



## Information Memo

To: Council-In-Committee Meeting  
Date: November 13, 2025  
Division: Corporate Services  
Department: Customer Service and Communications  
Ward: All Wards  
Subject: Special Event 2510-00080401 – Annual Christmas Tree Lighting & Christmas Parade Temporary Road Closure

### Recommendation(s):

THAT the Information Memo regarding Special Event 2510-00080401 – Annual Christmas Tree Lighting & Christmas Parade Temporary Road Closure be received as information.

### Background

The purpose of this memo is to inform Council of the delegated road closure activity for the Annual Christmas Tree Lighting & Christmas Parade in Port Rowan on Saturday, November 29<sup>th</sup>, 2025.

### Discussion:

The Annual Christmas Tree Lighting & Christmas Parade aims to bring the community together to kick off the holiday season. This free, family-friendly event features a festive parade and the lighting of Port Rowan's town Christmas tree.

The following road closure will be in effect for the event from 6:00 p.m. – 9:00 p.m. on Saturday, November 29<sup>th</sup>, 2025:

- Bay Street from Chestnut Street to Ellis Street

### Financial Services Comments:

Any costs associated with the temporary road closure on Saturday, November 29<sup>th</sup>, 2025 as identified above will be accommodated within current operating base budgets.

## Attachment(s):

- Annual Christmas Tree Lighting & Christmas Parade Temporary Road Closure Map

## Conclusion:

Norfolk County recognizes the importance of special events in our community. The goal of Policy No. CS-45, Outdoor Special Event Policy, is to “encourage County wide festivals and events that draw people together, helping to promote community spirit”.

The outdoor special event application for the Annual Christmas Tree Lighting & Christmas Parade has been circulated to the appropriate departments for review and comments.

Planning is well underway to support a successful event.

## Approval:

Approved By:  
Heidy VanDyk  
General Manager, Corporate Services

Reviewed By:  
Sam McFarlane  
Manager, Accessibility and Customer Experience

Katherine McCurdy  
Director, Customer Service and Communications

Prepared By:  
Alicia Flynn  
Corporate Services Generalist

