

BYLAW NUMBER 2020/67

Bylaw 2020/67 of the County of Wetaskiwin No. 10 is a bylaw to support, regulate, control, and improve the water and wastewater treatment and distribution systems within the County of Wetaskiwin No. 10.

Under and By Virtue of the authority conferred upon it by the Municipal Government Act, Section 288, of the Revised Statutes of Alberta and amendments thereto, the Council of the County of Wetaskiwin No. 10 being duly assembled enacts as follows:

This bylaw may be cited as the *Waterworks and Sewage Utilities Bylaw*.

SECTION 1: DEFINITIONS:

In this Bylaw unless the context specifically indicates otherwise;

"Administrator" means the County Administrator as appointed by Council.

"Authorized Carrier" is a person or company in possession of an Authorized Carrier Agreement giving authorization to dump septage within defined parameters at a septage receiving facility.

"Authorized Carrier Agreement" is an agreement between a septage hauler and the County of Wetaskiwin No. 10 authorizing use of septage receiving facilities.

"Back-flow prevention device" means a device installed to prevent liquids or solids from mixing with drinking water, whereby one or both of them becomes or may become contaminated or polluted.

"Building Drain" means that part of the lowest horizontal piping which receives the discharge from soil waste or other drainage pipes within a building and conducts it to the building sewer beginning three (3) feet outside the building wall.

"Bulk Water" means any unit of water in large quantities not normally distributed and supplied by the water distribution lines.

"Bulk Sewage" means any large quantity unit of sewage apart from what is normally introduced into the sanitary sewer line.

"Consumer" means and includes "subscriber" and denotes a user of the utility.

"Council" means the Council of the County of Wetaskiwin No. 10

"Cross-Connection" means (1) a physical connection through which a supply of potable water could be contaminated or polluted, and (2) a connection between a supervised potable water supply and an unsupervised supply of unknown potability.

"Easement" means that area so registered on any title issued by an Alberta Land Titles Office providing a right acquired by one person from another, permitting use of the other's land for a purpose such as a right-of-way across it.

"Garbage Disposal Unit" means any device, equipment or machinery designed, used or intended to be used for the purpose of grinding or otherwise treating garbage to enable the same to be introduced into a public sewer.

"Grease" means material recovered as grease using the method set out in "Standard Methods" of the American Public Health Association.

"Health Officer" means the Medical officer of Health of the Wetoka Health unit.

"Interceptor" means a receptacle that is installed to prevent oil, grease, sand or other materials from passing into the sewer utility system.

"Lagoon" means a digestion area in which sewage is received and retained after passing through the gathering conduits of the sewer utility system.

"Lift Station" means a metal or concrete structure constructed either below or above ground level, including but not limited to pumps, vents, and electrical panels used to pump sewage from there the sewage enters the structure to some other location.

"Manhole" means a subsurface concrete or metal structure with removable hatch, used for inspection or cleaning of a sewer or storm sewer.

"Owner" means the registered owner of a property, or the renter of the purchaser thereof who is entitled to occupy and enjoy the property.

"Person" means any individual, firm, company, association, society, corporation or group.

"pH" means the logarithm of the reciprocal of the weight hydrogen ion in grams per litre of solution and denotes alkalinity or acidity.

"Public Property" means and includes in this context a highway or any other public property in which a utility is installed.

"Revoke" means "rescind", "cancel" and otherwise to annul.

"Sanitary Sewer" means a pipe which carries sewage and into which storm, surface, and ground waters are not intentionally admitted.

"Septage" is sewage or liquid waste which is hauled in bulk.

"Septage Receiving Facility" is a facility designed and constructed to receive bulk sewage or liquid waste from an Authorized Carrier.

"Sewage" means a combination of the water carried wastes from residences, business buildings, and institutions, industrial and recreational establishments.

"Sewer" shall include "Sewerage" and means one or more pipes designed and used for carrying sewage or liquid waste from one or more plumbing systems.

"Sewer Service Line" means a pipe connecting the sanitary sewer to residences, commercial buildings, industrial and recreational establishments, and institutions; which is designed and used to convey sewage.

"Storm Sewer or Storm Drain" means a sewer which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.

"Swimming Pool" means a pool constructed for swimming.

