



**PETAWAWA OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT DE PETAWAWA
DE LA POLICE PROVINCIALE**

**UPPER OTTAWA VALLEY OPP DETACHMENT
DÉTACHEMENT DE LA VALLÉE SUPÉRIEURE DE L'OUTAOUAIS DE LA POLICE PROVINCIALE**

Petawawa OPP Detachment Board Minutes

**December 17, 2025 at 2:30 p.m.
Town Hall Boardroom**

Present:

Councillor James Carmody
Deputy Mayor Theresa Sabourin
Michelle Chapin
Olivia Fraser
Sharon Dainty

Also Present:

Dawn Recoskie, Director of Legislative Services/Clerk
Staff Sergeant Christopher Miller, Upper Ottawa Valley OPP

1. Call to Order

James Carmody, Chair, called the meeting to order at 2:30 p.m.

2. Adoption of Agenda (additions/deletions)

Moved by Michelle Chapin, and seconded by Olivia Fraser, that the agenda be adopted as presented. Motion carried.

3. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

4. Adoption of Minutes

(a) November 19, 2025

Moved by Theresa Sabourin, and seconded by Olivia Fraser, that the minutes of the meeting held November 19, 2025, be adopted as presented. Motion carried.

5. Presentations

There were no presentations.

6. Correspondence

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

Received for information.

- (b) OPP 2026 Annual Billing Statement

J. Carmody presented the annual billing statement. The 2026 amount payable of \$2,000,286 is approximately 11% more than the amount charged for 2025 for OPP services. The OPP billing statement was received for information.

7. Financial Report

- (a) Detailed Budget Trial Balance to December 5, 2025 – provided by Town Treasurer

Moved by Michelle Chapin, and seconded by Olivia Fraser, that the detailed trial balance to December 5, 2025, which was provided by the Town Treasurer, be approved. Motion carried.

8. Old Business

- (a) PDB Calendar of Annual Events

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

The 2025 Board Goals and Strategies will be emailed to members for review before the next meeting, when the Board will discuss its goals and strategies for 2026.

- (b) Purchase of Promotional Items

The Board reviewed further promotional items for consideration.

Moved by Theresa Sabourin, and seconded by Michelle Chapin, that the Board authorizes the purchase of 500 javelin pens and 500 police car stress relievers with the combined purchase not to exceed \$1,500.00 exclusive of HST. Motion carried.

9. New Business

(a) 2026 Petawawa OPP Detachment Board Budget Discussion

The Board approved the draft 2026 budget submission as follows:

2026 Draft Petawawa OPP Detachment Board Budget	
Membership Fees	\$1,650.00
Board Insurance	\$3,000.00
Office Materials	\$250.00
Server Support	\$700.00
Promotional Activities	\$3,000.00
Training, Meetings, Conferences	\$15,000.00
Honoraria	\$17,500.00
Total 2026 Draft Budget	\$41,100.00

Moved by Theresa Sabourin, and seconded by Olivia Fraser, that the draft 2026 Petawawa OPP Detachment Board budget be provided to the Town Treasurer for discussion during the 2026 budget workshops. Motion carried.

Moved by Michelle Chapin, and seconded by Olivia Fraser, that the Board authorizes a donation to Renfrew County Crimestoppers in the amount of \$500.00. The \$500.00 donation will be allocated to the 2026 Promotional Activities line of the 2026 budget. Motion carried.

(b) Sample Logo for OPP Detachment Boards

J. Carmody presented the approved logo for the Petawawa OPP Detachment Board that was provided by the OPPs Strategy Management Unit. Following the distribution of the agenda package, which included a sample logo, the approved logo was received.

The new approved logo will be used moving forward for all agendas, minutes, social media postings etc. Logo received for information.

(c) Promotional Pop-Up Banner

T. Sabourin reported the hardware from the current large pop-up banner is in working order and can be re-used for the new banner, so the cost will only be for the banner (no extra cost for hardware).

The Board discussed the draft design of the new banner, which will include the new logo, and the background colour will be changed to green to match the Town's new branding colours.

(d) Black Cat Speed Awareness Monitoring

J. Carmody reported the Black Cat speed monitors have been removed from service until spring 2026. D. Recoskie reported she will be providing the Traffic Logix speed reports for Laurentian Drive, Biesenthal Road, and Black Bay Road moving forward.

10. Detachment Commander's Report

(a) Updates/report of policing activities in Petawawa

Staff Sergeant C. Miller provided an update on the 188 calls for service that were responded to since the last Board meeting in November. There were 10 false alarms, 4 frauds, 5 thefts (3 were shoplifting), 2 gas thefts, 1 commercial break and enter, 11 intimate partner violence investigations, 2 impaired driving charges, 33 provincial offences notices were issued, with 13 issued under Part III of the POA, there were 8 RIDE checks, 11 collisions, and 1 fail to stop.

There were 2 speeding tickets issued on Radtke Road, no speeding infractions on Schwanz Road, and no tickets issued at the Murphy/Butler/Herman intersection.

Staff Sergeant Miller also commented on community events the UOVOPP officers participated in such as the Upper Ottawa Valley Food Drive on December 6th, the vigil recognizing National Day of Remembrance and Action on Violence Against Women at the Women's Monument on December 6th, as well as the Santa Claus Parade also held on December 6th.

Staff Sergeant Miller indicated the UOVOPP Detachment provided a letter of support to the Town's Recreation, Culture & Tourism Department to support its grant application under the Seniors Community Grant Program.

Two new recruits joined the detachment in November and another 6 new recruits will join in February 2026.

Inspector Stephan Neufeld was recently appointed as a Superintendent with East Region OPP and began his new position on December 14th after serving 8 years as the UOVOPP Detachment Commander. Staff Sergeant Sarah Darraugh has been appointed as the Acting Inspector/Interim Detachment Commander for the UOVOPP effective December 14th.

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

Staff Sergeant C. Miller reported he received notification that the Detachment was successful in receiving a grant under the RIDE program covering a 4-year period. The 2025-2026 allocation will cover RIDEs conducted from December 2025 to March 31, 2026.

In response to the backlog in completing criminal record checks, the Commissioner identified a Detachment Admin Clerk at UOVOPP to help conduct criminal record application reviews to move the process along.

11. Board Member Input/Report

There was nothing to report for this meeting.

12. Date of Next Meeting

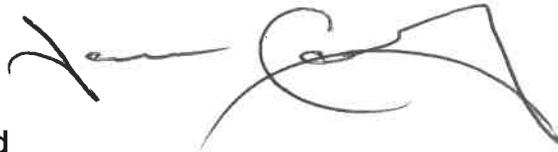
(a) To be determined.

13. Adjournment

Moved by Olivia Fraser, and seconded by Michelle Chapin, that the meeting adjourn at 4:13 p.m. Motion carried.

Minutes recorded and respectfully completed for presentation by D. Recoskie.

Signature of the Chair



Date Minutes Approved

2026, Jan. 28