



Working together with our community

Council-In-Committee Meeting – November 13, 2025

Subject: Port Dover Beach – 2025 Summer Season Recap
Report Number: CAO-25-090
Division: Office of the Chief Administrative Officer
Department: CAO Administration
Ward: Ward 6
Purpose: For Decision

Recommendation(s):

That report CAO-25-090 Port Dover Beach – 2025 Summer Season Recap be received for information; and

That staff be directed to proceed with a continuation / extension of the Port Dover beach lease and prepare for the 2026 summer season. Further that staff finalize the necessary funding for the 2026 summer season and include the funding requirements in the Draft 2026 Operating Budget for Council approval; and

That staff return in the fall of 2026 with a report to Council that summarizes the 2026 season and seek Council direction at that time.

Executive Summary:

Norfolk County entered into a lease with the largest private landowners of the Port Dover Beach for the 2023 summer season, with an option to extend the lease annually. With the lease agreement commitment, Norfolk also passed a by-law governing the conduct of beach goers and commenced an active education/awareness/enforcement campaign during the summer seasons.

Following the 2025 summer season, in October, Norfolk staff met with the largest Port Dover beach landowners to review how the third year of the lease went, discuss successes, opportunities for improvement and next steps for 2026. The parties to the lease agreed to proceed to extend the lease for the 2026 summer season.

Discussions:

Following the 2025 summer season, Norfolk staff and the largest beachfront landowners in Port Dover met to review how the summer season went.

As a reminder, the existing lease formalized much of what had been ongoing for years and incorporated some enhancements to arrive at an acceptable situation for all parties to the lease. In summary:

- Norfolk pays the private landowners \$1 plus HST annually;
- Actual operational dates are generally from June 15 to September 15 annually (shifting weather patterns and earlier good weather and later good weather may alter these dates);
- Parties must notify each other of the intent to renew the lease for the next summer season by December 30 of each year;
- Norfolk continues to provide general custodial/maintenance services on the beach (pay for the costs);
- Norfolk created a bylaw to regulate behaviour on the beach;
- Norfolk provides active enforcement / awareness efforts on the beach (pay for the costs);
- Beach hours are from sunrise to sunset; and
- Joint insurance and liability coverage is mandatory.

Port Dover beach enforcement/awareness efforts saw an increase in events during the 2025 season. A significant improvement in weather during the 2025 summer season over the previous season may have contributed to increased beach goers, along with Port Dover becoming increasingly recognized as a fabulous summer destination.

An overview of the 2025 summer season is summarized below:

- The 2025 program ran for three months: June 07 - September 07
- Contracted resources hired to help enforce regulations and help raise awareness of the bylaw on the beach worked a total of 71 dates
- One contracted resource was on duty Mondays to Thursdays with two contracted resources scheduled Fridays, Saturdays and Sundays, including long weekends.
- Due to bad weather and contracted resources calling in sick, some dates did not have any contracted resources on the beach
- Hours of coverage were 10am – 6pm
- Bylaw education/awareness/enforcement interactions totaled 3,793, a significant increase over the 1,204 recorded in 2024
- Interactions/warnings included:
 - 1,478 Tents
 - 387 Dogs
 - 696 Smoking/Vaping
 - 579 Umbrellas
 - 503 Alcohol
 - 32 BBQ
 - 79 Glass containers
 - 29 Littering

- 3 Fires
 - 7 Public defecation/urination
- No charges laid – compliance was achieved in almost all cases through successful personal interaction
 - No fine revenue
 - Many interactions with beach goers, especially inquiring about public washroom locations and lost and found inquiries
 - One instance of a beach goer going into cardiac arrest requiring paramedic to be called and assistance being provided
 - OPP was engaged ten (10) times for reasons including trespassing, jet skiers in the swimming area, failing to comply with direction of security staff, inappropriate picture taking and alcohol use

A meeting was held on October 21, 2025 with the parties to the leases to discuss the 2025 beach season. In general, the feedback was positive, with a few areas highlighted for additional consideration. The owners of the beachfront properties confirmed that they would like the arrangement/lease to continue for 2026. Some of the feedback received included the suggested need for:

- Adding/improving public signage helping visitors find their way to public washrooms;
- Explore possible additional public washrooms closer to the beach;
- Change how often the beach is raked, how the beach sand is cleaned and type of equipment used by the County to assist in reducing sand erosion issues;
- Reviewing garbage cleaning schedules, the scope of work associated with garbage, better training and education for the contracted service, the quality and type of garbage bins, and a review of the operation to improve service levels and reduce costs;
- A review of the beach accessible mats – adjust beach mat lengths to address water levels (lower or higher);
- Improving nearby “Emergency Vehicle Only” signage to discourage illegal stopping and parking in those beachfront spaces;
- Requirement/desire to review the possibility of a pop-up canopy style tent to keep contracted services workers from direct sunlight or inclement weather for extended periods, provide a location for information gathering, etc.

For the 2025 season, the following is a **preliminary / draft** summary of costs:

ITEM	DRAFT COSTS INCURRED
Initial Beach Levelling	\$1,000
Beach Rake	\$9,100
Beach Cleaning/Litter Barrels	\$21,600

ITEM	DRAFT COSTS INCURRED
Disposal Bin Rental	\$6,000
Installation/Removal of Swim Buoys	\$6,300
Beach Accessible Mat (install/remove/upkeep)	\$1,000
Fuel for Equipment	\$200
General Administration Time	\$1,000
Tractor Rental	\$8,100
Beach Security and By-law Enforcement	\$20,900
Total	\$75,200

Finance Comments:

As itemized within the report, staff have identified operating costs totaling approximately \$75,200 for the 2025 beach season applicable to this agreement as at the time of the report. This summary includes allocations for staff time, materials and supplies, third party security and by-law enforcement services, as well as for external maintenance and custodial services.

This is similar to 2024 operations which totaled \$77,900 and included various one-time expenditures. Certain contract pricing has increased year-over-year (i.e. litter barrel cleaning), and base budget allocations for materials, supplies and services related to PD Beach operations will be updated accordingly within future budgets.

Interdepartmental Implications:

Staff will continue to work together to comply with the County’s obligations under the lease and provide the public and Council with transparent information regarding this annual program.

Consultation(s):

Internal staff from various departments.

Strategic Plan Linkage:

Empowering Norfolk - Putting the tools and resources in place to ensure our businesses' and residents' success

Approval:

Prepared and Submitted By:
 Al Meneses, Chief Administrative Officer