

APPROVED JANUARY 11, 2009

COUNCIL ADVISORY COMMITTEE

December 14, 2009 – 1:30 p.m.

PRESENT

Mayor David Corkum, Deputy Mayor Bill Boyd, Councilor Bernie Cooper (left at 4:40p.m.), Councilor Nola Folker-Hill, Councilor Mark Pearl, Councilor Eric Bolland (left at 1:50 p.m. and returned at 2:45 p.m.), Councilor Tony Bentley, CAO Keith Robicheau, Solicitor Peter Muttart and Town Clerk Carol Harnes

Director Debra Crowell, Director Greg Kehoe, Director Mark Phillips, Director Bev Gentleman

CALL TO ORDER AND ROLL CALL

Mayor David Corkum called the meeting to order at 1:33 p.m., and CAO Keith Robicheau reported that all Council members were present.

NOTE

“Points from Discussion” below show various comments made by individual councilors during debate. They do not necessarily represent the opinion of the group, nor do they always reflect accurate information.

APPROVAL OF THE AGENDA

It was moved by Deputy Mayor Bill Boyd and seconded by Councilor Bernie Cooper

that the agenda be approved with the addition of:
3(c) Moment of Silence
5 (g) Tax Exemption Policy review
7 (e) VCFN - Discussion

MOTION CARRIED

PRESENTATIONS

(a) Ken Crichton – CBDC

Mr. Crichton had been scheduled to give the annual report from CBDC to members of Council, however, did not attend.

(b) Valley Community Fire Network

Don Clarke, Bob Ashley and Bruce MacDougall were in attendance and made the following points:

- The VCFN was founded in 2005 and is owned by an inter-municipal partnership of 6 municipalities – County of Kings, District of West Hants, Town of Hantsport, Town of Berwick, Town of Wolfville and Town of

APPROVED JANUARY 11, 2009

Windsor.

- The educational partners are Acadia University and NSCC.
- Day-to-day operations, administration of the network and marketing functions are conducted by Internet Working Atlantic Inc.
- The VCF network has been up and running with 100% ability with no network outages during the last year.
- A fibre network is required if the service is stretched over several communities, as it then becomes cost effective and provides for many applications.
- The VCFN runs from Halifax to Middleton and allows communities to share large amounts of data.
- The absence of Kentville's commitment to this project leaves a gap in the service and an empty seat at the table.
- An invitation exists for Kentville IT staff to attend the meetings to observe and take back to the Town any information.
- Further discussions with Kentville are welcomed in order to clarify any points.
- The on-going operating costs have been minimal (about \$2,000 over a couple of years); the buy-in cost several years ago was \$30,000.
- The network must be considered a piece of infrastructure which provides benefits, however, is difficult to evaluate on a financial basis.
- As more customers join the service, the operating costs could be decreased.

It was moved by Deputy Mayor Bill Boyd and seconded by Councilor Mark Pearl

that the agenda be reopened to allow for the inclusion of:

7 (e) VCFN – Discussion

MOTION CARRIED

(c) Moment of Silence

APPROVED JANUARY 11, 2009

A moment of silence was held for both former resident and town employee, Don Reid and for Eileen Bishop, an active supporter of the Apple Blossom Festival and other Town organizations.

**APPROVAL OF THE
MINUTES**

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Tony Bentley

that the Minutes of November 8, 2009 be approved following the addition of the word “false” when describing the alarms mentioned in the Police Chief’s report.

MOTION CARRIED

**BUSINESS ARISING
FROM THE MINUTES
/ OLD BUSINESS**

(a) Committee Restructuring

CAO Keith Robicheau reported that the Town operates under a representative democracy with an elected Council and that Council Advisory Committee is meant as an interactive opportunity for discussion. When a CAO has been established, then a Council – CAO relationship is in place, with the CAO is responsible for administrative issues and the Council responsible for the executive issues.

The MGA does not require committees, however, allows for their appointment should Council wish to do so. However, an Audit Committee must be appointed each year and if a Planning Advisory Committee is established by Council, then citizens must be on that committee.

If committees are established, members must have clear objectives, authorities, functions, boundaries, a workable structure and adequate support. Members must also understand that although they are called upon to give advice, ultimately Council has the right to accept or reject that advice.

