



# Town of Huntsville Staff Report

**Meeting Date:** June 24, 2026

**To:** General Committee

**Report Number:** DEV-2026-54

**Confidential:** No

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

**Subject:** Muskoka Community Land Trust Update

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## Report Highlights

Update on the request by the Muskoka Community Land Trust (MCLT) for the disposition of municipal lands located at 40 Florence Street West and Abraham Road.

## Recommendation

**For Information Only.**

## Background

Staff have finalized a Letter of Intent (LOI) for the transfer of the subject lands to MCLT and the details are contained herein.

## Discussion

### Summary of items being addressed by Staff:

1. Community Planning Permit By-law Amendment is in effect, which authorizes an increase in density to permit up to 150 dwelling units, reduces the parking requirement from 165 spaces to 124 spaces, and increases the maximum height of a building from 11m to 14m. Development will not be authorized to proceed until such time as the following matters are addressed:
  - An agreement is entered into between the Town of Huntsville and MCLT, to be registered on title to the lands, with terms satisfactory to the Town. The agreement will confirm that the development proceeds in accordance with final approved plans, require implementation of the recommendations outlined in final approved technical reports, and secure a minimum of forty (40) per cent of the units as affordable housing units;
  - Confirmation of the availability of water and sanitary sewer capacity to the satisfaction of the District Municipality of Muskoka; and
  - Approval of final stormwater management and servicing plans.
2. Staff requested and obtained an opinion of value of the lands from the Town's Realtor of Record. The opinion of value is \$1,500,000.00.
3. Through a review of parcel ownership, it has been identified that the block containing the pump station is in Town ownership, while an adjacent block (proposed to be transferred to MCLT), is currently owned

by the District Municipality of Muskoka (DMM). This matter has been brought to the attention of DMM, and efforts to resolve the ownership discrepancy are ongoing.

4. A blanket easement will be registered over the lands, in favour of the Town, to permit the relocation, reconstruction, or removal of the communication tower in the future, if required. Additional easements will be registered in favor of DMM to maintain access to its pump station.
5. A request to determine feasibility of co-location was submitted to Bell. At the time of writing, a response has not yet been received. Until a response is received, staff cannot confirm whether the existing communication tower will need to be retained.
6. A site alteration/tree clearing permit was issued for the Phase 1 development area.
7. Building Permit fees and Community Planning Permit fees for this development have been waived. The estimated value of the Building Permit fees for Phase 1 is approximately \$264,000.00.
8. Development Charges (DC) are not payable as the proponent, a not-for-profit corporation, is exempt from DCs under Section 4(2) of the Development Charges Act.
9. MCLT is proceeding with procurement and the retention of consultants to complete the additional studies required to support the Community Planning Permit application. The lands are proposed to be developed in three (3) phases. Phase 1 would consist of one (1) 4-storey building containing 46 dwelling units. An application has been submitted; however, not all required technical reports have been provided. Staff have been advised that the existing communication tower and guy wires will not interfere with Phase 1 construction. An engineer will be retained to confirm that construction activity adjacent to the anchor point will not impact the structural integrity of the tower.

### Phase 1 Sketch:



## Letter of Intent

The LOI incorporates the provisions necessary to facilitate the transfer of ownership of the lands while still preserving the Town's continued access to, and ability to reconstruct or remove, the communication tower. The LOI further provides the Town with an option to reacquire the lands at no cost, to be secured on title. The Town's solicitor has addressed the concerns identified by staff in the preparation of the LOI.

## Next Steps

Staff are working with the Town's Solicitor to finalize the outstanding title matters, including easement provisions and restrictive covenants. Once these matters are resolved, title to the lands will be transferred to MCLT.

## Operational

Legal services are required and should be funded through the MAT reserve as it relates to Affordable Housing. No funds have been budgeted to date for this project. The forecasted balance in the MAT Reserve is \$300,000.00 at the end of 2026.

## Relevant Policies / Legislation / Resolutions

Sale and Disposition of Land Policy (By-law 2026-34)

[Fees and Charges Bylaw, section G.1 \(By-law 2024-107\)](#)

Municipal Act, SO 2001

[Development Charges Act, 1997, S.O. 1997, c. 27](#)

## Policies

Policy - Budget&Financial-20 - [Municipal Accommodation Tax Budget Principles](#)

## Presentations:

- [Muskoka Community Land Trust](#) (May 25, 2022)
- [Ian Parker, Manager of Information Technology - Schedule "A"](#) (March 29, 2023)
- [Muskoka Community Land Trust](#) (January 31, 2024)
- [Muskoka Community Land Trust](#) (June 24, 2024)
- Muskoka Community Land Trust - Verbal Presentation (June 23, 2025)
- [Muskoka Community Land Trust](#) (March 23, 2026)

## Staff Reports:

- [DEV-2022-86 - Alternative/Affordable Housing - Florence St.](#) (May 25, 2022)
- [CORP-2022-65 - Town of Huntsville Owned Communication Towers](#) (July 25, 2022)
- [CORP-2023-28 - Communication Tower Inspection Results - 40 Florence St., 387 South Mary Lake Road, 169 Madill Church Road](#) (March 29, 2023)
- [DEV-2023-46 - Town of Huntsville Owned Lands - Housing Potential](#) (March 29, 2023)
- [CORP-2023-85 - Town of Huntsville - Communication Towers - Update](#) (November 29, 2023)
- [DEV-2024-64 - Muskoka Community Land Trust](#) (June 24, 2024)
- [CORP-2024-64 - Florence St. Tower - Geo Technical Survey](#) (December 9, 2024)
- [DEV-2025-7 - Muskoka Community Land Trust Update](#) (January 27, 2025)
- [CORP-2025-54 - Communication Tower Florence St - MCLT](#)(July 28 2025)
- [DEV-2025-85 Community Planning Permit By-law Amendment CPP/26/2025](#)(September 2025)
- [CORP-2026-11 - 40 Florence Street West Communications Tower RFT Update](#) (March 2026)
- [CORP-2026-27 - 40 Florence Street West Engineering Review](#)(March 2026)

## Confidential Staff Reports:

- CORP-2023-82 - Communication Tower Lease Agreement
- DEV-2026-37 - Muskoka Community Land Trust Letter of Intent

**Resolution Nos.:**

- [GC241-21](#) (December 15, 2021)
- [GC99-22](#) (May 25, 2022)
- [172-22](#) (July 25, 2022)
- [GC63-23](#) (March 29, 2023)
- [GC208-23](#) (October 25, 2023)
- [253-23](#) (November 27, 2023)
- [113-24](#) (June 24, 2024)
- [132-24](#) (July 22, 2024)
- [7-25](#)(Jan 27, 2025)
- 30-26 (March 23, 2026)
- 59-26 (April 27, 2026)
- 63-26 (April 27, 2026)

**By-laws:**

- [By-law 2024-79 - Declare Surplus and Dispose of Municipal Lands \(Muskoka Community Land Trust\)](#) (July 22, 2024)
- [By-law 2025-100 CPPBLA](#)(Sept 2025)

**Council Strategic Direction**

- 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.
- Town's Mission: Delivering quality services for the people of Huntsville through responsible decision-making.
- Corporate Value - Responsibility: We value taking ownership of our actions and exercise good judgement in decision making.

**Consultations**

Marie Turner, Legal and Agreements Coordinator  
Ian Parker, Manager of Information Technology  
Jim McIntosh, Chris Holmes (Barriston Law)

**Respectfully Submitted:**

Kirstin Maxwell, Director of Development Services

**Manager Approval (if required):**

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**Director Approval:**

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**CAO Approval:**

Denise Corry, Chief Administrative Officer