

NOTICE OF MEETING Proposed Class III Development Permit

TAKE NOTICE THAT the Planning Advisory Committee/Committee of Adjustment for the Town of Gananoque will hold a Meeting on **TUESDAY, FEBRUARY 23, 2021 at 6:00 P.M.** via **TELECONFERENCE*** to provide a recommendation to Council on the application below.

AND FURTHER TAKE NOTICE that the Council for the Corporation of the Town of Gananoque will hold a Public Meeting on **TUESDAY, MARCH 2, 2021** via **TELECONFERENCE*** to hear the following application to consider a Class III Development Permit:

File No. **DP2021-03**

APPLICANT/OWNER: **BRENDA BOUDREAU/MICHAEL JENSEN**

The property municipally and legally described as

95 KING STREET WEST

PLAN 86 LOT 1041 LOT 1042 PT LOT 1043

has applied to the Town of Gananoque for a Development Permit to

CONVERT THE EXISTING HERITAGE TOURIST INN INTO A 6-ROOM RETIREMENT HOME

*The **TOLL-FREE PHONE NUMBER** and **ACCESS CODE** can be found on the meeting agenda, posted to the Town website at <https://www.gananoque.ca/town-hall/meetings> prior to the meeting.

Additional information in relation to the proposed development permit is available for inspection on the Town website at <https://www.gananoque.ca/town-hall/meetings>, by emailing assistantplanner@gananoque.ca or by calling Chanti Birdi 613-382-2149 ext. 1129.

If you wish to provide comment or input you may do so at the public meeting or in writing prior to the meeting.

Note: Only the applicant of a development permit has a right to appeal a decision or non-decision on an application to the LPAT where the application meets the requirements established through the official plan and development permit bylaw.



DATED this 3rd day of FEBRUARY, 2021

Brenda Guy
Manager of Planning and Development
bguy@gananoque.ca
613 382-2149 Ext.1126



DATE: February 1, 2021

**APPLICATION FOR DEVELOPMENT PERMIT APPROVAL
Section 70.2 of the Planning Act, RSO 1990, as amended**

This application form **MUST** be accompanied with **all** the submission requirements in order to be considered a complete application. **Incomplete applications will not be processed until all information is provided.**

A meeting with Planning and Development staff is **REQUIRED PRIOR TO SUBMISSION** of this application. At that time, approval stream and submission requirements will be determined. **ALL** applications require the following:

- Complete application form signed including declaration of applicant.
- Copy of the deed of property or offer to purchase and sale
- Two (2) large scale copies of all plans being submitted, two reduced 8.5" x 11" of each plan and one electronic copy in pdf format. Plans are to be in a standard scale format (1:250 1:500)
- Application fee payable to the Town of Gananoque:
 - Class I \$500
 - Class II \$1,500
 - Class III \$1,700
 - Amendment to Class I, Class II or Class III \$700
- Deposit fee in the amount of \$2,000 payable to the Town of Gananoque for peer reviews of studies for a Class II/Class III
- Copy of the most recent survey of the subject property
- Cataraqui Region Conservation Authority.** Subject to review and a separate cheque payable to the Cataraqui Region Conservation Authority. See fee schedule. Clearance letter will be required by the Town.

CONTACT INFORMATION

Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.

Name of Applicant: Brenda Boudreau	Complete Address including Postal Code: 95 King Street West, Gananoque, ON K7G 2G2	Phone (519) 871-0716 _____ Fax: _____ E- mail <u>bboudreau0716@gmail.com</u> : _____	
Name of Property Owner (if different than applicant): Michael Jensen	Complete Address including Postal Code: 95 King Street West, Gananoque, ON K7G 2G2	Phone: _____ (226)752- 9477 _____ Fax: _____ E-mail: <u>mwj014@gmail.com</u>	
Architect/Designer/Planner: Shoaltz & Zabeck Eric Riddell	Complete Address including Postal Code: ***contingent on application approval	Phone: _____ Fax: _____ E- mail: _____	
Engineer:	Complete Address including Postal Code:	Phone: _____ Fax: _____ E- mail: _____	
Ontario Land Surveyor: Hopkins Chitty Land Surveyors Phil Chitty	Complete Address including Postal Code: 634-636 Norris Court, Kingston, ON K7P 2R9	Phone(613)384-9266 _____ Fax: (613) 384-3513 E-mail: pchitty@hopkinschitty.com	
Street or Property Address (if applicable):			
LEGAL DESCRIPTION			
Lot/Con/Plan: PLAN 86 LOT 1041 LOT 1042 PT LOT 1043			
Frontage: _____ 101 FT _____	Depth: __ VARIES _____	Area (sq.m): _____	Area (acres): _____