Policies and legislation dictates that a Police Commission, Water Commission and the Investment Advisory Committee is required. There are also a number of inter-municipal agreements that involve Council members and/or staff.

The *True Council – CAC scenario* would involve CAC members dealing with auditing and planning issues, whereas special, ad hoc and advisory committees would be formed when needed, but each would have a termination date. This

APPROVED JANUARY 11, 2009

format may require more Council meetings.

Points from Discussion

- The Town currently has 23 committees which collectively involves a great deal of the Town's resources - Council and Staff.
- Citizen committees relating to protective services (i.e. policing) could also involve citizens in the County.
- If committees are maintained, then some should be combined as there is much over-lapping of many issues.
- The Town could establish a special, Ad Hoc or Advisory Committee as required and this would provide better citizen representation with more meaning to the citizens.
- Committees have no statutory authority, although commissions do, as they have been legislated.
- Council can handle many of the issues which might normally go to a committee, during regular CAC meetings; many policies and procedures already in place, result in citizens having very little input.
- If CAC handles more business, then the meetings would be longer.
- If Council meetings become longer, then this time commitment may eliminate some potential residents in future elections.
- A workshop strategy session should be held in the new year to allow for full discussion on this matter.

(b) Committees of Council Policy Statement G-57

As this policy relates to the above agenda item, it would seem appropriate to review this policy later, as well.

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Mark Pearl

that the Committees of Council Policy Statement G-57 be deferred until the January meeting of CAC.

MOTION CARRIED

(c) Kings Tri-Government Complex (Kentville's Position)

As concerns have been expressed within the community

APPROVED JANUARY 11, 2009

regarding the loss of several governmental services from the downtown area, Council felt that it should engage in discussion as to how to curtail the negative impact on the Town. CAO Robicheau stated that the County of Kings has recently awarded a contract to have consultants look at a business case for a new complex, to renovate the current building or to provide a combination of both.

CAO Robicheau noted that the Mayor has expressed concern during a recent meeting with Service NS and Municipal Relations Minister Ramona Jennex, and further, has had conversations with the Eastern Kings Chamber of Commerce about this matter. He asked EKCC to take a position.

Points from Discussion

- The removal of these government services from Downtown Kentville would have a drastic economic impact on the Town, and Council must take steps to maintain these services, if possible.
- This new location would be an inconvenience to staff working at this complex and continuing business in Kentville. A shuttle service has been proposed, however, would not be a feasible solution.
- Perhaps an impact study should be done as to how this move would affect the Town, and this information could be shared with the public.
- A letter asking reconsideration should be written to the agencies or proposed partners (i.e. Department of Justice) urging them to remain in Kentville.
- Perhaps a letter should also go to the County expressing the Town's concern.
- The Town should not take a stance against the County of Kings.
- The County also funds the joint authorities and therefore, these organizations should be handled differently from the others.

It was moved by Deputy Mayor Bill Boyd and seconded by Councilor Eric Bolland

*Recommendation to
Council*

that a recommendation be made to Council that the Mayor writes letters to the clients proposed as partners in the Kings Tri-Government complex, expressing the Town's concerns about moving their operations from Kentville.

APPROVED JANUARY 11, 2009

MOTION CARRIED

**(d) NS Transportation & Infrastructure Renewal –
Discussion on Agreement (Pedestrian Signals)**

It was noted that at the last meeting of Council, Director Greg Kehoe reported that members had approved a 3-year program in the Capital Budget of 2009-2010 for items such as crosswalk signs/controllers and other related projects. He added that an agreement of 50/50 funding for new brighter and larger LED lenses in current push button crosswalk systems would affect 22 locations and that this work could be spread over 3 years. However, due to impending deadlines, a resolution was made by Council to pre-approve this agreement, with the opportunity to discuss it in more detail at this meeting.

Director Kehoe pointed out that as the second and third years of the budget have not reflected the Town's commitment to this project, this should be done at this time.

Therefore, it was moved by Deputy Mayor Bill Boyd and seconded by Councilor Tony Bentley

*Recommendation to
Council*

that a recommendation be made to Town Council that it confirms its priorities regarding the Pedestrian Cross Walk Signal Proposal, and further, that Council approves capital funding for years 2 and 3 for this project.

