



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	April 22, 2025
<b>From:</b>	Cindy Page, Clerk
<b>Report Number:</b>	Corporate Services 2025-07
<b>Subject:</b>	4th Line Theatre 2025 Summer Season - Community Festival Designation

### Recommendations:

1. That Council for the Township of Cavan Monaghan designate the 4th Line Theatre's 2025 Summer Season as a Community Festival and municipally significant; and
2. That Council direct staff to send a letter with the following information included; 4th Line Theatre Company is a not-for-profit summer theatre company whose summer season events have attracted thousands of tourists to our municipality, a number which has grown every year since 1992, when 4th Line Theatre was founded. 4th Line Theatre is requesting more than 12 days of special occasion permits from the Alcohol and Gaming Commission in order to serve alcohol for all 42 performances this 2025 Summer Season at the Winslow farm, as they have successfully secured and managed more than 12 special occasion permits without fault each summer season for several years running. The proceeds raised by the sale of alcohol during 4th Line Theatre's 2025 Summer Season event is crucial to the financial success of the event, and ultimately, the company itself, which, in turn, directly affects the economic growth of our municipality. 4th Line Theatre's 2025 Summer Season event consists of 42 performance dates, which are: July 1, July 2, July 3, July 4, July 5, July 8, July 9, July 10, July 11, July 12, July 14, July 15, July 16, July 17, July 18, July 19, July 29, July 30, July 31, August 1, August 2, August 5, August 6, August 7, August 8, August 9, August 12, August 13, August 14, August 15, August 16, August 19, August 20, August 21, August 22, August 23, August 25, August 26, August 27, August 28, August 29, August 30.

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### Overview:

As in previous years, the Township of Cavan Monaghan has received a request to designate the 4th Line Theatre's 2025 Summer Season as a "Community Festival" and municipally significant.

The 4th Line Theatre is applying to the Alcohol and Gaming Commission of Ontario (AGCO) for a Special Occasion Permit to sell alcohol during the summer theatre season and as part of the application a resolution of Council is required.

The 4th Line Theatre has provided some of the AGCO required supporting documentation to accompany their request as attached. By Council designating the 4th Line Theatre's 2025 Summer Season as a "Community Festival" and an event of municipal significance one more of the requirements of their application are met.

**Financial Impact:**

None at this time.

**Attachments:**

Attachment No. 1: Registered Charitable Status number

Attachment No. 2: Confirmation of portable washroom facilities

Attachment No. 3: Certificate of Insurance

Attachment No. 4: Letter from the Peterborough Police Service

Attachment No. 5: Letter from the Cavan Monaghan Fire Chief

Respectfully submitted by,

Reviewed by,

Cindy Page  
Clerk

Yvette Hurley  
Chief Administrative Officer



9 TUPPER STREET  
P.O. Box 403  
MILLBROOK, ON  
L0A 1G0

ADMINISTRATION  
T: 705-932-4448  
admin@4thlinetheatre.on.ca

BOX OFFICE  
705-932-4445

MANAGING ARTISTIC DIRECTOR  
*Kim Blackwell*

BOARD OF DIRECTORS

CHAIR  
*John May*

VICE CHAIR  
*Ally Pyle*

SECRETARY/TREASURER  
*Richard Plant*

MEMBERS  
*Brian Bedwell*  
*Dane Bland*  
*Anne Coughlan*  
*Brian Field*  
*Kristina Goodwin*  
*Cody McMabon*  
*Andrew Pyle*

EX OFFICIO  
*Kim Blackwell*  
*Robert Winslow, FOUNDER*

SEASON SPONSOR  
*Nexicom*

MAJOR SPONSOR  
*Exit Realty Liftlock, Brokerage*  
*Miskin Law*

Charitable Registration Number:  
13762-2866-RR0001

April 14, 2025

To Whom it May Concern,

4th Line Theatre's charitable registration number is 13762 2866 RR0001.

Sincerely,

Lindy Finlan  
General Manager

Johnny on the Spot Portable Toilet Company  
1700 5th Line  
Selwyn ON K9J 6X5  
7057411504  
johnnytoilets@gmail.com  
GST/HST Registration No.: 792633679

Quote

ADDRESS

4th Line Theatre  
779 Zion Line  
Millbrook ON

QUOTE # 4L032725  
DATE 27/03/2025

PO NUMBER

779 Zion Line

QTY	DESCRIPTION	RATE	AMOUNT
1	Stage #1 - 1 Reg Unit Date: May 23/25 Including double service Date: June 30/25 - August 29/25	678.20	678.20
1	Stage #2 - 1 Reg Unit Date: May 30/25 Including double service Date: June 30/25 - August 29/25	591.05	591.05
1	Stage # 3 - 15 Reg Units & 1 H/C Date: June 28 Including double service Date: June 30/25 - August 29/25	10,360.48	10,360.48
Pick Up All: September 5/25			

Date:_____	SUBTOTAL	11,629.73
By:_____	HST (ON) @ 13%	1,511.87
Toilet #_____	TOTAL	\$13,141.60
Toilet #_____		

Accepted By

Accepted Date



# CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer.  
This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS			2. INSURED'S FULL NAME AND MAILING ADDRESS		
Township of Cavan Monaghan			4th Line Theatre Company of Peterborough		
988 Peterborough County Rd 10			9 Tupper Street		
Millbrook ON			PO Box 403		
POSTAL CODE L0A 1G0			Millbrook ON		
POSTAL CODE L0A 1G0					

3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)
Live Summer outdoor theatre.