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SUBMISSION REQUIREMENTS

The applicant/agent is responsible for ensuring that the submission requirements are met, including confirming that all the

information listed below is shown on the required plans by checking off each box.

- Site Plan(s)** including scaled accurate measurements of:
 - o Title, location and date of project including legend and scale (graphic bar scale as well as written ratio scale);
 - o Dimensions and areas of the site including existing natural and artificial features i.e: buildings, watercourses, wetlands, woodlands.
 - o Dimensions and gross floor area of all building and structures to be erected;
 - o Existing structures to be retained, removed or relocated;
 - o Distances between lot lines and the various buildings, structures, parking areas, driveways and other features;
 - o Proposed elevation of finished grades including area to be filled or excavated, retaining walls, drainage ditches;
 - o Parking areas including number, size of spaces and dimensions. The plans shall have regard for **Ontario Regulation 413/12 made under Accessibility for Ontarians with Disabilities Act, 2005**. This shall include, but not be limited to, providing appropriate designated parking spaces and unobstructed building access features.
 - o Access driveways including curbing and sidewalks
 - o Proposed fire routes and fire route sign locations
 - o Dimensions and locations of loading zones, waste receptacles and other storage spaces;
 - o Location, height and type of lighting fixtures including information on intensity and the direction in which they will shine relative to neighbouring streets and properties;
 - o Location of sign (sign permit to be applied for through the Building Permit process) as per By-law 2005-41;
 - o Location, type and size of any other significant features such as fencing, gates and walkways.
- Drainage Plan(s)** including scaled accurate measurements of:
 - o Drainage Plan must demonstrate proposed development is handled on-site and does not infringe on neighbouring properties;
- Landscape Plan(s)** including scaled accurate measurements of:
 - o Landscape Plan showing size, type and location of vegetation, areas to be seeded or sod. Plan to show existing landscape features to be retained, removed or relocated;
- Site Servicing Plan(s)** including scaled accurate measurements of:
 - o Site Servicing Plan (plan/profile) including layout of existing water, sewer, gas lines, proposed connections, utility easements, fire hydrants, hydro poles, lighting, trees, transformers and pedestals.
- Grade Control and Drainage Plan(s)** including scale accurate measurements of:
 - o Existing elevations on subject and adjacent lands and long centerline or adjacent street lines, which are to be geodetic;
 - o Location of any creeks, ravines or watercourses with elevations and contours;
 - o Arrows indicating the proposed direction of flow of all surface water;
 - o Location and direction of swales, surface water outlets, rip-rap, catch basins, rock, retaining walls, culverts
 - o Existing and/or proposed right-of-ways or easements
- Elevation and Cross-Section Plan(s)** including scale accurate measurements of:
 - o Drawings that show plan, elevations and cross section views for each building or structure to be erected;
 - o Conceptual design of building;
 - o Relationship to existing buildings, streets and exterior areas to which members of the public have access to;
 - o Exterior design including character, scale, appearance and design features of the proposed building;
 - o Design elements of adjacent Town road including trees, shrubs, plantings, street furniture, curbing and facilities designed to have regard for accessibility
 - o Photographs of the subject land and abutting streetscape on both side of the street
- Supporting Studies and Reports.** Technical reports/plans or studies may be required to assist in the review process of a Development Permit Application. Applications for Development Permit may be required to submit the following studies or reports. Applicants should consult with Municipal staff to determine site specific requirements:

<ul style="list-style-type: none"> <input type="checkbox"/> Servicing options report <input type="checkbox"/> Hydrogeological Study <input type="checkbox"/> Drainage and/or stormwater management report <input type="checkbox"/> Environmental Impact Assessment for a natural heritage feature or area <input type="checkbox"/> Archaeological Assessment <input type="checkbox"/> Influence area study for development in proximity to a waste management facility or industrial use <input type="checkbox"/> Traffic Study <input type="checkbox"/> Heritage Resource Assessment <input type="checkbox"/> Mine hazard rehabilitation assessment 	<ul style="list-style-type: none"> <input type="checkbox"/> Phase I Environmental Study and if investigation as required <input type="checkbox"/> Noise and/or vibration study <input type="checkbox"/> Source Water protection study <input type="checkbox"/> MDS I or II calculation <input type="checkbox"/> Minimum Separation distance calculation for an industrial use or a waste management facility <input type="checkbox"/> Confirmation of sufficient reserve sewage system capacity and reserve water system capacity <input type="checkbox"/> Vegetation Inventory and/or Tree Preservation Plan <input type="checkbox"/> Supporting Land Use Planning Report
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Existing Use(s):
Length of time the existing use of the subject lands have continued:
Has the property been designated as a Heritage Site? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the property presently under a Site Plan Agreement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has the property ever been subject of an application under Section 34 (Zoning), 41 (Site plan) or 45 (Minor Variance) of the Planning Act? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the file number and the status of the application?
Proposed Use(s):
Is the Use permitted or permitted subject to criteria as set out in the development permit by-law and how have the applicable criteria have been addressed? UNKNOWN
Is a variation requested? Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law SEE OFFICIAL PLAN- CHANGE OF USE.
Abutting Land Use(s):
Is the Development to be phase? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What is the anticipated date of construction?
Is the land to be divided in the future?
Are there any easements, right-of-ways or restrictive covenants affecting the subject land? <input type="checkbox"/> Yes <input type="checkbox"/> No

Plan Details: SEE SURVEY			
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional
	Lot Area: _____ (sq.m)	Building Coverage: _____ (%) _____ (sq.m)	Landscape Coverage: _____ (%) _____ (sq.m)

Building Height: _____	No. of Storeys: _____	No. of Units: _____	Method of Garbage Storage: _____ _____
Parking Surface: Existing: _____ Proposed: _____	Number of Parking Spaces: Existing: _____ Proposed: _____ Total: _____	Dimensions of Parking Spaces: _____	Number of Accessible Spaces: _____
Loading Spaces:	Number of Loading Spaces: _____ _____	Dimensions of Loading Spaces: _____	Other: _____

Heritage Tourist Inn/Bed and Breakfast:			
Is this an application for a Heritage Tourist Inn?	Number of Guest Rooms: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Other _____	Is this an application for a Bed and Breakfast?	Number of Guest Rooms: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Other _____
A Heritage Tourist Inn will require a Heritage Resource Assessment evaluating the heritage significance of the property including a description of historic features is required with the submission of this application.			

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EXISTING BUILDINGS:		Building 1	Building 2
SEE SURVEY	Type of Structure	HOUSE	GARAGE
	Date Constructed:	1905	UNKNOWN
	Front Line Setback:		
	Rear Lot Line Setback:		
	Side Lot Line Setback:		

	Side Lot Line Setback:		
	Height:		
	Dimensions:		
	Floor Area:		

PROPOSED BUILDINGS: Building 1 Building 2

	Type of Structure:		
	Proposed Date of Construction:		
	Front Line Setback:		
	Rear Lot Line Setback:		
	Side Lot Line Setback:		
	Side Lot Line Setback:		
	Height:		
	Dimensions:		
	Floor Area:		

Attached Additional Page, if necessary

Access:			
<input checked="" type="checkbox"/> Municipal Street	<input type="checkbox"/> Unopen Road Allowance	<input type="checkbox"/> Existing Right-of-way	<input type="checkbox"/> Other _____
Name of Street/Road: KING ST WEST (PRIMARY), CHURCH STREET (SECONDARY)			
Entrance Approvals and Permit Number(s):			
If the application will result in the creation of a new private road, a request for street naming will have to be submitted in conjunction with this application, to be approved by Council.			