MOTION CARRIED

(e) Maternity/Parental Leave Policy

This draft policy had been discussed at the last meeting of Council, however members felt that further discussion was needed, and therefore, the policy was deferred to this meeting. Amendments were made to the original draft for consideration of 15 weeks of top-up benefits.

CAO Robicheau noted that this agenda item today is to provide an update, however, little information is available.

It was moved by Deputy Mayor Bill Boyd and seconded by Councilor Mark Pearl

that this item be deferred to the next meeting of

APPROVED JANUARY 11, 2009

CAC.

MOTION CARRIED

(f) Town Flag

CAO Keith Robicheau reported that there was nothing new to add on the progress of this item.

(g) Tax Reduction Policy

CAO Robicheau reported that some previous discussion had taken place regarding a review of the Tax Reduction Policy, as there is no provision in the current policy that allows for a tax reduction should a property owner demolish a building. A motion made at the last meeting of Council directed Finance and Administration Committee members to review this item, however, members later felt that the matter might be better addressed as a land use issue by the Planning Advisory Committee.

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Tony Bentley

*Recommendation to
Council*

that a recommendation be made to Council that Policy Statement G-37 – Tax Reduction be forwarded to the Planning Advisory Committee for review and recommendation.

MOTION CARRIED

**DEPARTMENTAL
REPORTS AND
RECOMMENDATIONS**

(a) Finance

(i) Director's Report

Director Debra Crowell reported that the department has been busy with utility bills due in November and preparations for the Open House on November 30th. She reviewed the contents of Schedules A and B (Revenue and Expenses), Schedule C (Summary of Outstanding Taxes) Schedule D (Sanitary Sewer Area Service – Quarterly Report) and Schedules E and F (Perpetual Investment Fund). She noted that at a benchmark of 67% for the year having been used, overall revenue exceeds the average, overall expenses are below average and 94.4% of the total tax levy has been collected.

In addition, she gave a progress report on the Perpetual Investment Fund, noting that from March 31 to November 30th, the fund increased by 14.7%. Projections from the Fund Manager indicate that the income and dividends will

APPROVED JANUARY 11, 2009

exceed the budget figure by approximately \$10,000, although meeting the target for capital gains was uncertain.

It was moved by Councilor Bernie Cooper and seconded by Deputy Mayor Bill Boyd

that the Finance Director's report be received.

MOTION CARRIED

(ii) Projections

Director Crowell reported that projections at November 30, 2009 indicate that overall revenue may be under budget by \$19,700, with expenditures over budget by \$54,300, which means that the Town's Operating Fund is projected to end the year with a deficit of \$74,000. She reviewed the various accounts, following which she answered questions.

(b) Planning and Development

(i) Director's Report

Director Beverley Gentleman reported that 8 permits have been issued since last reporting, for a total of \$1,869,800, which brings the year total to \$7,667,832. She also noted that work is progressing on the ICSP and identified a number of projects relating to this. The Nova Scotia Liquor Commission will be moving from its current location, however, has been working with the Planning Department to find a suitable location here in Kentville.

The Director also noted that a proposal has been submitted by a developer for a Mobile Home/Mini-Home Subdivision here in Kentville. This is a permitted use in Town, but is subject to a development agreement. She also reported that work continues with the delineation of River Street rights-of-way and adjacent properties.

Lastly, she noted the meetings she has recently attended, following which, it was moved by Councilor Mark Pearl and seconded by Councilor Eric Bolland

that the Director of Planning and Development's report be received.

MOTION CARRIED

(ii) Committee Report

Councilor Mark Pearl had nothing further to report.

APPROVED JANUARY 11, 2009

(d) Parks and Recreation

(i) Director's Report

Director Phillips reported that the bridge has been delivered for the Ducks Unlimited project and will be installed over the coming weeks. Although the Rotary Club Town Clock project appears to be stalled at this time, the Apple Blossom Festival monument project is moving forward. With the downtown Visitor's Information Centre, the Memorandum of Understanding is ready for signatures.

The earth works contractor has begun some work with the new school construction; and programs are being offered for after-school skates and physical activity for students, and for Indoor Walking for adults. Lastly, Director Phillips noted that the Energy Audit has been awarded and will take up to 8 weeks for completion. He added that the Christmas lighting is up and that the Department recently held a very successful Torchlight Parade and Olympic Torch Run.

