tanya Calleja)



## **AMENDMENT NUMBER 8 TO THE OFFICIAL PLAN OF THE TOWN OF HUNTSVILLE**

### **(Housing Action Plan)**

#### **SECTION 1 TITLE AND COMPONENTS OF THE AMENDMENT**

- 1.1 Section 5 herein shall constitute Amendment Number 8 to the Official Plan of the Town of Huntsville and shall be entitled “Housing Action Plan”.
- 1.2 Sections 1, 2, 3, and 4 herein do not constitute part of the formal Amendment but provide general information respecting the Amendment.

#### **SECTION 2 LANDS SUBJECT TO THE AMENDMENT**

- 2.1 Lands within the Business Employment, Community Commercial, Community Business, and Residential designations of the Town of Huntsville, District Municipality of Muskoka will be subject to this amendment.

#### **SECTION 3 PURPOSE OF AMENDMENT**

- 3.1 The purpose of this Amendment is to make minor amendments to facilitate the development of multiple residential dwelling and affordable housing units.

#### **SECTION 4 BACKGROUND AND BASIS**

- 4.1 The Town of Huntsville completed a Housing Needs Assessment in December 2024. The findings identified actions and recommendations to help address needs and gaps in affordable housing and market housing.
- 4.2 Amendments to specific policy areas are being proposed with the goal of increasing the rental housing stock and affordable housing options.



## SECTION 5 THE AMENDMENT

- 5.1 Section C3.3 – “Urban Residential – Housing Mix” is hereby amended by deleting the word “encourages” and replacing it with the word “requires” in subsection C3.3.3.
- 5.2 Section C3.3 – “Urban Residential - Housing Mix” is hereby amended by adding the following after subsection C3.3.4 and renumbering remaining subsections accordingly:
- C3.3.5 The Town shall require a minimum of 25% of all new ground-related housing in each application of 10 or more units to be constructed to accommodate future secondary residential dwelling units through such measures as sufficient window sizes, plumbing rough-in, fire/sound separation and other base construction requirements as specified in the Ontario Building Code.
- 5.3 Section C3.8 – “Regional Commercial – Permitted Uses” is hereby amended by adding the following after subsection C3.8.3 and renumbering remaining subsections accordingly:
- C3.8.4 Multiple residential uses may also be permitted in a mixed use building, provided the residential units are located on the upper storey and clearly secondary and incidental to the primary ground floor uses.
- 5.4 Section C3.9 – “Business Employment – Background Statement” is hereby amended by adding the following after subsection iv) and renumbering remaining subsections accordingly:
- v) Muskoka Commerce Park and Area Business Employment Area – Located in the area north of West Road, east of Hwy 11 and south of Hwy 60, this area contains service commercial and light industrial uses.
- 5.5 Section C3.9 – “Business Employment” is hereby amended by adding the following subsection after subsections C3.9.18:

### **Muskoka Commerce Park Employment Area Special Policies**

- C3.9.19 Permitted uses may also include accessory residential uses.
- C3.9.20 Where an accessory residential use is permitted, it must also be secondary and accessory to a Business Employment Use and the following must be satisfied;
- a) The character and viability of the Business Employment Area will be maintained



- b) Adequate off-street vehicular parking will be required for all development.
- c) Pedestrian facilities and active transportation infrastructure will be incorporated to promote pedestrian and other modes of active transportation traffic, including links to amenities and networks on- and off-site.
- d) The size and density of permitted accessory residential units may be established through the community planning permit by-law.
- e) A technical report may be required to be prepared to the Town's satisfaction, demonstrating that the residential use will be compatible with the Business Employment Uses within the building and area.

5.6 Section C4.6 – “Community Business – Permitted Uses” is hereby amended by adding the following after subsection C4.6.3 and renumbering the remaining subsections accordingly:

C4.6.4 Accessory residential uses may also be permitted provided they are located to the rear of the buildings or on the upper storeys.

C4.6.5 Accessory residential uses shall only be permitted where it can be clearly demonstrated, through the provision of a technical report, prepared to the Town's satisfaction, that the residential use will be compatible with the Community Business uses within the building and surrounding area.

5.7 Section D2.2 – “Smart Value Housing Types” is hereby amended by adding the following after subsection D2.2.2 and renumbering the remaining subsections accordingly:

D2.2.3 A minimum target of 10% of all new units, where development of 10 or more units is proposed through residential intensification or greenfield development, will include *Smart Value Housing Units*.

