



Petawawa UOV OPP Detachment Board Minutes

**December 18, 2024 at 2:30 p.m.
Town of Petawawa Municipal Office**

Present:

Councillor James Carmody
Deputy Mayor Theresa Sabourin
Michelle Chapin
Sharon Dainty

Regrets:

Ryan McFadden
Inspector Stephan Neufeld, Upper Ottawa Valley OPP

Also Present:

Colin Howard, Director of Legislative Services/Clerk
Acting Staff Sergeant Christopher Miller, Upper Ottawa Valley OPP

1. Call to Order

2. Adoption of Agenda (additions/deletions)

Moved by Theresa Sabourin and seconded by Michelle Chapin that the agenda be adopted. Motion carried.

3. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

4. Adoption of Minutes

(a) November 20, 2024

Moved by Sharon Dainty and seconded by Theresa Sabourin, that the minutes previously circulated be adopted as amended. Motion carried.

5. Presentations

There were no presentations.

6. Detachment Commander's Report

(a) Updates/report of policing activities in Petawawa

Acting Staff Sergeant C. Miller provided an update on the 231 calls for service that were responded to over the month. Acting Staff Sergeant Miller reported that four impaired charges were laid in Petawawa, and one seven-day suspension was issued following four recent RIDE checks that were conducted.

Acting Staff Sergeant Miller also reported on the policing activities of the PLT and SAVE Teams, aiding with the recent postal strike and conducted checks along the Algonquin Trail.

(b) Upcoming Detachment/Provincial initiatives and/or events

Acting Staff Sergeant Miller reported on the Detachment participation in the recent Petawawa Santa Claus parade. Acting Staff Sergeant Miller also reported that a holiday festive RIDE check was setup later that day resulting in no impaired charges. Acting Staff Sergeant Miller commented on four members of the Detachment taking part in the Women in Policing event in Ottawa. Staff Sergeant Miller confirmed that recruitment of five more officer positions is underway within the Detachment, and he discussed the recent work that was conducted involving MESA team members, MCERT Officers and Paramedics with a tenant at the Wolfe Avenue apartments.

7. Correspondence

(a) Various items of correspondence circulated electronically to members prior to meeting

Received for information.

(b) RIDE Grants

James Carmody reviewed the update on the RIDE grant applications for 2025 which was provided by the OPP. Anticipate receiving notification on grant applications in the New Year. Received for information.

(c) OAPSB Zone 2 Minutes from Friday, November 29, 2025

Received for information.

8. Financial Report

- (a) Detailed Budget Trial Balance to December 16, 2024 – provided by Town Treasurer

Moved by Michelle Chapin and seconded by Sharon Dainty, that the detailed trial balance to December 16, 2024, which was provided by the Town Treasurer, be approved. Motion carried.

Board discussion occurred on the unused portion of the 2024 Petawawa Detachment Board budget.

Moved by Theresa Sabourin and seconded by Michelle Chapin, that the unused portion of the 2024 Petawawa Detachment Board budget of \$4,072.33 be transferred to the 2025 reserves. Motion carried.

9. Old Business

- (a) PPSB Calendar of Annual Events

J. Carmody presented the calendar of annual events. Received for information.

10. New Business

- (a) 2025 Meeting Schedule

J. Carmody commented on the proposed 2025 meeting schedule and asked if revisions to meeting times and dates should be reviewed. There was consensus amongst the Board members to remain with the same schedule for 2025 with the only change being the cancellation of the August meeting.

11. Board Member Input/Report

- (a) Closed Meeting Policy 1.9 – Monitoring the Performance of the Detachment Commander

Moved by Theresa Sabourin and seconded by Michelle Chapin, that the meeting be closed pursuant to Section 44 (2) (b) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1*, as amended, to discuss the performance review of the Detachment Commander and to approve the minutes from the February 21, 2024 Closed Meeting. Motion carried.

The PDB went into closed session at 3:30 p.m.

The PDB reconvened to open session at 4:24 p.m.

A closed meeting was held. The performance review of the Detachment Commander was completed, and the previous set of Closed Meeting Minutes were approved. There is nothing further to report.

12. Date of Next Meeting

(a) January 22, 2024 @ 2:30 p.m.

13. Adjournment

Moved by Sharon Dainty and seconded by Michelle Chapin that the meeting adjourn at 4:34 p.m. Motion carried.

Minutes recorded and respectfully completed for presentation by C. Howard.

Signature of the Chair



2025 Jan 22

Date Minutes Approved