Water Access (where access to the subject land is by water only)

Docking Facilities (specify) distance from subject land _____ distance from nearest public road _____	Parking Facilities (specify) distance from subject land _____ distance from nearest public road _____
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Services:			
<input checked="" type="checkbox"/> Municipal Water and Sewer	<input type="checkbox"/> Municipal Water & Private Sewage	<input type="checkbox"/> Private Well and Municipal Sewage	<input type="checkbox"/> Private Well and Private Sewage
Water and Sewer Hook-up Approvals and Permit Number(s):			

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AUTHORIZATION BY OWNER	
<p>I/We, the undersigned being the owner(s) of the subject land of this application for a consent, hereby authorize _____ Michael Jensen _____ (print name) to be the applicant in the submission of this application. Furthermore, I/we, being the registered owner(s) of the subject lands, hereby authorize the Members of Council, Planning Advisory Committee and the Town of Gananoque staff members, to enter upon the property for the purposes of conducting a site inspection with respect to the attached application.</p>	
Owner Name (Please Print)	Owner Name (Please Print)
Signature of Owner	Signature of Owner
Signature of Witness (not applicant)	Date

CONSENT BY OWNER	
Complete the consent of the owner concerning personal information set out below.	
<p>I/We, _____ Michael Jensen _____, am/are the registered owner(s) of the land that is the subject of this application for Development Purposes and for purposes of the Municipal Freedom of Information and Protection of Privacy Act. I/We hereby authorize the use, or disclosure, to any person or public body, of any personal information collected under the authority of the Planning Act of the purpose of processing this application.</p>	
Signature of Owner	Signature of Owner
Signature of Witness (not applicant)	Date

DECLARATION OF APPLICANT	
<p>I, _____ Brenda Boudreau _____ of the _____ town _____ of _____ Gananoque _____ in the _____ province _____ of _____ Ontario _____ solemnly declare that:</p>	
<p>I understand that the applicant/owner will be required to provide 100% security of the outside works in the form of a Letter of</p>	

Credit or Certified Cheque until such time as the works are completed. A 15% holdback will be maintained for a period of one year after the works are completed. This will be applicable at the time of agreement.

Furthermore, I, being the applicant of the subject lands, hereby authorize the Members of Council, Planning Advisory Committee and the Town of Gananoque staff members, to enter upon the property for the purpose of conducting a site inspection with respect to the attached application.

All of the above statements contained in the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of *The Canada Evidence Act*.

Declared/Sworn before me at _____
 this _____ day of _____, 20____.

 Signature of a Commissioner, etc

 Brenda Boudreau
 Signature of Applicant

Office Use Only:		Roll No: _____
Official Plan Designation: _____	Development Permit Designation: _____	Other: _____
Access (Entrance Permits etc): _____	Water and Sewer Hookup (Permits etc): _____	Other: _____
Other Concurrent <input type="checkbox"/> Cash-in-Lieu of <input type="checkbox"/> Condominium <input type="checkbox"/> Consent/ <input type="checkbox"/> Official Plan <input type="checkbox"/> Subdivision Applications: <input type="checkbox"/> Parking <input type="checkbox"/> Approval <input type="checkbox"/> Severance <input type="checkbox"/> Amendment <input type="checkbox"/> Approval		
Date Application Received: _____	Date Application Deemed Complete: _____	Fees Received: _____

For additional details please contact: Brenda Guy, Manager of Planning and Development
 Town of Gananoque, 30 King Street East, Box 100, Gananoque, ON K7G 2T6
 Telephone: (613) 382-2149 ext.1126 Fax: (613) 382-8587 E-mail: bguy@gananoque.ca
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Peer Review/Consultant Services

In order to streamline the Town of Gananoque's planning process, peer review services may be contracted out by the Town under the current General Fees and Rates Bylaw. These may include but are not limited to the following:

Official Plan Amendment	Ontario Municipal Board Representation Part
Condominium Applications	Lot Control
Consent Applications	Sanitary System Design Site Plan Applications
Environmental Assessment	Subdivision Applications Storm Water
Minor Variance Applications	Management Traffic Studies
Noise Studies	Water Distribution System Zoning By-law
	Amendment Other Miscellaneous

The use of and choice of peer review contract consultants for either planning or engineering on any specific project are subject to the

approval of either the Clerk/Manager of Planning and Development or the Director of Public Works, Community Services within their respective areas of jurisdiction.