5.8 Section D2.4 – “Condominium Ownership Rental Housing Conversion” is hereby amended by adding the following at the end of the subsection:

D2.4.5 Where it can be demonstrated that the application may be permitted, in consideration of D2.4.6, the value of the community benefit and/or financial incentives shall be required to be addressed through a condition of condominium approval



5.9 Section D2.4 – “Condominium Ownership Rental Housing Conversion” is hereby amended by adding the following after subsection D2.4.6 and renumbering the following subsections accordingly:

D2.4.7 Where a multiple residential development has received a financial incentive or obtained increased height and/or density in consideration of providing rental housing as a community benefit, no conversions shall be permitted for a minimum of 25 years.



**CORPORATION OF THE TOWN OF HUNTSVILLE**

**BY-LAW NUMBER 2025-xx**

**(Housing Action Plan)**

**Being a by-law to amend Community Planning Permit By-law 2022-97  
as amended, of the Corporation of the Town of Huntsville**

**WHEREAS** the Council of the Corporation of the Town of Huntsville finds it expedient to amend Community Planning Permit By-law 2022-97, as amended;

**AND WHEREAS** authority to pass this by-law is provided by Section 34 of the Planning Act, R.S.O, 1990. c. P. 13 and amendments thereto;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF HUNTSVILLE ENACTS AS FOLLOWS:**

1. Section 2.27 – “Secondary Residential Dwelling Units” is hereby further amended by adding “within Urban Residential precincts” at the end of subsection 2.27.1 g).
2. Section 2.27 – “Secondary Residential Dwelling Units” is hereby further amended by adding the following after subsection 2.27.1 i) and renumbering the remaining sections accordingly:
  - 2.27.1 j). Where two Secondary Residential Dwelling Units are proposed within a separate detached accessory building within Rural precincts, all provisions in 2.27.1 i) shall apply, except the building shall be set back a minimum of 10m from any side lot line and 1m from any rear lot line.
3. Section 2.27 – “Secondary Residential Dwelling Units” is hereby further amended by adding the following after subsection 2.27.1 j):
  - 2.27.1 k) Within Rural precincts, there shall be a maximum of two (2) Secondary Residential Dwelling Units within a separate detached accessory building.

4. Section 3.2 – “Parking Space Requirements – Table 3.2” is hereby amended adding the following to Row ii after “...each dwelling unit in all other areas.”:

Row ii      Where a multiple dwelling is within a rental building, and acknowledged through the registration of a development agreement on title, the minimum parking requirement shall be 1 space for each dwelling unit, plus 1 space for every 5 units, provided an agreement is entered into with the Town. The development agreement will include terms to address the ongoing operation of the building as a rental building and the requirement to pay cash-in-lieu of parking at the multiple dwelling parking rate of 1.25 spaces per dwelling unit if the building converts to condominium ownership.

Where a dwelling unit meets the affordability provisions as per the Town’s Affordable Housing Policy, including in instances where site specific provisions of this by-law require higher parking rates, the minimum parking requirement shall be 0.75 spaces for each dwelling unit, plus 1 space for every 5 units, provided a development agreement is entered into with the Town. The development agreement will include terms to address the ongoing operation of the building as an affordable rental building and the requirement to pay cash-in-lieu of parking at the multiple dwelling parking rate of 1.25 spaces per dwelling unit if the building converts to condominium ownership.

5. Section 4.2 – “Residential Precincts – Table 4.2.2 – Permitted Uses – Principal Uses” is hereby further amended by adding “Dwelling, Multiple” as a permitted use with notes (d) and (e) within the Urban Residential – Low precinct.

6. Section 4.2 – “Residential Precincts – Table 4.2.2 – Permitted Uses – Principal Uses” is hereby further amended by adding the following “note (e):”

Note (e)      A Class 3 Community Planning Permit will be required for any variations to lot coverage, yard requirements, or height provisions.

7. Section 4.2 – “Residential Precincts – Table 4.2.3 – Permitted Uses – Accessory Uses” is hereby further amended by deleting “Short Term Rental Accommodation” as a permitted accessory use in the Urban Residential – Low precinct.

8. Section 4.4 – “Regional Commercial Precinct – Table 4.4.1 – Permitted Uses – Principal Uses” is hereby amended by adding row iv “Dwelling, Multiple (d)” as a Discretionary Use and renumbering the remaining accordingly.

9. Section 4.4 – “Regional Commercial Precinct – Table 4.4.1 – Permitted Uses – Principal Uses” is hereby amended by adding the following “note (d):”

Note (d) Accessory residential uses shall be permitted on the 2<sup>nd</sup> floor of a mixed use building.