"System" means and includes all pipes, drains, machinery, ponds, yards, shops, plants, offices, equipment and whatever relative to the utility.

"Utility" means and includes the waterworks system or sewage system to which this bylaw pertains.

"Utility Foreman" means a person employed or appointed by Council to supervise and administer the operation and maintenance of the utility systems, in possession of a valid Province of Alberta Operator's Certificate.

"Water" means the water distributed and supplied by the utility system and includes potable water.

"Water Course" means a channel in which a flow of water occurs, either continuously, or intermittently.

"Water Distribution Main" means all pipes designed to convey water, located within public property or easement, and includes the main pipe and connections leading from the main pipe to the curb stop.

"Water Service Line" means a pipe connecting the curb stop to residences, commercial buildings, industrial and recreational establishments, and institutions which is designed and used to convey water.

"Waterworks" means one or more pipes designed and used for the conveyance of water and includes but is not limited to; pumps, valves, hydrants, water reservoir and pump house and electrical panels.

SECTION 2: WATER & SEWER OPERATION & ADMINISTRATION – GENERAL PROVISIONS

- 2.1 The owner of every house, building, or any other structure used by human occupancy, employment, recreation or other purpose, situated within the County, and abutting on any highway or street in which there is now or hereafter located a sanitary or combined sewer or water distribution system or main of the County is hereby required, at his expense, to install suitable toilet and water facilities therein and to directly connect such facilities within the said utility system in accordance with Provincial regulations provided, within Sixty (60) days of being notified to do so by the Administrator, or his delegate.
- 2.2 The owner of any building on land abutting upon any street or public place wherein there is a sewer main shall discontinue the use of any water closets or privies, septic tanks, cesspools and similar private sewage disposal facilities and shall cause them to be removed, filled up, and rendered safe.
- 2.3 The County shall maintain the utility system within all public property and within a utility easement at the expense of the County. All costs for maintenance, pipe replacement or clean-out on private property will be the responsibility of the owner of said private property.
- 2.4 No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any part of the utility system.
- 2.5 All works relative to construction, excavation, connection of any utility system within a highway, public lands, or easement shall be performed by the County or its contractors.
- 2.6 Any person desiring to connect his property with any utility system shall sign and file with the County a written application on the form provided for a permit to make such a connection.
- 2.7 Any sanitary sewer line or water line extension which has been approved by the County may be subject to a hook-up charge to defray any common costs of the utility system.
- 2.8 Hook-up charges under 2.7 shall be determined by the County at the time of the application extension.
- 2.9 Except as otherwise provided and relative to any utility system, no construction, excavations or connections will be performed in or on a highway or public lands between the First day of November of any year and the Fifteenth day of April of the following year.
- 2.10 Furnished with convincing evidence or urgent necessity, the Administrator is hereby authorized to vary Section 2.5 hereof and permit construction, excavation or connection within the public domain or easement providing the applicant undertakes, in writing, to pay all costs of construction, excavation or connection and the costs of reclaiming the site so disturbed.