All costs for the peer review consultants shall be fully paid by the applicant/developer.

Upon approval of the use of a peer review consultant, the applicant/developer shall execute the agreement below with the Town and post a security deposit of \$2,000 (two thousand dollars).

All submissions, correspondence etc. shall be directed to the Manager of Planning and Development, who shall be responsible for distribution.

All invoices from the peer review consultant shall be paid by the Town and subsequently invoiced to the applicant/developer. If payment is not received by the Town within 30 (thirty) days of receipt, then the Town will recover its costs for the security deposit or any other securities which have been posted for the project by the applicant/developer. In that event, the work shall cease on the project and will not commence again until the outstanding invoice has been paid in full, and the securities topped up to their original balance.

The securities will be held by the Town until the component of the project for which they were posted is complete. Authorization for the release of the securities shall be provided to the Treasury Department by either the Clerk or the Manager of Planning and Development, within their respective areas of jurisdiction.

I, _____ of the _____ of _____ in the
_____ of _____ solemnly declare that: I am aware of the
current Town of Gananoque General Fees and Rates for various services provided by the Town.

Furthermore, I accept the Town's peer review process whereby I agree to provide the Town of Gananoque with a deposit in the amount of \$2,000 (two thousand dollars) in order to conduct the necessary peer review(s) in the completion of my planning application. In the event that payment is not received for such peer reviews, the Town may use the deposit to do so or any other securities being held.

_ Print Name – Michael Jensen/Brenda Boudreau

_ Signature – Michael Jensen/Brenda Boudreau

Date Clerk or Manager of Planning and Development



Hopkins Chitty Land Surveyors Inc.

Ontario Land Surveyors

634-636 Norris Court, Kingston, Ontario K7P 2R9

Tel: (613)384-9266 Fax: (613)384-3513

PART 2, SURVEYOR'S REAL PROPERTY REPORT

(Please Note: **Part One** of this report is a survey drawing and forms part of this report).

PREPARED FOR:

Michael Jensen

MUNICIPAL ADDRESS:

95 King Street West, Gananoque, Ontario

GEOGRAPHIC LOCATION & DESCRIPTION OF LAND:

The subject lands consist of All of Lots 1041 and 1042, and Part of Lot 1043, Registered Plan 86 (West) in the Town of Gananoque, County of Leeds, as described in Instrument No. LR316037 and comprising all of PIN 44249-0063 (LT).

REGISTERED EASEMENTS/RIGHTS OF WAY:

There are no registered easements associated with the subject lands.

REMARKS:

A two and a half storey frame dwelling and a frame garage stand located within the limits of the subject lands. A chain link fence stands near the east limit of the subject lands, a vinyl fence stands near the south limit of the subject lands. Overhead utility wires service the subject lands from an existing utility pole being 0.6 metres east of the easterly limit of the subject lands. No registered easement was identified pertaining to these overhead wires. The said dwelling, garage, vinyl fence, chain link fence, and overhead utility wires are illustrated on **Part One** of this report.

Instrument No. LE24225, being By-Law 2008-24 was passed by the Town of Gananoque designating the subject lands as being of architectural and historical value per Section 29 of the Ontario Heritage Act. This may or may not have an impact on the proposed use of the property.

Compliance with municipal by-laws not certified by this report.

DATE: FEBRUARY 1, 2021



Phil W. Chitty, O.L.S.
Hopkins Chitty Land Surveyors Inc.

