



Regular Council Meeting

To:	Mayor and Council
Date:	March 18, 2024
From:	Cindy Page, Clerk
Report Number:	Corporate Services 2024-03
Subject:	173 rd Millbrook Fair – Community Festival Designation

Recommendations:

1. That the Township of Cavan Monaghan designate the 173rd Millbrook Fair as a Community Festival and municipally significant; and
2. That the Millbrook Agricultural Society be responsible for policing costs during the hours of operation of the Beer Barn and Trackside Lounge; and
3. That the Community Festival Designation be conditional upon the minimum police presence on the Fairgrounds being as follows:
 - Two (2) Officers on June 6th from 5:00 p.m. to 1:00 a.m.
 - Four (4) Officers on June 7th from 5:00 p.m. to 1:00 a.m.
 - Four (4) Officers on June 8th from 12:00 p.m. to 2:00 a.m.
 - Two (2) Officers on June 9th from 12:00 p.m. to 5:00 p.m.

Overview:

The Township of Cavan Monaghan is in receipt of a request from the Millbrook Agricultural Society for designation as a Community Festival and municipal significant under the requirements of a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO).

The Millbrook Agricultural Society will be holding their 173rd Annual Millbrook Fair at 13 Frederick Street in Millbrook June 6th through June 9th, 2024 and anticipate close to 6000 people to pass through the gates during the Fair. The Millbrook Agricultural Society will be applying to the AGCO for a Special Occasion Permit to operate a Beer Barn and Trackside Lounge at the annual fair.

The purpose of this report is to designate the 173rd Millbrook Fair to be held June 6th through June 9th, 2024 as a Community Festival and municipally significant. The approval is conditional requiring the Millbrook Agricultural Society to have a police presence and be responsible for the policing costs during the hours of operation of the Beer Barn and Trackside Lounge.

The Millbrook Agricultural Society has provided the following letters of support from the Peterborough Police Service, Peterborough Public Health and from the Cavan Monaghan Fire Department and Building Department.

Financial Impact:

There is no financial impact at this time.

Attachments:

1. Letter of request from the Millbrook Agricultural Society
2. Letter from Peterborough Police Service
3. Letter from Cavan Monaghan Fire Department
4. Letter from Peterborough Public Health
5. Letter from Cavan Monaghan Building Department

Respectfully submitted by,

Reviewed by,

Cindy Page
Clerk

Yvette Hurley
Chief Administrative Officer



Millbrook Agricultural Society

13 Frederick Street Millbrook, ON L0A 1G0

January 26, 2024

Stuart Betts, Chief of Police
500 Water Street
P.O. Box 2050
Peterborough, ON K9J 7Y4
paidduties@peterborough.ca

Katrina Chia B.Sc, B.A.Sc, C.P.H.I (C)
Public Health Inspector
Environmental Health
Peterborough Public Health
kchia@peterboroughpublichealth.ca

Kyle Phillips, CBCO
Chief Building Official/By-Law Enforcement
Township of Cavan Monaghan
kphillips@cavanmonaghan.net

Bill Balfour
Fire Chief
Township of Cavan Monaghan
bbalfour@cavanmonaghan.net

Cavan Monaghan Township Council
c/o Cindy Page
Clerk
Township of Cavan Monaghan
cpage@cavanmonaghan.net

The Millbrook Agricultural Society is seeking permission to hold the 173rd Annual Millbrook Fair at 13 Frederick Street in Millbrook June 6th, 2024 through June 9th, 2024.

The Millbrook Agricultural Society anticipates close to 6000 people to pass through the gates during the Fair.

The Millbrook Agricultural Society will be applying to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit to operate a Beer Barn and Trackside Lounge at the annual fair.

The Millbrook Agricultural Society is seeking the following:

- Community Festival designation from the Township of Cavan Monaghan in order to satisfy one of the requirements for a Special Occasion Permit
- Support of the Peterborough Police Service to acquire a liquor license from the AGCO for the sale of alcohol during the 2024 Millbrook Fair, June 6^h through June 9th
- Approval from the Cavan Monaghan Fire Department in obtaining a liquor license for the 2024 Millbrook Fair

President: Al Lang **1st Vice President:** Paul Shaughnessy **2nd Vice President:** Chris Brackenridge
Executive Directors: Travis Grove and Dakota Borutski **Treasurer:** Nancy Oortwyn **Secretary:** Sheila Rogoski



Millbrook Agricultural Society

13 Frederick Street Millbrook, ON L0A 1G0

- Endorsement of the Township of Cavan Monaghan Building Department regarding the Application for Special Occasion Permit to enable the use of an alcohol for sale area during the Millbrook Fair, June 6th through June 9th, 2024
- A letter of support from the Peterborough Public Health in obtaining a permit for the sale of alcohol at the 2024 Millbrook Fair

Proposed Hours for the sale of alcohol during the 2024 Fair:

- | | |
|--------------------------|------------------------------|
| • Thursday, June 6, 2024 | 5:00pm to Midnight (12:00am) |
| • Friday, June 7, 2024 | 5:00pm to Midnight (12:00am) |
| • Saturday, June 8, 2024 | Noon to 1:00am |
| • Sunday, June 9, 2024 | Noon to 4:00pm |

On behalf of the Millbrook Agricultural Society Board, your consideration of this request is appreciated.