- 2.11 The Administrator may, and is hereby authorized to, require the applicant to post letter of credit, in sufficient amount to satisfy estimated costs of construction, excavations and connections.
- 2.12 The administrator is hereby authorized to act for and do anything on behalf of the Council conducive to the efficient regulation, control and improvement of the utility system including:
- i) Assigning funds for repairs and to the utility;
 - ii) Completing agreements relative to the exceptional concessions provided herein;
 - iii) Delegating the authority herein stipulated to other County employees, Utility Foreman, or to the persons the Administrator deems suitable for carrying out the intentions of this bylaw.
- 2.13 The Administrator may achieve the intentions of this section of the bylaw by stipulating in the form provided, verbally, or in any manner he deems expedient, and, in any case, the manner of stipulation adopted by him shall have the same force and effect as otherwise provided in this bylaw.
- 2.14 The powers herein conferred shall not extend to or include the setting of rates in the Fees and Charges Bylaw or the assignment of construction of new utility systems or major additions to existing utility systems, fixing or assigning the capital funds of the utility or the appointment of officials or employees for the management of the utility systems.
- 2.15 The Council may, by resolution, appoint officials and employees for the purpose of carrying out the provisions of this bylaw and remunerate the said officials and employees.
- 2.16 The Administrator and other duly authorized employees, or those suitable persons delegated under Section 2.12 (i) bearing proper credentials and identification, shall be permitted to enter upon all properties for the purpose of inspection, observation, measurement, sampling, testing and recording in accordance with the provisions and intentions of this bylaw.
- 2.17 Any owner, proprietor or occupier of a premise, structure or property failing or refusing to permit or preventing the entry for purposes stipulated in Section 2.16, is guilty of an offence against this bylaw.
- 2.18 Where any inspection cited in Section 2.16 discloses any failure, omission or neglect contrary to this bylaw, the authorized person making such inspection shall, in writing, notify the said owner, proprietor or occupier to rectify the failure, omission or neglect within a period which is, in the opinion of the authorized person, reasonable under the circumstances.
- 2.19 Any person who fails to comply with a notice within the time limit specified therein, under the provisions of Section 2.18 is guilty of an offence against this bylaw.
- 2.20 The Administrator or his delegate may revoke any permit or concession prescribed in this bylaw should it be determined, at any time, that an owner, consumer, subscriber, applicant or whatever is not complying with the spirit and intent of the bylaw or is doing an act which, in the opinion of the Administrator or his delegate, is likely to damage or impair the utility system or its functions.
- 2.21 In relation to rates, charges and rents the Administrator is hereby authorized to assign and fix classifications to which rates, charges, tolls, fares and rents shall apply.

- 2.22 No unauthorized person shall trespass upon or in any facility of any utility system.
- 2.23 The County will provide water and sewer service only to the owner and the amounts owing on any utility billing shall be amounts owing by the owner.
- 2.24 Accounts shall be deemed to be sufficiently forwarded if they are mailed by ordinary mail to the owner or occupier at the last known mailing address.
- 2.25 The County is not responsible for lost or misdirected mail.
- 2.26 The County is not responsible for late payments due to bank errors.
- 2.27 Liability for Damages
- i) The County is not liable for damages:
- a) caused by the break, plugging or stoppage of any water or sewer main or attachment;
 - b) caused by the interference with the supply of any water or sewer service necessary in connection with the repair or proper maintenance of the water or sewer service; or
 - c) generally for any accident due to the operation of any water or sewer service.
- unless that action has been shown to be directly due to the negligence of the County or its employees.

SECTION 3: WATER SERVICE

- 3.1 No cross connections within the water distribution mains or water service lines will be allowed.
- 3.2 No person being an owner, occupier, tenant or inmate of any house, building or other premises which are supplied with water from the water system shall vend, sell or dispose of water therefrom, or give away, or permit the same to be taken or carried away, or use, or supply it to the use or benefit of others, or to any other use and benefit, or shall increase the supply of water beyond that fixed by the rating of the premises.
- 3.3 No person, consumer, owner, proprietor or occupier shall squander or uselessly expend water supplied by and through the utility system.
- 3.4 Any person desiring to purchase bulk water shall sign and file with the County a written application on the form provided and undertake to pay any charges or fees assigned in the Fees and Charges Bylaw.
- 3.5 Except as provided, no persons other than authorized employees of the County shall open or close or operate or interfere with any valve, hydrant or fire plug, or draw water therefrom.
- 3.6 The Chief of the County Fire Department, his assistants and officers, and members of that Department, are authorized to use the hydrants or fire plugs for the purpose of extinguishing fires, or for making trial testing of those hose pipe, or for fire protection, but all such uses shall be under the direction and supervision of the Chief or his duly authorized assistants, and in no event shall any inexperienced or incompetent persons be permitted to manipulate or control in any way any hydrant or plug.

- 3.7 No persons shall interfere with, damage or make inaccessible any curb stop due to the construction of sidewalks, pathways, driveways, etc. If it is required to make any repairs or changes due to inaccessibility to or damage to curb stops, the owners of the property being serviced by said curb stop shall, in addition to the penalties by the bylaw, be required to assume all costs involved in said repair of changes.
- 3.8 The County may shut off the water supplied to the land or premises of any consumer who may be guilty of a breach of or non-compliance with any of the provisions of this bylaw or Board of Health regulation and may refuse to turn on the water until satisfied and assured that the consumer intends to comply with this bylaw or Health regulations.