It was moved by Councilor Tony Bentley and seconded by Councilor Eric Bolland

that the Director of Parks and Recreation's report be received.

MOTION CARRIED

(ii) Community Development Issues

Director Phillips reported that the Kings Tri-Government complex has had some good discussion at a recent meeting of KCDC, and a *Christmas Meet and Greet* will be held this Thursday in the Council Chambers for local residents and business people.

(iii) Recommendation: Re. Princess Kentville Procedures

Parks and Recreation assistant, Lindsay Young reported that the committee has submitted a recommendation regarding changing the boundaries to allow for the eligibility of more candidates for Princess Kentville. Currently, all candidates must live within the Town's boundaries.

It was moved by Councilor Nola Folker-Hill and seconded by Deputy Mayor Bill Boyd

that a recommendation be made to Council that candidates for Princess Kentville be accepted

APPROVED JANUARY 11, 2009

from outside the boundaries of the Town, if they fall within the “Kentville district” which will be later determined by the staff, and approved by Council.

MOTION DEFEATED

Points from Discussion

- The Apple Blossom Committee should address these pockets of residents who are not captured in the designated areas and wish to participate in this event.
- There may be criticism from Town residents if a County resident is selected over a Town resident.
- If there are so few participants for this competition, then perhaps the event should be reviewed or better promoted.
- Perhaps the boundaries could be changed and the title changed to *Kentville and Area*.
- The Parks and Recreation Department struggles to get good representation and perhaps the shortage of candidates relates to the demographics of Town.
- Candidates beyond the Kentville border could be considered if there were no candidates available in Town. This would be unfair.
- Each town uses different methods to determine its boundaries – its phone exchange number, town boundaries, fire department service area, and any number of criteria.

(iv) Committee Report

Councilor Nola Folker Hill had nothing further to report.

(e) Police

(i) Chief’s Report

CAO Robicheau presented Chief Mark Mander’s report, which noted that a formal promotional ceremony was held for Inspector Reade at the November 26th board meeting. He also noted that charges have been laid in the fraud case with the Regional Health Authority, and it appears that over the period of 3 years, this individual has defrauded the Authority of nearly \$400,000.

In addition, Chief Mander reported 58 hours of foot patrol during the month, along with other statistical information.

It was moved by Councilor Mark Pearl and seconded by Councilor Eric Bolland

APPROVED JANUARY 11, 2009

that the Police Chief's report be received.

MOTION CARRIED

Points from Discussion

- Perhaps the Chief can share with Council some of the solutions put into effect to resolve the problems with the downtown pubs.
- The reduced number of foot patrol hours is of concern, and perhaps a good explanation exists.
- Citizens notice when there are fewer policemen around Town.

(ii) Board Report

No report was available, although CAO Robicheau noted that work continues on the False Alarms Bylaw, which affects both the Fire and the Police service..

(f) Transportation Services

(i) Director's Report

Director Greg Kehoe reported that with the mild weather, work has continued on street and sidewalk maintenance; capital projects continue on West Main Street; and with the Pump Works for West Main Street. With the Regional Sewer System, work is continuing on the evaluation of the request from a company proposing a business venture that would add a significant sewerage load from the Industrial Park. Currently, work continues on the lagoon and a recommendation was made from the committee to the municipality to award to Winbridge Construction the amount of \$458,951.09 for the construction of a new UV Disinfection Building. A cost for cleaning the former Irving Oil Bulk Storage facility has been received from Environmental Solutions and this can now be sent on to Irving for payment.

It was moved by Deputy Mayor Bill Boyd and seconded by Councilor Tony Bentley

**that the report from the Director of
Transportation be received.**

MOTION CARRIED

(ii) Committee Report

Deputy Mayor Bill Boyd reported that participation with the partners on the Regional Sewer Committee is going well.

APPROVED JANUARY 11, 2009

(g) Water Commission

(i) Director's Report

Director Greg Kehoe reported that the water rate hearing was held on December 8th. County Councilor Janet Newton spoke on fire related charges attributed to County residents. The Town has been asked for 5 undertakings, with the process to continue over the next few months.

Lastly, he noted a number of projects carried out by Water Commission staff (i.e. monitoring and maintenance of system; fire hydrant flushing; recalibration of monitoring devices, installation of fire flow line for Balsor subdivision; water break on Prospect Avenue.)

