



Regular Council Meeting

To:	Mayor and Council
Date:	March 3, 2025
From:	Cindy Page, Clerk
Report Number:	Corporate Services 2025-04
Subject:	174th Millbrook Fair – Community Festival Designation

Recommendations:

1. That the Township of Cavan Monaghan designate the 174th Millbrook Fair as a Community Festival and municipally significant event; and
2. That the Millbrook Agricultural Society is 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 12 from 5:00 p.m. to 12:00 a.m.
 - Four (4) Officers on June 13 from 5:00 p.m. to 1:00 a.m.
 - Four (4) Officers on June 14 from 12:00 p.m. to 1:00 a.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 event 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 174th Annual Millbrook Fair at 13 Frederick Street in Millbrook June 12 through June 15, 2025 and anticipate close to 6000 people to pass through the gates during the Fair. The Millbrook Agricultural Society will be applying to the ACGO 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 174th Millbrook Fair to be held June 12 through June 15, 2025 as a Community Festival and municipally significant event. The approval is conditional upon the Millbrook Agricultural Society having police presence and being 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 Cavan Monaghan's 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 20, 2025

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

The Millbrook Agricultural Society is seeking permission to hold the 174th Annual Millbrook Fair at 13 Frederick Street in Millbrook June 12th, 2025 through June 15th, 2025.

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 2025 Millbrook Fair, June 12th through June 15th
- Approval from the Cavan Monaghan Fire Department in obtaining a liquor license for the 2025 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 sale of alcohol during the Millbrook Fair, June 12th through June 15th, 2025
- 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 2025 Fair:

- Thursday, June 12, 2025 5:00pm to Midnight (12:00am)
- Friday, June 13, 2025 5:00pm to 1:00 am
- Saturday, June 14, 2025 Noon to 1:00am

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

25 February 2025

Sheila Rogoski
Secretary
Millbrook Agricultural Society
13 Frederick Street
Millbrook, ON
L0A 1G0

Dear Sheila:

Re: 174th Millbrook Fair

In response to your correspondence dated February 2, 2025, 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 12th, 2025 until Sunday, June 15th, 2025.

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,

Craig Ralph, Inspector
Peterborough Police
Service

January 23, 2025

Al Lang, President
Millbrook Agricultural Society
13 Frederick St. Millbrook,
ON L0A 1G0

Sent Via Email: biglangerz@gmail.com

Re: Request for Support of Community Festival Designation 2025

Dear Al Lang,

The Township of Cavan Monaghan Fire Department has received your letter requesting support for your 2025 Community Festival Event.

In regard to the notification received January 19, 2025, the Fire Department has no objections for the sale of alcohol at the Millbrook Fair event hosted on June 12th, through June 15th, 2025, at 13 Frederick St. Millbrook, ON L0A 1G0.

In addition, the Fire Department must conduct a Fire Safety Inspection of the premises before it can open to the public. Please provide the attached letter titled "Millbrook Fair Event Standards" to all event vendors. Compliance with these standards is mandatory and will be enforced.

In the past, the Fair Board has previously requested a Fire Truck (pumper) to attend the track events. Could you please advise if you require such for 2025 as well as the times for the event(s).

Should you have any questions, please feel free to reach out.

Yours truly,


Bill Balfour, Fire Chief

Cc:/ Cindy Page, Clerk, cpage@cavanmonaghan.net

Cc:/ Kyle Phillips, Chief Building Official, kphillips@cavanmonaghan.net

Cc:/ Sheila Rogoski, Secretary, Millbrook Agricultural Society sheila.rogoski@gmail.com



February 5, 2025

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 12, 2025 to June 15, 2025

Peterborough Public Health has no objection for the Millbrook Agricultural Society to obtain a liquor license for the Millbrook Fair held from June 12, to 15, 2025, 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, 2025.

If you have any questions, please do not hesitate to contact me at 705-868-5206 or psritharan@peterboroughpublichealth.ca.

Kind regards,
Pirasha Sritharan

A handwritten signature in black ink that reads "Pirasha.S".

Pirasha Sritharan, BSc, CPHI(C)
Public Health Inspector



Jackson Square, **185 King St.**, Peterborough, ON K9J 2R8
P: 705-743-1000, ext. 682 or 705-868-5206 | F: 705-743-1203

www.peterboroughpublichealth.ca

Jan 27, 2025

RE: Millbrook Agricultural Society

The Millbrook Agricultural Society is seeking permission to hold the 174th Annual Millbrook Fair at 13 Frederick Street in Millbrook June 12th, 2025 through June 15th, 2025.

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 12, 2025 5:00pm to Midnight (12:00am)
- Friday, June 13, 2025 5:00pm to 1:00 am
- Saturday, June 14, 2025 Noon to 1:00am

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