SECTION 4: WATER METERS

- 4.1 Where water supplied to consumers is measured by water meters, all water meters shall be supplied by the County; all meters shall remain the property of the County. Should meter, while on the premises of the consumer, be damaged or destroyed, the cost of repairing or replacing the meter shall be paid for by the said consumer.
- 4.2 Every owner or occupier of property shall provide adequate protection for the meter against frost, heat or other internal or external damage.
- 4.3 Where water meters are damaged by hot water or frost, the owner or occupier, as the case may be, shall pay to the County on demand for the repairs made by the County.
- 4.4 Where water is measured by a water meter, there shall not be any fixture or appurtenance to remove water from the water line between the curb stop and the water meter.
- 4.5 New Water Meters
- i) All residential dwelling units, excluding those within the Hamlet of Mulhurst Bay and the subdivision of Lakeview, being connected to a County of Wetaskiwin No. 10 water system after the passage of this bylaw shall have a remote readout water meter at a location determined by the County.
 - ii) The meters will be supplied to residents at a cost listed within the Fees and Charges Bylaw and remain the sole property of the County of Wetaskiwin.
 - iii) Remote readout water meters may be installed at the discretion of
 - a. the County in an existing residential dwelling unit with an existing meter at the request of the owner or occupant, made to the County of Wetaskiwin, or the discretion of a County of Wetaskiwin Utility Foreman.
- 4.6 Reading of Meters
- i) Every owner and occupier of premises connected to the water system shall provide free and convenient access to his premises at all reasonable times for the purpose of reading meters.
 - ii) At the discretion of the County, reading of the meters will be performed bi-monthly.

- iii) In the event that the County is unable to obtain access to the premises, it may estimate the water consumption. If no reading is obtained at the end of the next billing period, the owner or occupier will be required to make suitable arrangements for regular readings. If the owner or occupier fails to comply with the request of the County, the water service may be discontinued without further notice.

4.7 Inspecting, Repairing and Placing of Meters

- i) Every owner or occupier of premises connected to the water system shall provide free and convenient access to his premises at all reasonable times for the purpose of inspecting, repairing or placing meters upon any service pipe or connection within or without any house or building, such access being provided on receipt of reasonable notice of intent by the Administrator or any other authorized person of the County of Wetaskiwin.

4.8 Examination of Meter for Fraudulent Use

- i) The Administrator and persons duly authorized by him may enter the premises of any water user at a reasonable time to examine the pipes, meters and fixtures to ascertain the quantity of water used and the manner of its use as being in compliance with the terms of this bylaw.

4.9 Interference with Meters and Curb Stops

- i) No person shall, in any way, interfere with any curb stop, pipe or other water works appliance outside of his own premises, nor shall he in any way interfere with any meter whether inside or outside of his premises. No person, except a person authorized by the Administrator, shall tap or make any connections whatsoever with any public or private water pipes or mains, either in the streets or in the lanes.
- ii) The Administrator may have the water service shut off from the premises of any owner or occupier infringing any of the rules and regulations or amendments thereto made by the County, and in cases where the water has been shut off for allowing waste or leaks or defects in pipes or curb stop, and shall refuse to turn it on again until satisfactory evidence has been provided to the County that the necessary repairs have been properly made and upon payment of the sums chargeable for turning the water off and on.

4.10 Boilers

- i) In all cases where boilers are supplied with water from the water works system, the owner of the boilers must see that a safety valve, vacuum valve or other proper device is applied to prevent danger from collapse or explosion when the water is shut off from the street.

SECTION 5: BACKFLOW PREVENTION

5.1 System Contamination

- i) No person shall connect anything to the water system which may cause the service to become contaminated or polluted
- ii) No bypass piping or other device capable of reducing the effectiveness of a backflow prevention device shall be installed in a water supply system

5.2 Back-Flow Prevention

- i) All customers shall be required to provide backflow prevention devices in accordance with the National Plumbing Code of Canada, 2005, The Public Health Act of Alberta, and the Plumbing and Drainage Regulations and CAN/CSA – B64.10.01 – Manual for the Selection and Installation of Backflow Prevention Devices as may be amended from time to time.
- ii) Failure to provide backflow prevention devices as set out in Section 5.2 (i) shall result in the discontinuation of water service

