



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	April 7, 2025
<b>From:</b>	Brigid Ayotte, Economic Development & Communications Officer
<b>Report Number:</b>	ECD 2025-02
<b>Subject:</b>	Road Occupancy Permits for 2025 Special Events

### Recommendations:

1. That Council authorize staff to issue Road Occupancy Permits for Special Events on County Roads in the Township for Events/Festivals in 2025 as outlined in the Table below; and
2. That the Township of Cavan Monaghan provide a Certificate of Insurance to the County of Peterborough for the scheduled 2025 Events/Festivals listed in this Report.

### Overview:

Traditionally Council requests that all road closure/occupancy dates be presented at one time so that Council and the public are made aware of the events and activities being hosted throughout the year in the Township.

This allows for maximum exposure and advertisement of events in the downtown as well as the numerous social activities for participants and vendors scheduled throughout the year. Staff have consulted with the various organizers and supports the events, dates, and road occupancies listed in the table below. Maps of the individual event street closures are attached to this report.

Staff will continue to assist with these events as resources permit.

### Table:

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location/Closures</b>
April 26	6:00 a.m. to 2:00 p.m.	Lions Club Annual Fishing Derby	Needlers Lane from King Street to Anne Street ( <b>Attachment 1</b> )
June 14	9:00 a.m. – 3:00 p.m.	Millbrook Fair Parade	King Street from Tupper Street to Main Street, South on Main Street to Frederick St., East on Frederick to Fairgrounds.

			<b>(Attachment 2)</b>
July 24	12:00 p.m. – 10:00 p.m.	Millbrook BIA Ladies Night	King St. from Tupper St. to Union St. <b>(Attachment 3)</b>
November 11	9:00 a.m. – 1:00 p.m.	Remembrance Day Parade	King Street from Tupper St to Union Street <b>(Attachment 4)</b>
December 6	8:00 a.m. to 7:00 p.m.	Christmas In the Village	King St. from Tupper St. to Union Street; Needler’s Lane from King Street to Anne Street and Hay Street from Anne Street to King Street <b>(Attachment 5)</b>
December 13	11:00 a.m. – 2:00 p.m.	Santa Claus Parade	King Street from Tupper to Turner Street; Lisa Court and Main Street from Charles to King. Needler’s Lane from King Street to Hay Street. Gathers at the Millbrook Christian Assembly, travels east on King Street to Needler’s Lane. Offloads on Needler’s Lane <b>(Attachment 6)</b>

**Background:**

As part of the permit process, Staff circulates a copy of this report along with a Certificate of Insurance and a traffic management plan to the County Public Works Department, Peterborough Police, Peterborough County Emergency Management System (EMS), and the Fire Department for information ahead of these events.

Events that operate under a road closure within intersections can use the services of Parks and Facilities Staff and/or Community Safety Volunteers. Closures that incorporate an intersection or are serving alcohol will require Paid Duty Officers (PDOs). It is the responsibility of the organization hosting the event to secure PDOs where required. PDOs are noted on the attached maps.

Where access to a street is temporarily impeded by the road closure (i.e. Santa Claus Parade and Millbrook Fair Parade), organizers will provide notification to residents.

Allen Lane in Downtown Millbrook is not owned by the Township. As such, events that utilize this street must secure approval from the land owner.

Staff will continue to work with organizations hosting the events and Community Safety Volunteers to facilitate the road closures on the day of the event.

**Financial Impact:**

Road occupancy permits are issued at no cost.

**Attachments:**

- Attachment 1 – Lions Club Annual Fishing Derby
- Attachment 2 – Millbrook Fair Parade

- Attachment 3 – Millbrook BIA Ladies Night
- Attachment 4 – Remembrance Day
- Attachment 5 – Christmas In the Village
- Attachment 6 – Santa Claus Parade

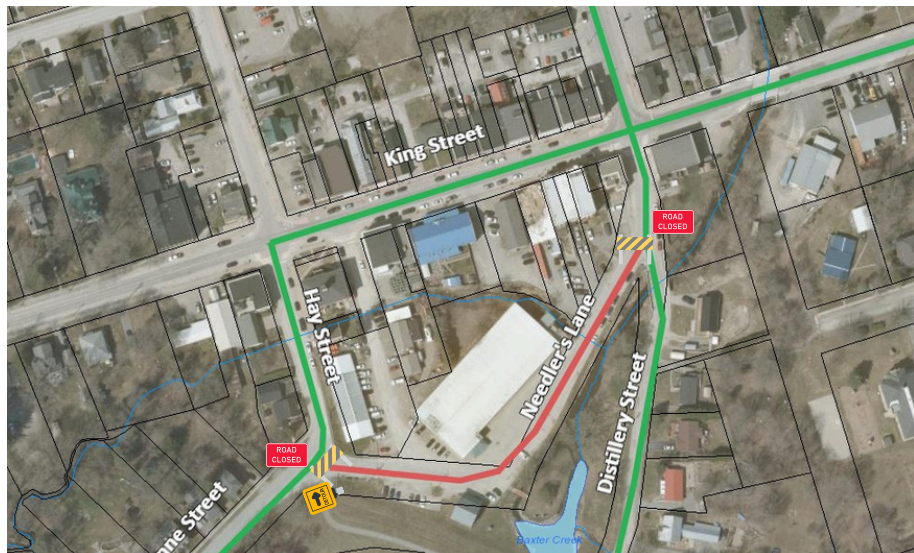
Respectively Submitted by:

