



Regular Council Meeting

To:	Mayor and Council
Date:	November 18, 2024
From:	Brigid Ayotte, Economic Development & Communications Officer
Report Number:	PEB 2024-53
Subject:	Amended Road Occupancy Permits for Christmas In The Village

Recommendations:

1. That Council amend the schedule for Road Occupancy Permits for Special Events on County Roads to occupy roads in the Township for events/festivals for December 7th, 2024 Christmas in the Village – A Merry Millbrook Christmas to 8:00 a.m. to 7:00 p.m. outlined in Table 1 below; and
2. That the Township of Cavan Monaghan provides a Certificate of Insurance to the County of Peterborough for the amended 2024 Events/Festivals.

Overview:

Staff brought report PEB 2024-04 to Council on February 5, 2024. Amendments to some locations/closures were brought forward to Council in May. A further amendment came forward in October.

The Millbrook BIA has requested an amendment to the road closure to accommodate activities as part of Christmas In the Village event being held December 7, 2024. They are requesting the extension of an existing road closure (King St. from Tupper St. to Union Street and a portion of Needler's Lane from Hay Street to the edge of the Millbrook Arena building.) to include all of Needler's Lane from Hay Street to the intersection of King Street and Tupper Street. They are also requesting that the start time of the closure commence at 8:00 a.m. as opposed to 9:00 a.m.

The revised closure is to accommodate horse drawn wagon rides as part of the morning events. The wagon route will follow King Street west to Allen Lane, south on Allen Lane to Needler's Lane, north east on Needler's Lane back to King Street. The route requires the closure of an intersection (King Street at Tupper). Paid Duty Officers police officers (PDOs) are required for such a closure. The BIA has hired PDOs for this portion of the event.

The amended report must match the Certificate of Insurance; therefore, Staff is bringing forward an amended table for Council’s approval.

Table 1:

Date	Time	Event	Location/Closures
June 8	9:00 a.m. – 3:00 p.m.	Millbrook Fair Parade	Marshalling at the Old Millbrook Arena, north on Needler’s Lane, West on King Street (County Road 21) to Main Street, south on Main Street to Frederick Street, east on Frederick Street to the Millbrook Fairgrounds.
July 6	6:00 a.m. – 6:00 p.m.	Millbrook Lions Car Show	King Street from Tupper to Union St., Distillery Street from Anne to King Street, Hay Street
July 25	12:00 p.m. – 10:00 p.m.	Ladies Night	King St. from Tupper St. to Union St.
September 13, 2024	9:00 a.m. – 9:00 p.m.	Harvest Table Dinner	Needler’s Lane from King Street to Hay Street.
October 5	9:00 a.m. – 9:00 p.m.	Fall Festival (BIA)	King Street from Tupper St. to Union St.
November 11	9:00 a.m. – 1:00 p.m.	Remembrance Day Parade	King Street from Tupper St to Union St.
December 7	8:00 a.m. – 7:00 p.m.	Christmas In the Village – A Merry Millbrook Christmas	King St. from Tupper St. to Union St. Needler’s Lane from Hay Street to the King Street and Tupper Street intersection.
December 14	11:00 am – 2:00 pm	Santa Claus Parade	Marshals at the Millbrook Christian Assembly, travels east on King Street to the Millbrook Arena on Needler’s Lane in behind the arena

Financial Impact:

There is no cost to issue road occupancy permits.

Respectively Submitted by:

Reviewed by:

Brigid Ayotte
Economic Development & Comm. Officer

Yvette Hurley
Chief Administrative Officer