5.3 Inspection and Testing of Backflow Prevention Devices

- i) All backflow prevention devices shall be inspected and tested at the expense of the customer upon installation, and at thereafter as determined by the County of Wetaskiwin
- ii) If a device is tested as defective it shall be replaced
- iii) Failure to have testing done, failure to replace a device, or if a device is tested as defective, may result in the discontinuation of water service
- iv) All repairs or replacements of backflow prevention devices shall be at the customer's expense

SECTION 6: SEWER SERVICE

- 6.1 Sewer service cannot be disconnected unless excavated and physically blocked.
- 6.2 If the sewer connection is disconnected, the property owner or his agent shall effectively block up the connection at a suitable location within his property so as to prevent sewage backing up into the soil, or soil being washed into the system.
- 6.3 In the event that a building is removed or demolished from the property, the service shall be considered to be disconnected.
- 6.4 Storm drains and weeping tile shall not be connected to the utility system.
- 6.5 No industry, factory, institution or business, or the owner, employees or officers thereof shall connect to, or introduce into the utility system any garbage disposal unit, or the grindings thereof shall connect to, or introduce into the utility system any garbage disposal unit, or the grindings thereof.
- 6.6 In any such case, the Administrator may, in addition to the foregoing, require that the applicant enter into an agreement with the County of Wetaskiwin, stipulating any particular which, in the opinion of the Administrator is good, sufficient and expedient from the efficient operation of the utility system.
- 6.7 When a permit is issued providing the owner of a garbage disposal unit or swimming pool connected to the utility system, there shall be assessed an amount increased by 25 percent of the charges otherwise payable under the rates set forth in the Fees and Charges Bylaw.
- 6.8 No person shall discharge or cause to be discharged any stormwater, surface water, ground water, roof on-off, subsurface drainage, cooling water or unpolluted industrial water into the sewage utility system.

- 6.9 The Administrator is authorized and may vary the provision of subsection 6.8 hereof provided, on application, it is shown that such discharge is necessary due to exceptional conditions preventing compliance with this section.
- 6.10 Disposal of Bulk Septage
- i) No person shall dispose of any bulk sewage, treated or otherwise; directly into any sewer manhole, lift station, or lagoon.
 - ii) Septage may be received at a septage receiving facility from an Authorized Carrier in accordance with the Authorized Carrier Agreement.
- 6.11 Furnished with evidence of urgent necessity the Administrator upon application may authorize a person under Section 6.9 to use the sewage system and to undertake in writing to pay any charges or fees as assigned.
- 6.12 Any use of the sewage system under Section 6.11 will be as directed by an authorized employee of the County and in keeping with general intent and provisions of this bylaw.
- 6.13 The use of the sewage system under Section 6.12 and the application therefore may be revoked at any time after 48 hours' notice to the applicant.
- 6.14 No person shall discharge the contents of any privy vault, manure pit or cesspool, directly or indirectly, into any sewer or house drain connected therewith.
- 6.15 No person shall cut, break, pierce, or tap onto sewer or appurtenances thereof, or introduce any pipe, tube, trough, or conduit into any sewer, except duly authorized employees of the County.
- 6.16 No person shall interfere with the free discharge of any sewer, or part thereof, or do any act or thing which may impede or obstruct the flow or clog up any sewer or appurtenances thereof.
- 6.17 Should any person claim that the sewer line is plugged, and it is found to be blocked between the property line and the residence, the said person will be responsible for all costs relating to the inspection and repair. The County will then be authorized to open the sewer service line by any method necessary.
- 6.18 Should any person claim that the sewer line is plugged, and it is found to be blocked between the sanitary sewer line and the property line, the County will be responsible for all costs unless the blockage is due to negligence of the customer. The County will then be authorized to open the sewer service line by any method necessary.
- 6.19 No person shall release or discharge any substance which in the opinion of the County, is or may become harmful to any recipient water course or sewer system or part thereof or may interfere with the proper operation of the sewer system, may impair, or interfere with any treatment process, or may become a hazard to persons, property, or animals.
- 6.20 Where deemed necessary and expedient by the County, interceptors for grease, oil and sand shall be installed by an owner on his property, at his expense and before introduction to the sewage utility system.
- 6.21 Any interceptor shall be maintained by the owner thereof.