10. Section 4.5 – “Mixed Use Precincts – Table 4.5.3 – Permitted Uses – Principal Uses” is hereby amended by adding “Dwelling, Multiple (b)” as a permitted use within the “Community Mixed Use” precinct.

11. Section 4.5 – “Mixed Use Precincts - Table 4.5.3 - Permitted Uses - Principal Uses” is hereby amended by adding the following “note (b):”

Note (b) A maximum of four (4) dwelling units are permitted within a multiple dwelling

12. Section 4.5 – “Mixed Use Precincts – Table 4.5.3 – Permitted Uses – Accessory Uses” is hereby amended by deleting all references to “note (c).”

13. Section 4.6 – “Employment Precincts – Table 4.6.3 – Permitted Uses – Accessory Uses” is hereby amended by adding the following “note (d)” to row i “Dwelling Unit” under “Community and Rural Business Employment:”

Note (d) Within the Port Sydney Community Settlement Area CRBE designation, up to four (4) accessory dwelling units are permitted to the rear of a property or on the upper storey of a building.

14. Section 4.6 – “Employment Precincts - Table 4.6.3 - Permitted Uses – Accessory Uses” is hereby amended by adding the following “note (e)” to row i “Dwelling Unit” under “Discretionary Use (For Urban Business Employment only):”

Note (e) Within the Muskoka Commerce Park Business Employment Area, as described in the Official Plan, accessory residential uses shall be permitted on the 2<sup>nd</sup> floor of a mixed use building.

15. Appendix B – “List of Conditions of Approval or Provisional Approval” is hereby amended by adding the following subsection after subsection II):

mm) in the case of development being approved with reductions in parking for affordable and rental residential proposals, a development agreement with the Town, to be registered on title, to confirm the provisions around the reductions in parking.

16. That this By-law shall take effect on the date of passage and shall come into force in accordance with Sections 17, 21 and 34 of the Planning Act, R.S.O., 1990.

**READ a first, second and third time and finally passed this**    day of    ,  
**2025.**

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**Mayor** (Nancy Alcock)

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**Clerk** (Tanya Calleja)

DRAFT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Caution:** This email originated from outside the organization. Exercise caution when clicking on links or opening attachments even if you recognize the sender.

Hello,

This is our official request that we would like to be notified of the decision/outcome on this public meeting of the below described:

**Town of Huntsville Official Plan Amendment #8  
(OPA 8 – Housing Action Plan) and  
Community Planning Permit By-law Amendment CPPA/20/2025/HTE**

Thank you,

**Brian & Mary Jane Smith**

[REDACTED]

Sent from my iPhone

**From:** [REDACTED]  
**To:** [Kirstin Maxwell](#); [Denise Corry](#); [REDACTED]  
**Subject:** parking by law proposed changes  
**Date:** Monday, July 7, 2025 9:21:12 PM  
**Attachments:** [image.png](#)

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Hi Kirsten,

Please accept my two pictures and comments regarding the proposed changes to the parking by law.

I fully support any reduction in the number of parking spaces associated with rental residential property and in particular the further reductions regarding Affordable Housing.

1. There is no requirement to provide any parking under the landlord tenant act
2. The costs of developing parking under the current system is excessive in part due the physical areas developed for parking, but also associated costs such as complex storm water management systems.
3. Excessive parking requirements reduce land available for actual unit construction and green open space.
4. Ongoing maintenance is also associated with the area for parking and snow removal and snow storage. Similar to a town budget, snow and ice management is a rapidly growing unavoidable cost once infrastructure is established.
5. Parking requirements are less associated with building size but rather tenant mix and actual location and proximity to services
6. Excessive capital and operating costs for large parking areras directly impact the affordability of any unit.
7. Alternative types of parking could be explored as many clients have decided to live in urban areas without vehicles - bike racking, scooter parking etc are smaller viable options to full vehicle parking spaces
8. The above photo is a 7 unit affordable building that has been in operation for 15 years - this is the only resident car at that facility. This has been the case for several years.

Below is a photo outlining a proposed development in the city of Toronto. I think it speaks for itself. 764 units with parking for 15 cars.

To put this in context a 16 unit affordable housing building in Huntsville under the proposed reduced parking requirements will still need 15 vehicle parking spots.



Respectfully

Ken Oben



**From:** [REDACTED]  
**To:** [Denise Corry](#); [Kirstin Maxwell](#)  
**Subject:** Missing picture  
**Date:** Wednesday, July 9, 2025 3:41:49 PM  
**Attachments:** [IMG\\_0371.jpg](#)

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Notice for a proposed development in the city - saw this last November

Ken



Sent from my iPhone

