



Regular Council Meeting

To:	Mayor and Council
Date:	September 2, 2025
From:	Brigid Ayotte, Economic Development & Communications Officer
Report Number:	ECD 2025-08
Subject:	Road Occupancy Permits for BIA Fall Festival

Recommendations:

1. That Council authorize staff to issue Road Occupancy Permits for the Millbrook Business Improvement Area (BIA) Fall Festival Event, October 4th, 2025, and
2. That the Township of Cavan Monaghan provide a Certificate of Insurance to the County of Peterborough for above noted road occupancy.

Overview:

On April 7th, 2025, Staff brought Report ECD-2025-01 Road Occupancy Permits for 2025 Special Events. A copy of that report is provided as Attachment 1.

Unfortunately, the Millbrook BIA was unable to host the annual Ladies Night event (July 24th, 2025) due to a lack of volunteers to help organize the event.

The BIA Board has opted to host a Fall Festival Event on Saturday October 4th, 2025, and are requesting a Road Occupancy Permit for a portion of King Street from Tupper Street to Union Street from 12:00 p.m. to 9:00 p.m.

As part of the permit process, Staff circulates a copy of this report along with a Certificate of Insurance (COI) (for the road occupancy) 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. A copy of the plan is provided as Attachment 2.

Events that operate within a road closure within intersections may request the services of Parks and Facilities Staff and/or Community Policing. 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 when required and to secure the Special Occasions Permit (SOP) from the Alcohol and Gaming Corporation of Ontario. A separate Certificate of Insurance is required as part of the SOP application process. The host organization is required to secure that insurance separately. The COI provided by the Township to the County of Peterborough is for the road occupancy only.

Staff will work with the Millbrook BIA and Community Volunteers to facilitate the road closure on the day of the event.

Financial Impact:

Road occupancy permits are issued at no cost.

Linkage to the Strategic Plan:

Staff will set up a booth at this event which aligns with Strategic Priority #4 Community Engagement, Objective 3: Increase in-person engagement opportunities with the community.

Attachments:

- Attachment 1 – Report ECD-2025-01 Road Occupancy Permits for 2025 Special Events
- Attachment 2 – Millbrook BIA Fall Event Traffic Management Plan

Respectively Submitted by:

Reviewed by:

Brigid Ayotte
Economic Development & Comm. Officer

Yvette Hurley
Chief Administrative Officer



Regular Council Meeting

To:	Mayor and Council
Date:	April 7, 2025
From:	Brigid Ayotte, Economic Development & Communications Officer
Report Number:	ECD 2025-02
Subject:	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:

Date	Time	Event	Location/Closures
April 26	6:00 a.m. to 2:00 p.m.	Lions Club Annual Fishing Derby	Needlers Lane from King Street to Anne Street (Attachment 1)
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.

			(Attachment 2)
July 24	12:00 p.m. – 10:00 p.m.	Millbrook BIA Ladies Night	King St. from Tupper St. to Union St. (Attachment 3)
November 11	9:00 a.m. – 1:00 p.m.	Remembrance Day Parade	King Street from Tupper St to Union Street (Attachment 4)
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 (Attachment 5)
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 (Attachment 6)

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.

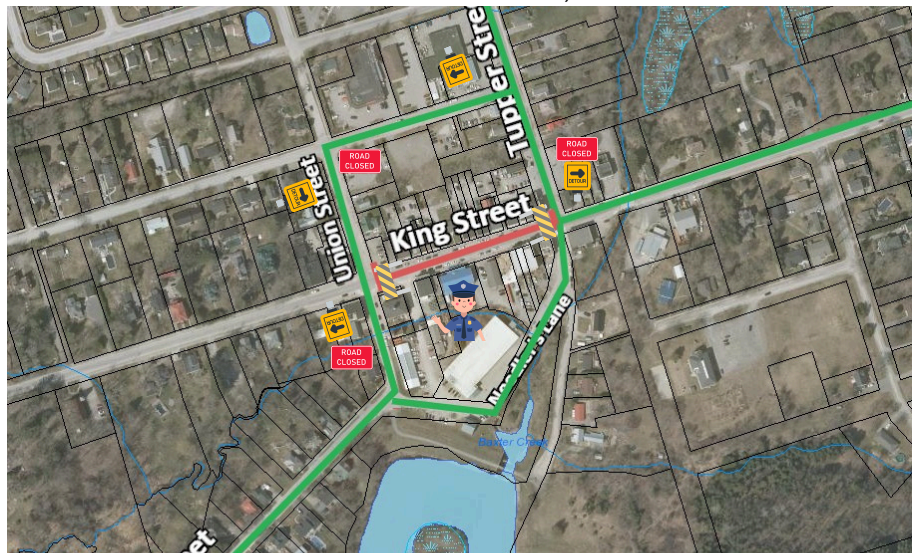
Financial Impact:

Road occupancy permits are issued at no cost.

Attachments:

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

Attachment 2: Road Occupancy Map: Millbrook BIA Fall Event: October 4, 2025



Paid Duty Officer (roaming)



Road Closure Barricade



Detour Signage



Road Closure Sign

Road Closure

Detour Route