Questions can be directed to me via email, Sheila.rogoski@gmail.com or telephone, 705-277-9507.

Thank you,

Sheila Rogoski
Secretary
Millbrook Agricultural Society

c Al Lang , President, Millbrook Agricultural Society
biglangerz@gmail.com
905-449-3823



Stuart Betts, Chief of Police
Jamie Hartnett, Deputy Chief of Police

500 Water Street, PO Box 2050
Peterborough, Ontario, K9J 7Y4
Main Phone 705 876-1122
Executive Fax 705 876-6005
Operations Fax 705 743-1540
Website – www.peterboroughpolice.com

26 February 2024

Sheila Rogoski
Secretary
Millbrook Agricultural Society
13 Frederick Street
Millbrook, ON
LOA 1G0

Dear Sheila:

Re: 173rd Millbrook Fair

In response to your correspondence dated January 26, 2024, the Peterborough Police Service has been requested to assist with your Special Occasion Permit for the above noted event. The Millbrook Fair would be at 13 Frederick Street, Millbrook, Ontario, from Thursday, June 06th, 2024 until Sunday, June 09th, 2024.

I have reviewed information contained in our Records Management System and can report that there are no issues or concerns from previous events that were found from that search pertaining to the planned event or alcohol being served at the Fair. It is noted that you will have Paid Duty Officers in attendance.

The Peterborough Police Service supports your request to acquire a Special Occasion Permit from the AGCO for the sale of alcohol during the dates noted above.

Wishing you the greatest success and good luck with everything!

Sincerely,

John Lyons, Inspector
Peterborough Police Service



Fire Department

988 County Road 10
Millbrook, Ontario
L0A 1G0

Tel: 705-932-2765
Fax: 705-932-3458
www.cavanmonaghan.net

March 11, 2024

Al Lang, President
Millbrook Agricultural Society
1208 Sharp Line
Cavan, ON
L0A 1C0

Dear Mr. Lang:

Re: Request for Support of Community Festival Designation 2024

The Township of Cavan Monaghan Fire Department has received your letter requesting support for your 2024 Community Festival Designation. Your request will be forwarded to our Clerk's Department, as Council approval will be required.

In addition, the Fire Department will need to conduct a Fire Safety Inspection of the premises prior to being opened to the public. See attached letter with requirements and notify vendors of such. In the past the Fair Board has requested a Fire Truck (pumper) to attend the track events. Would you please advise if you require such for 2024 as well as the times for the event(s).

I look forward to continuing working with the Fair Board to promote a safe and enjoyable event, and we look forward to this year's festival. Please call if you have any questions or concerns.

Sincerely,



Bill Balfour
Fire Chief

BB/ca

Cc. Sheila Rogoski, Secretary, Millbrook Agricultural Society
Cc. Cindy Page, Clerk, Township of Cavan Monaghan

January 29, 2024

Sheila Rogoski, Secretary
13 Frederick St.
Millbrook, ON L0A 1G0

By email : sheila.rogoski@gmail.com

RE: Liquor License for Millbrook Fair to be held from June 6, 2024 to June 9, 2024

Peterborough Public Health has no objection for the Millbrook Agricultural Society to obtain a liquor license for the Millbrook Fair held from June 6, to 9, 2024, provided that the Millbrook Fair has the sanitary facilities, potable water supply and garbage removal as specified in their application.

In addition, Millbrook Fair must complete the 'Coordinator's Special Events Application' and the attending food vendors must complete the 'Food Vendor's Special Events Application'. The event coordinator must collect all special events applications and submit them together to the health unit **before May 23, 2024.**

If you have any questions, please do not hesitate to contact me at 7057431000 Ext. 290 or mkwan@peterboroughpublichealth.ca.

Kind regards,



Mandy Kwan B.A.Sc., C.P.H.I. (C)
Public Health Inspector

Feb 23, 2024

RE: Millbrook Agricultural Society

The Millbrook Agricultural Society is seeking permission to hold the 173rd Annual Millbrook Fair at 13 Frederick Street in Millbrook June 6th, 2024 through June 9th, 2024.

Please be advised that the Township of Cavan Monaghan Building Department has no objections to the Application for Special Occasion Permit by the Agricultural Society to operate a Beer Barn and Trackside Lounge at the annual fair for the following times:

- | | |
|--------------------------|------------------------------|
| • Thursday, June 6, 2024 | 5:00pm to Midnight (12:00am) |
| • Friday, June 7, 2024 | 5:00pm to Midnight (12:00am) |
| • Saturday, June 8, 2024 | Noon to 1:00am |
| • Sunday, June 9, 2024 | Noon to 4:00pm |

If you require any further information, please contact me directly.

Thanks



Kyle Phillips, CBCO
Chief Building Official/By-Law Enforcement
Township of Cavan Monaghan
705-932-9319
kphillips@cavanmonaghan.net
www.cavanmonaghan.net