It was moved by Deputy Mayor Bill Boyd and seconded by Councilor Eric Bolland

that the report from the Director of the Water Commission be received.

MOTION CARRIED

(ii) Commission Report

Mayor David Corkum had nothing further to report, although CAO Robicheau complimented Directors Kehoe and Crowell who both responded so efficiently and thoroughly during the Water Rate Hearings.

(h) Administration

(i) Chief Administrative Officer's Report

CAO Keith Robicheau reported that:

- he has been busy with the legal matter on the education funding and a hearing was held with Judge Warner last week; When a written decision is available, that will be posted, however, affidavits will be filed in January.
- With Eastern Protein, technical reports are being done by the Town's engineer and the County's engineer.
- Work continues on the GIS application use and there has been good participation by staff on this matter.
- Friends of the Library met with him and Director Phillips regarding the alternate site for this structure. Work with the surveyors is being done with Directors Kehoe and Gentleman regarding the work with street alignment.

APPROVED JANUARY 11, 2009

- The Open House on November 30th went well and all the materials were good and presentations very informative.
- He attended, with the Mayor, the Town's Caucus Meeting on December 1
- He has started the transition of financial information, and with the Mayor's position as chairman, which will require secretarial service to the Town's Caucus.
- He attended some of the ICSP meetings and there appeared some excellent positions and comments made which can be reframed for future direction. Both Director Gentleman and Brennan Vogel have done a lot of work on this project.
- A meeting with CAO Brian Smith and a rep from the Fire Department has begun to review the hiring process for the full time Fire Chief position.

It was moved by Councilor Nola Folker-Hill and seconded by Councilor Mark Pearl

that the report from the Chief Administrative Officer be received.

MOTION CARRIED

(ii) Town Clerk's Report

Town Clerk Carol Harmes reported that the Administration Department has been busy helping with student research as part of the ICSP project, with review of the Human Resource Policy, work on the AMA Communications Committee and ongoing administrative work with bylaws and other projects.

Following this report, it was moved by Councilor Eric Bolland and seconded by Councilor Tony Bentley

that the report from the Town Clerk be received.

MOTION CARRIED

NEW BUSINESS

(a) Eco Nova Scotia Municipal Program

CAO Keith Robicheau reported that \$4.2 million remain in this fund, however, the deadline is for January 21, 2010, with all projects completed by March 31, 2011. He outlined suggestions for Category 2 and 3 and suggested that some projects could be considered for the Town's own facilities, such as the police station and arena. The amount of work

APPROVED JANUARY 11, 2009

and pay-back for these projects would need to be analyzed as part of the application process.

(Note: Direction was given for CAO Robicheau to pursue some potential projects.)

(b) Canadian Waste Symposium – April 2010 – Alberta

Councilor Mark Pearl reported that he has been re-elected as Vice Chair of the Valley Waste Resource Management Authority and wanted Council to consider his attendance at the 5th annual Waste Symposium in Alberta. He felt this event would be a great learning and networking opportunity.

In the past, the Town has paid 50% of the costs and Valley Waste has funded the remaining 50%, although he will ask Valley Waste to pick up the full amount this year. Expenses relating to this would be included in next year's budget.

It was moved by Deputy Mayor Bill Boyd and seconded by Councilor Eric Bolland

Recommendation to Council

that a recommendation be made to Council that the Town financially supports the costs of this conference up to 50%.

MOTION CARRIED

(c) Kings Transit Bus Schedules (Renewed Advertising)

Councilor Mark Pearl reported that advertising is being planned for the upcoming year for Kings Transit, and asked Town Council if members were prepared to financial support this initiative.

It was moved by Deputy Mayor Bill Boyd and seconded by Councilor Tony Bentley

Recommendation to Council

that a recommendation be made to Council that the Town financially supports the printing costs of 15,000 copies of bus schedules, at a cost of \$1200.

MOTION CARRIED

Points from Discussion

- These costs might be spread across the budgets for community development and environmental projects; some funding may even be found in the ICSP.

APPROVED JANUARY 11, 2009

- Kings Transit should include some new information in this advertisement, along with the reinforcement of some of the current messages.