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February 1, 2021

Town of Gananoque
30 King Street East, Box 100
Gananoque, ON
K7G 2T6

Official Plan for Change of Use – Ruby Manor

Dear Sir or Madam,

The property at 95 King Street West currently operates as a Bed and Breakfast. We have purchased this property and hope to change its use into a retirement/independent living setting named Ruby Manor. Our retirement home will consist of 6 semi-private rooms, housing 12 residents. We currently have 12 available parking spots. We believe this would be sufficient as we are hoping to accommodate 1 parking spot per room plus 2 parking spots for the owners. We will be living at this address as well.

I have been working as the Head Nurse/ Director of Care for a retirement home in Paris, ON for almost seven years. With this position, I am responsible for all admissions and discharges, assessing and evaluating residents while using nursing skills to create a care plan and maintain such care plans, updating the plans whenever there are changes at a minimum of every six months. I also make monthly schedules for all staff, co-ordinate all lab work, manage all appointments for the residents, complete nursing shift work, and most importantly, ensure all resident care is completed with compassion and dignity. I work closely with the attending physicians, updating them with vital monitoring, change in behaviours, mental or physical changes, changes in care needs, processing orders, and preparing/completing quarterly medication reviews. I check all medications weekly against Dr's orders and the MAR to ensure such medications are correct in dosage and strength. I work with the RHRA, creating, maintaining, and updating policies, procedures, and fire safety. Completing monthly weights and vitals, and completing monthly fire drills are also part of my duties. I work closely with the LHIN, BSO, and GMH. I was a member of the Advisory Group for the College of Nurses of Ontario from July 2015-2016 for a one-year term. I am experienced with wound care, emergency response, catheterization, IM and SC injections, and administration of various medications via various routes.

With this experience and passion for nursing, I believe we can create a retirement setting which embodies a nurturing environment, promoting improved health outcomes, exceeding care expectations while providing a family orientated atmosphere.

After careful review of the Provincial Policy Statement, 2020, I would like to mention how our business would relate to Section 1.1.1 b). “accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs.” This section pertains to our business as we will be providing housing for the elderly population. As a nurse, I will be able to provide the following services to promote best practice-based outcomes:

- Medication administration
- Laundry services weekly
- Daily housekeeping services
- Homestyle fresh cooked meals three times a day plus refreshment and nourishment 24-7
- Bathing assistance
- Wound care
- Emergency response
- Specialty nursing skills

The above-mentioned services are included in the accommodation rate. Personal cable, phone and internet costs will be incurred by the residents and/or family of the resident. There will be accessible phones and cable in the communal areas for the residents to use at no extra cost.

In Section 1.1.1 f) of the Provincial Policy Statement, 2020, “improving accessibility for persons with disabilities and older person by addressing land use barriers which restrict their full participation in society,” I believe our business will alleviate much of the activities of daily living while promoting independence and strength, allowing our residents to enjoy leisure activities and enhance their quality of life.

Ruby Manor

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In Section 1.4, "Housing", our business would be sustainable due to the projected senior population growth. Seniors are expected to comprise around 23-25% of the population by 2036 according to Statistics Canada. By 2030, all baby boomers will be older than the age of 65. This will expand the size of the older population so that 1 in every 5 people will be retirement age. Our business will meet the social, health, economic and well-being requirements of current and future residents, including special needs as listed previously in our services offered.

In Section 1.7, "Economic Sustainability", Ruby Manor would be sustainable and prosperous because of the growth of the elderly population and because our business hopes to redefine care in aging and enhance the quality of life for our residents.

We wish to develop and introduce new housing options, utilizing the heritage property and magnificent backdrop of the town of Gananoque. We wish to preserve the property's original structure and glory. We will not be making any changes whatsoever to the interior or exterior of this beautiful property.

Our goal at Ruby Manor is to create a retirement setting which embodies a nurturing environment, promoting improved health outcomes, exceeding care expectations while providing a family orientated atmosphere. We believe we can create a vibrant year-round setting focusing on caring for our elderly community.

Many thanks for your consideration,

Brenda Boudreau
Michael Jensen