4. COVERAGES
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.


## LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
<b>COMMERCIAL GENERAL LIABILITY</b>  <input type="checkbox"/> CLAIMS MADE <b>OR</b> <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY  <input type="checkbox"/> WAIVER OF SUBROGATION  <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION <input type="checkbox"/>	Travelers Canada CCP0884057	2024/12/22	2025/12/22	COMMERCIAL GENERAL LIABILITY BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE	\$1,000	\$5,000,000
				- EACH OCCURRENCE		\$5,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		\$5,000,000
				<input type="checkbox"/> PERSONAL INJURY LIABILITY OR <input type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		\$5,000,000
				MEDICAL PAYMENTS	\$1,000	\$10,000
				TENANTS LEGAL LIABILITY	\$1,000	\$250,000
				POLLUTION LIABILITY EXTENSION		
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> HIRED AUTOMOBILES	Travelers Canada CCP0884057	2024/12/22	2025/12/22	NON-OWNED AUTOMOBILES HIRED AUTOMOBILES		\$5,000,000
<b>AUTOMOBILE LIABILITY</b>  <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
				BODILY INJURY (PER PERSON)		
				BODILY INJURY (PER ACCIDENT)		
				PROPERTY DAMAGE		
<b>EXCESS LIABILITY</b>  <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/>				EACH OCCURRENCE		
				AGGREGATE		
<b>OTHER LIABILITY (SPECIFY)</b> <input type="checkbox"/>						
<input type="checkbox"/>						

5. CANCELLATION
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Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS	7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (Commercial General Liability- but only with respect to the operations of the Named Insured)
McDougall Insurance Brokers Limited	Township of Cavan Monaghan
261 George St North	988 Peterborough County Rd 10
Peterborough ON	
POSTAL CODE K9J 3G9	
BROKER CLIENT ID:	Millbrook ON
	POSTAL CODE L0A 1G0

8. CERTIFICATE AUTHORIZATION			
ISSUER Sandra Arroyo		CONTACT NUMBER(S)	
AUTHORIZED REPRESENTATIVE David Smith		TYPE Phone	NO. 705-742-8863
		TYPE Fax	NO.
SIGNATURE OF AUTHORIZED REPRESENTATIVE 		DATE 2025/03/24	EMAIL ADDRESS sarroyo@mcdougallinsurance.com



**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](http://www.peterboroughpolice.com)

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13 March 2025

Lindy Finlan  
General Manager  
4<sup>th</sup> Line Theatre  
4 Tupper Street, P.O. Box 403  
Millbrook, ON L0A 1G0

Dear Lindy:

**Re: 4<sup>th</sup> Line Theatre's Community Festival Designation**

In response to your email dated March 11, 2025, the Peterborough Police Service has been requested to assist with your application to the Township of Cavan-Monaghan to be designated as a Community Festival. The performances would be at Winslow Farm at 779 Zion Line from July 01<sup>st</sup> until August 30<sup>th</sup>, 2025.

I have reviewed information contained in our Records Management System and can report that there are no problems or concerns that were found from that search pertaining to the performances or alcohol being served at the performances.

The Peterborough Police Service supports your request to be designated a Community Festival to acquire a liquor license from the AGCO for the sale of alcohol during your scheduled performances during the dates noted above. Congratulations on 33 years that 4<sup>th</sup> Line Theatre has been preserving and promoting Canadian cultural heritage through the development and presentation of regionally-based, environmentally-staged historical dramas!

Best regards and my wish for a successful season!

Sincerely,

Craig Ralph, 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](http://www.cavanmonaghan.net)

March 13, 2025

Robert Winslow, Founder/Creative Director  
4th Line Theatre  
9 Tupper St.  
P.O. Box 403  
Millbrook, ON L0A 1G0

Lindy Finlan, General Manager  
4th Line Theatre  
9 Tupper St.  
P.O. Box 403  
Millbrook, ON L0A 1G0

**Sent Via Email:** [lindy@4thlinetheatre.on.ca](mailto:lindy@4thlinetheatre.on.ca), [robertw@nexicom.net](mailto:robertw@nexicom.net)

### **Re: Request for Support of Community Festival Designation**

Dear Mr. Winslow & Ms. Finlan,

The Township of Cavan Monaghan Fire Department has received your request for support for your 2025 Community Festival Designation and are in support of this application. Your request will be forwarded to our Clerk's Department, as Council's approval will be required.

As in previous years, all we ask is to conduct a Fire Inspection and Fire Safety Plan Review of the premises prior to being opened to the public. For scheduling, please contact Luca Paltrinieri, Fire Prevention Officer at [fpo@cavanmonaghan.net](mailto:fpo@cavanmonaghan.net) or (705) 932-9344.

Thank you for your co-operation in this matter, should you have any questions or concerns please don't hesitate to reach out.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Balfour", is written over a horizontal line. Below the signature, the name "Bill Balfour" and title "Fire Chief" are printed in a bold, black, sans-serif font.

**Bill Balfour**  
**Fire Chief**

Cc: \ Cindy Page, Clerk, [cpage@cavanmonaghan.net](mailto:cpage@cavanmonaghan.net)