- 6.22 Where deemed necessary and expedient by the County, the owner of any property served by a sewer carrying industrial wastes shall install a suitable manhole for observation, sampling and measuring operations of the municipality.
- 6.23 The installation of sewer connections to comply with all requirements of the Alberta Safety Codes Act and regulations there under or any substitute legislation.
- 6.24 Grease, oil and sand interceptors shall be installed on private property for all garages, gasoline service stations and vehicle and equipment washing establishments. Interceptors will be required for other types of business when, in the opinion of the Administrator or a delegated employee of the County, they are necessary for the proper handling of liquid waste containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients, except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of the type and capacity approved by the Administrator and shall be located so as to be readily and easily accessible for cleaning and inspection. Where installed, all grease, oil and sand interceptors shall be maintained by the occupant at his expense in continuously efficient operation at all times.
- 6.25 Maintenance
- i) The County shall be responsible for the day to day maintenance of the sanitary sewer main and the connections from the main to the property line provided that the cost of clearing any line plugging of the service connection howsoever caused shall be at the expense of the owner, proprietor or occupier.
 - ii) In case of any blockage, either wholly or in part of said sewerage system caused by reason of failure, omission or neglect to comply strictly with the foregoing provision, the owner, proprietor or occupier concerned therein shall, in addition to any penalty for infraction of the provisions hereof, be liable to the County for all costs of clearing such blockage and for any other amount for which the County may be held legally liable because of such blockage.

SECTION 7: RATES

- 7.1 The Council shall from time to time, establish, amend, or set schedules of rates respecting fees, charges, tolls, fares, or rents payable by consumers for the purpose of the general maintenance, management, conduct and operation of the utility.
- 7.2 The particulars set out in and the Fees and Charges Bylaw shall be deemed sufficient and obligatory for the purpose of establishing rates and charges in respect of the use of the water utility.
- 7.3 The particulars set out in the Fees and Charges Bylaw shall be deemed sufficient and obligatory for the purpose of establishing rates and charges in respect of the use of the sewer utility for those properties accessing the utility system referred to as the Hamlets of Alder Flats, Falun, Gwynne, Mulhurst Bay, and Winfield wastewater system.
- 7.4 The particulars set out in the Fees and Charges Bylaw shall be deemed sufficient and obligatory for the purpose of establishing rates and charges in respect of the use of sewer systems connected to the South Pigeon Lake Regional Wastewater System.

SECTION 8: PROCEDURES & PENALTIES

- 8.1 Any person who contravenes any provision of this bylaw is guilty of an offence and is liable to a fine of One Thousand Dollars (\$1,000.00).
- 8.2 The payment of the rates, charges, tolls, fares or rents stipulated in the Fees and Charges Bylaw, or any requirements for the efficient operation of the utility may be enforced by all or any of the following methods, namely;
- i) by action in any court of competent jurisdiction,
 - ii) by discontinuing the utility service to the consumer thereof;
 - iii) by distress or sale of goods or chattels of the person owing the utility rates, charges, tolls, fares, or wherever those goods and chattels may be found in the County.
- 8.3 In the event that utility rates, charges, tolls, fares, or rents remain uncollected and unpaid, the County shall:
- i) make a return showing the amount of utility rates, charges, tolls, fares or rents so in arrear, together with all costs and charges in connection therewith; and
 - ii) by notifying the owner and, if any, the purchaser of the building, lot or part of lot that is included in the return; and
 - iii) upon having made the notification required herein shall, on the 30th day of December of that year, present that return to the County Finance Department.
- 8.4 The County may collect the unpaid utility rates, charges, tolls, fares or rents together with all costs and charges in connection therewith, that remain unpaid by charging the amount owing against the lands owned by the consumer owing the utility rates, charges, tolls, fares or rents within the municipal boundaries of the County on the same manner and subject to the same provisions as taxes due and owing in respect of that land.

SECTION 9: DATE OF EFFECT

- 9.1 This bylaw shall come into effect the date of third and final reading.
- 9.2 This bylaw shall repeal bylaw 2017/36 and all amending bylaws thereto.

READ: A First time this 22nd day of December, A.D., 2020.

READ: A Second time this 22nd day of December, A.D., 2020.

READ: A Third time and finally passed this 22nd day of December, A.D., 2020.

REEVE

CHIEF ADMINISTRATIVE OFFICER