Reviewed by:

Brigid Ayotte  
Economic Development & Comm. Officer

Yvette Hurley  
Chief Administrative Officer

# Attachment 1: Road Occupancy Map: Fishing Derby April 26, 2025



Road Closure  
Detour Route



Road Closure Barricade

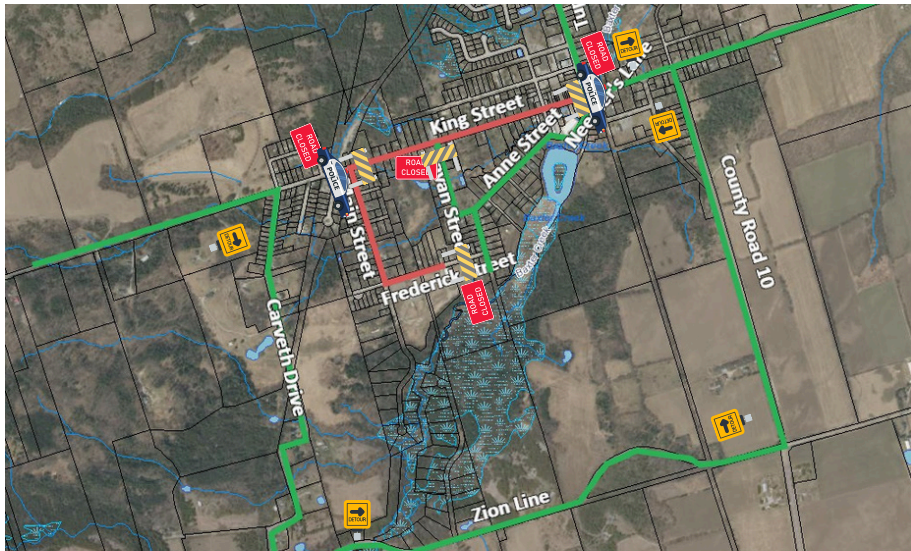


Detour Signage



Road Closure Sign

# Attachment 2: Road Occupancy Map: Millbrook Fair Parade: June 14, 2025



Paid Duty Officer



Road Closure



Detour Route



Road Closure Barricade

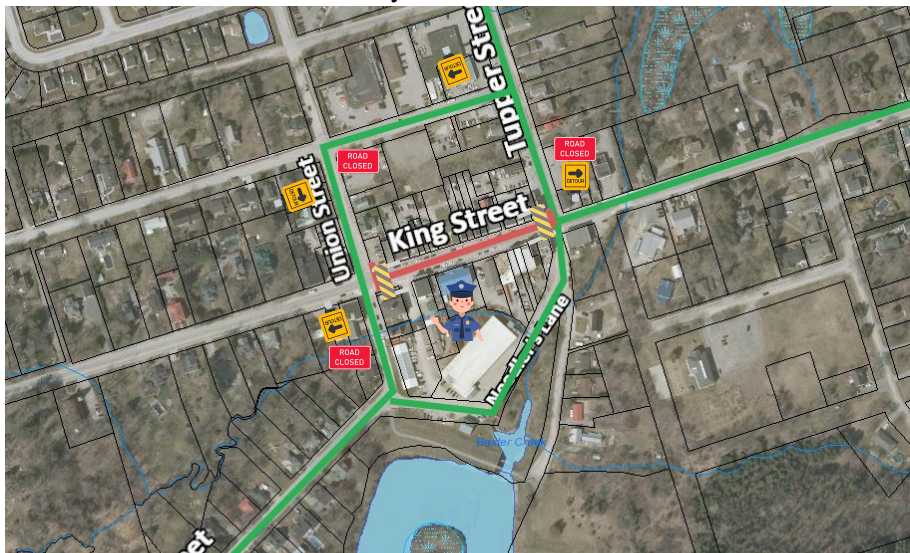


Detour Signage



Road Closure Sign

# Attachment 3: Road Occupancy Map: Ladies Night: July 24, 2025



Paid Duty Officer (roaming)