(c) C & D Site – Magee Lake

Councilor Mark Pearl noted that he has some concerns about enhancements to the Construction and Demolition Disposal Site proposed near Magee Lake. He felt that there may be some opportunities for run off into Magee Lake which is a source of Town water, and therefore, the Town must ensure that the Department of Environment is aware of the potential impact.

Director Gentleman reported that the uses identified are amendments to the Land Use of that area, and that she understood that the Department of Environment and Valley Waste have been involved in this project.

Points from Discussion

- Clay liners and monitoring for contamination will ensure that there will be no issues.
- The location of the C & D Site is outside the protection boundaries for the watershed area.
- Mixed loads coming into the site will need to be separate and directed to the correct area.
- Currently, since the site has been operating, nothing has been redirected to Valley Waste from the C & D Disposal Site.

(Note: Staff should follow up to ensure that this project proceeds as per the guidelines)

(d) VCFN – IMITT

Representatives from VCFN asked the Town to consider becoming a partner in this organization, and invited staff to participate on the IMITT committee which will provide an insider's view on the benefits of this project. The expectation would be that the Kentville representatives would make a recommendation to their Town Council after a reasonable period of observation.

It was moved Deputy Mayor Bill Boyd and seconded Councilor Eric Bolland

Recommendation to

that a recommendation be made to Council that

APPROVED JANUARY 11, 2009

Council

staff participates on the IMITT Committee and reports back to CAC after a reasonable period of observation.

MOTION CARRIED

CORRESPONDENCE

(a) Provincial Day to Honour Volunteer Firefighters

A letter from the Warden of the Municipality of the County of Annapolis urged Premier Darrell Dexter to designate a day during Fire Prevention Week to be noted as Volunteer Firefighters Day. He felt that this recognition of volunteer firefighters was well deserved and urged other municipalities to support the effort.

It was moved by Deputy Mayor Bill Boyd and seconded by Councilor Nola Folker-Hill

Recommendation to Council

that a recommendation be made to Council that the Town of Kentville recognizes a Provincial Day to Honour Volunteer Firefighters.

MOTION CARRIED

(b) Annapolis Valley Labour Council Re: Monument

A letter from President Dean Tupper indicated that on April 28th each year, a Day of Mourning is recognized for those who have lost their lives or who have been injured on the job. He added that the Labour Council would like to erect a monument to honour these workers and asked if there was a location in Kentville that could accommodate this structure.

It was moved by Councilor Mark Pearl and seconded by Councilor Tony Bentley

Recommendation to Council

that a recommendation be made to Council to support the construction of a monument in Town to recognize those who have lost their lives or those who were injured on the job, and further that staff identifies a location.

MOTION CARRIED

(e) Annapolis Valley Regional School Board – Margot Tait Re: Naming of New School

This letter confirmed that a Protocol for the Naming of a New School Facility was approved by the Board during its November meeting, and thanked the Town for its

APPROVED JANUARY 11, 2009

recommendation of the name KCA.

In the meantime, however, the Town has received word that the name “KCA” will be used for the new school.

It was moved by Deputy Mayor Bill Boyd and seconded by Councilor Nola Folker-Hill

*Recommendation to
Council*

that a recommendation be made to Council that a letter be sent to AVRSB in appreciation of retaining the name Kings County Academy.

MOTION CARRIED

**(f) Valley Waste Resource Management – Briefing
Memo**

It was noted that a sub-committee of the Valley Regional Solid Waste Resource Management Authority (comprised of partner CAOs, the Finance Working Group and the Authority’s Solicitor) has approved amendments to the Agreement. In essence, this would involve having one common borrowing request to cover capital requirements.

It was further noted that as per provisions of the Municipal Finance Act, the Authority must utilize the NS Municipal Finance Corporation, with all borrowings requiring final Ministerial approval. The Authority would have the power to negotiate and secure a small operating line-of -credit from other financial institutions, but for practical purposes that would be limited to the banking service provider at the time.

It was moved by Deputy Mayor Bill Boyd and seconded by Councilor Mark Pearl

*Recommendation to
Council*

that a recommendation be made to Council that it approves the amendments to the Inter-Municipal Agreement with Valley Waste Resource Management Authority

MOTION CARRIED

ADJOURNMENT

It was moved by Councilor Nola Folker-Hill that the meeting of CAC adjourns at 5:57 p.m.