

1. Call to Order
2. Adoption of Agenda
3. Conflict of Interest Declarations
4. Hillsborough Fire Department GIC
5. Adjournment



COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session
From Jillian Hutchinson, Treasurer
Date December 10, 2025
Subject Rescind Motion – Hillsborough Fire Department GIC Withdrawal & Reinve
**Presenters
(if applicable)**
**Length of Presentation
(if applicable)**

Type Public Private Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable):

N/A

ISSUE

Two (2) Motions were approved by Council for the Reinvestment of the Hillsborough Fire Department GIC, and one must be rescinded.

CURRENT STATUS AND BACKGROUND

December 3, 2025 – Motion of Hillsborough Fire Department GIC Withdrawal & Reinvestment 2025 was brought to council for approval. Unbeknownst to the CAO & Treasurer, the motion passed with one nay.

December 4, 2025 – CAO & Treasurer believed to have heard a nay by majority vote and that another motion to reinvest the GIC would need to be brought to council at our upcoming special meeting of council. Contract was made with Fire Chief of Hillsborough Fire Department, Troy Collins, that the motion did not pass and in order to complete the purchase it would still require approval of council where it surpasses the CAO's spending authority (30,000). A partially filled Council Report Form was also sent to Fire Chief Collins to fill in as required to bring to council in January 2026 to complete the purchase of the SCBA tanks.

December 8, 2025 – Motion was brought to Council to approve the reinvestment of the Hillsborough Fire Department GIC (GIC Reinvestment Hillsborough Fire Department)

RECOMMENDATION

Where duplicate motions can not reside, we require that one motion be rescinded.

The Fundy Albert Procurement Policy requires a bidding process to be determined by the CAO in consultation with the Department Heads for purchases between \$30,000-121,199 and approval by Council. Chief Collins has been able to obtain one quote but has not had the chance to sought more or complete the Council Report. Chief Collins agrees with Administration to delay the purchase of SCBA Tank Replacement to January/February. Administration recommends "Hillsborough Fire Department GIC Withdrawal & Reinvestment 2025" be rescinded and GIC Reinvestment Hillsborough Fire Department Approval" remain.

Proposed Motion:

Rescind – Hillsborough Fire Department GIC Withdrawal & Reinvestment 2025

WHEREAS two (2) motions have been made for reinvestment of the Hillsborough Fire Department GIC;

ANDWHEREAS administration has recommended that motion "Hillsborough Fire Department GIC Withdrawal & Reinvestment 2025" adopted on December 3rd, 2025, be rescinded;

ANDWHEREAS administration recommends the motion of "GIC Reinvestment Hillsborough Fire Department Approval" remain

BE IT RESOLVED THAT resolution "Hillsborough Fire Department GIC Withdrawal & Reinvestment 2025" adopted on December 3rd, 2025, be rescinded;

AND BE IT FURTHER RESOLVED THAT resolution "GIC Reinvestment Hillsborough Fire Department" remain.

OTHER OPTIONS

Council could rescind the motion "GIC Reinvestment Hillsborough Fire Department" and give authority to the CAO, Mayor and Treasurer to approve the purchase of SCBA Tank Replacement of up to \$35,000 plus HST prior to December 31st, 2025.

This would require a bidding process determined by the CAO & Department Heads, complete said bidding process, Council to approve and purchase prior to December 31, 2025.

RISK ANALYSIS

Having two motions regarding the same subject as per the two motions noted above will cause conflict and operational error.

CONSIDERATIONS

Legal	N/A
Financial	Option 1 – Possibility an extra yearend 2025 surplus of up to \$15,000 (Would carry over to 2027 and could be used to fund further Fire Equipment Replacement in 2027) Option 2 – 2 ½ weeks to complete bidding process determined by the CAO & Department Heads, Council to

	approve and give authority for purchase to CAO, Mayor and Treasurer, and to purchase SCBA Tanks.
Environmental	N/A
Policy	Financial Management & Procurement Policy
Stakeholders	Municipal Residents, Municipal Taxpayers
Community Sensitivities	
Council priorities	N/A
Documents, maps, photos or presentations attached	N/A
Interdepartmental consultation	Treasurer, CAO, Hillsborough Fire Department Fire Chief, Clerk
Intergovernmental considerations	N/A