Road Closure



Detour Route



Road Closure Barricade

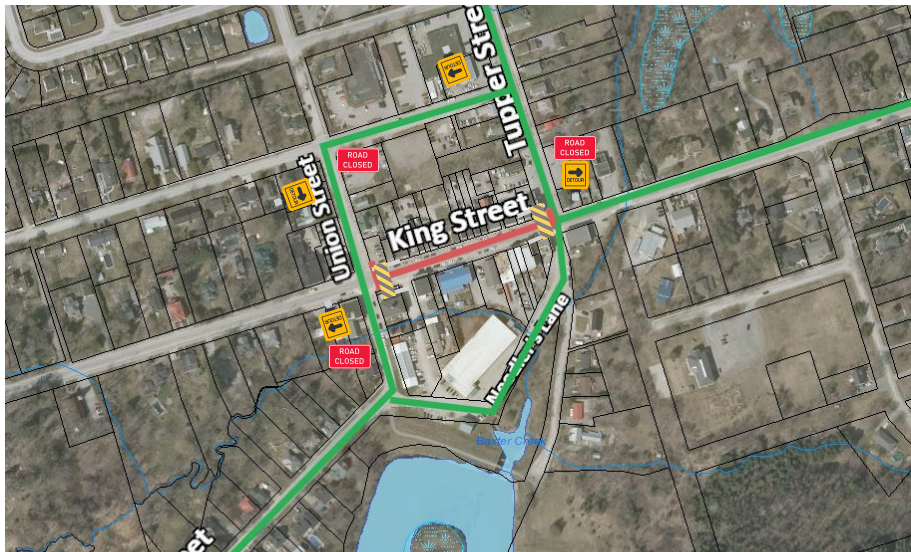


Detour Signage



Road Closure Sign

# Attachment 4: Road Occupancy Map: Remembrance Day: November 11, 2025



Road Closure  
Detour Route



Road Closure Barricade

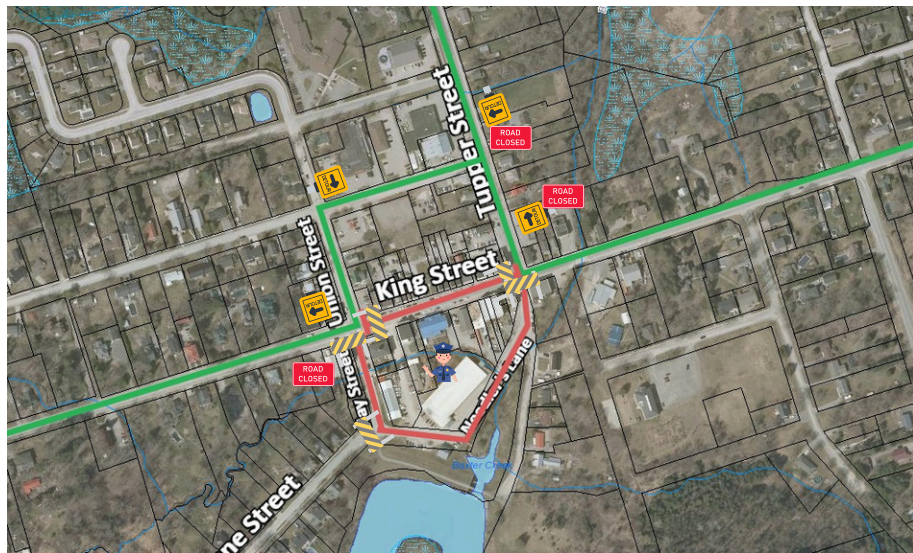


Detour Signage



Road Closure Sign

# Attachment 5: Road Occupancy Map: Christmas In the Village; December 6, 2025



PDO Roaming



Road Closure



Detour Route



Road Closure Barricade



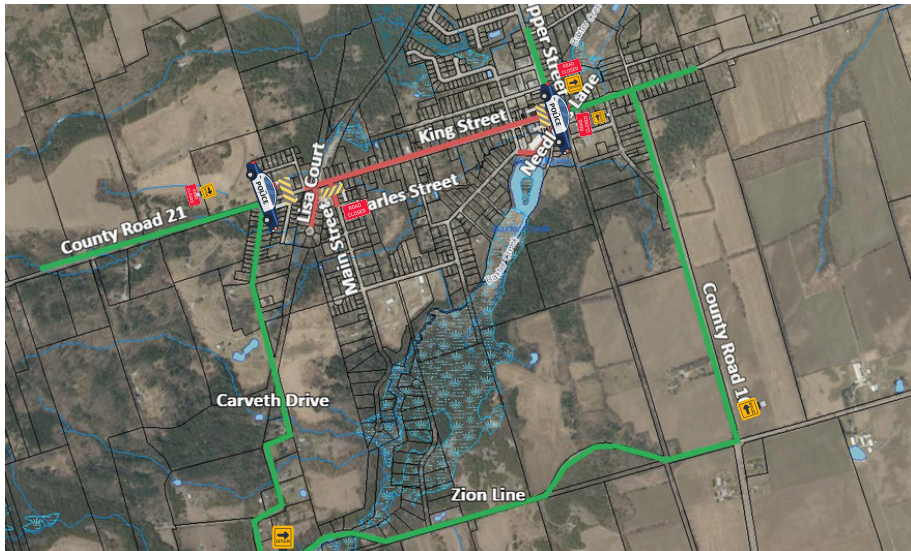
Detour Signage



Road Closure Sign



# Attachment 6: Road Occupancy Map: Santa Claus Parade: December 13, 2025



Paid Duty Officer



Road Closure



Detour Route



Road Closure Barricade



Detour Signage



Road Closure Sign