



Information Memo

To: Council-In-Committee Meeting
Date: November 13, 2025
Division: Corporate Services
Department: Customer Service and Communications
Ward: All Wards
Subject: Information Memo – Port Dover ChristmasFest & Santa Clause Parade - Temporary Road Closure

Recommendation(s):

THAT the Information Memo regarding Special Event C2509-00077143 – Port Dover ChristmasFest & Santa Clause 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 Port Dover ChristmasFest & Santa Clause Parade on Saturday November 15th, 2025.

The event kicks off with the Santa Clause Parade, followed by Santa's visit to the Lighthouse Festival Theatre. Event goers can enjoy holiday crafts at the Harbour Museum, cozy up by the bonfire with caroling on the beach, witness the Hospice tree lighting in Powell Park, and explore "All over Dover Christmas bargains".

Discussion:

The following road closure will be in effect for the event from 12:00 p.m. until 2:30 p.m.

- Harbour Street
- Main Street from Harbour Street to Greenock Street East
- McNab Street West from First Avenue Port Dover to St. Andrew St
- Chapman Street West from Drayton Street to St. Andrew Street
- Nelson Street West from First Avenue Port Dover to Main Street
- St. George Street from Greenock Street East to Sloan Street

- Market Street West from Water Street to Main Street
- Clinton Street from St. Andrew Street to Main Street
- Park Street from St. Answer Street to Main Street
- Market Stret East from St. Andrew Street to Main Street

Financial Services Comments:

Any costs associated with the additional temporary road closures on Saturday November 15th, 2025, as identified above will be accommodated within current operating base budgets.

Attachment(s):

- Port Dover ChristmasFest & Santa Clause Parade Road Closure Map

Strategic Plan Linkage:

This report aligns with the 2022-2026 Council Strategic Priority to "Celebrate and Connect all of our Communities".

Explanation:

Special Events support Council's Strategic Priority to "Celebrate and connect all of our communities" by bringing communities together through celebrations of our unique cultures, geographies and identities.

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 Port Dover ChristmasFest & Santa Clause 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:
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