

Administration	<b>Administration:</b> Person or persons employed with the County in a managerial or senior level capacity, or their designates.
Administrative Inquiry	<b>Administrative Inquiry</b> is a written request from a Council Member directed to Administration through the CAO for the future provision and report of information to Council as a whole.
Agricultural Service Board (ASB)	<b>Agricultural Service Board (ASB)</b> is the Board established as the Agricultural Service Board under the authority of Council and the Agricultural Service Board Act.
Amortization	<b>Amortization</b> means the reduction in value of an asset due to usage, passage of time, wear and tear, technological outdating or obsolescence, depletion or other such factors. It is the method of attributing the historical or purchase cost of an asset across its useful life, roughly corresponding to normal wear and tear.
Approved County Social Media Site	<b>Approved County Social Media Site</b> refers to social networks that the CAO has assessed and approved for use by County Departments.
Asset	<b>Asset</b> means a physical object that is a significant economic resource and provides the delivery of a program or service.
Asset Maintenance	<b>Asset Maintenance</b> means the regular activities conducted to keep an asset functioning in its intended state. Maintenance activities are not considered capital investments.
Asset Management	<b>Asset Management</b> means the process of making decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities and makes the best use of resources.
Asset Renewal	<b>Asset Renewal</b> means the refurbishment or major maintenance of an asset that represents a capital investment and substantially extends the life of an asset.
Asset Replacement	<b>Asset Replacement</b> means the replacement of an asset that represents a capital investment.
Bid	<b>Bid</b> is a signed document usually sealed until a designated time and which contains a tender, quote or proposal.
Bid Security	<b>Bid Security</b> is a bond or other security, including certified cheques, to be submitted with the tender in an amount equal to a predetermined percentage of the total bid less GST (for example 5% or 10%). In the event the supplier is awarded the tender and does not comply with the terms and conditions set out for bid acceptance, or refuses to honour the bid or tender, the bid security becomes forfeit to the County. Bid Securities are primarily used in service contracts and will be held until the successful bidder executes the contract. Dependant upon the type of security provided, Bid Securities may be returned once the contract has been successfully awarded.
Bidder	<b>Bidder</b> is the person or company submitting the tender, quote or proposal.
Buildings	<b>Buildings</b> means permanent, temporary or portable building structures, such as offices, garages, warehouses and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.
Capital Cost	<b>Capital Cost</b> is a fixed, one-time expenses incurred on the purchase of land, buildings, construction, and equipment used in the operations of a Recreation and/or Cultural facility.

Capital Lease	<b>Capital Lease</b> is a lease with contractual terms that transfer substantially all the benefits and risks inherent in ownership of property to the County. For substantially all the benefits and risk of ownership to be transferred to the lessee, one or more of the following conditions must be met: -there is reasonable assurance that the County will obtain ownership of the leased property by the end of the lease term; -the lease term is of such a duration that the County will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span; or the lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement.
Capitalization Thresholds	<b>Capitalization Thresholds</b> are the minimum value of an Asset that is to be recorded. Thresholds help to determine where expenditures are to be capitalized as assets and amortized or treated as a current year expense.
Chief Administrative Officer (CAO)	<b>Chief Administrative Officer (CAO)</b> shall mean the person appointed by Council, under Section 205 of the <i>Municipal Government Act</i> , to the position of Chief Administrative Officer or an individual designated to perform the required duties of the CAO.
Contributed Assets	<b>Contributed Assets</b> means assets that have been transferred or donated to the County by another entity. These assets provide a future economic benefit controlled by the County.
Cost	<b>Cost</b> means the gross amount of consideration given up to acquire, construct, develop or better an Asset.
Council	<b>Council</b> shall mean the duly elected Reeve and Councillors of the County currently holding office.
Council Member   Councillor	<b>Council Member Councillor</b> shall mean the duly elected representative from one of the seven (7) electoral divisions within the County.
County	<b>County</b> is the County of Wetaskiwin No. 10.
Delegated Purchasing Authority	<b>Delegated Purchasing Authority</b> is a person or persons acting in good faith and on behalf of Council and the County for the procurement of goods and services as required and as approved through the budget process.
Director	<b>Director</b> is a staff member who reports directly to the CAO or Assistant CAO.
Director of Agricultural Services	<b>Director of Agricultural Services</b> is the person appointed by Council as the Agricultural Fieldman under Section 8 of the Agricultural Service Board Act.
Disposal	<b>Disposal</b> means actions necessary to decommission, dispose or repurpose assets that are no longer required.
Drugs	<b>Drugs</b> means any substance, inclusive of illicit drugs, restricted drugs, and medication, as defined by this Policy, the use of which has the potential to cause impairment or intoxication, changing or affecting the way a person thinks, feels, or acts. For the purpose of Policy, drugs of concern are those that inhibit a worker's ability to perform their job safely and productively.
Drug or alcohol dependency	<b>Drug or alcohol dependency</b> is a mental, physical, or psychological dependency on Drugs, alcohol, or other impairing substances which is considered by a physician to be a medical condition/disability as contemplated by Human Rights law.
Employee	<b>Employee</b> means any person employed by the County including contractors and volunteers representing the County or working on County work sites.

Engineered Structures	<b>Engineered Structures</b> means permanent structures such as roads, bridges, canals, dams, water and sewer and utility distribution and transmission systems, including plants and substations. Buildings, machinery and equipment used in conjunction with water systems, wastewater systems, storm water systems and electric generation will be considered engineered structures.
Facility Operational	<b>Facility Operational</b> is Operational and Maintenance costs include sewer servicing, electricity, natural gas, propane, oil, custodial costs, parking lot maintenance, landscaping maintenance, outdoor arena maintenance, curling arena maintenance, and insurance costs.
Fair Value	<b>Fair Value</b> means the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.
Farm Members	<b>Farm Members</b> means farmers that produce one of the following agricultural products intended for sale: crops (including hay and field crops) or livestock (cattle, pigs, sheep, horses, game animals and other livestock such as poultry), and are duly appointed by Council to sit as Farm Members on the Agricultural Services Board.
Grouped or Pooled Assets	<b>Grouped or Pooled Assets</b> are assets that are homogenous in terms of their physical characteristics, usage and useful lives and have an individual unit value below the capitalization threshold but as a group are material in value.
Hauler	<b>Hauler</b> means any corporation, person or entity that executes a Road Use Agreement.
Highway	<b>Highway</b> means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or Permitted to use for the passage or parking of vehicles and includes: -a sidewalk, including a boulevard adjacent to the sidewalk, -if a ditch lies adjacent to and parallel with the roadway, the ditch, and -if a highway right-of-way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be, but does not include a place declared by regulation not to be a highway.
Illicit Drug	<b>Illicit Drug</b> any drug or substance that is not legally obtainable and whose use, sale, possession, purchase or transfer is prohibited by law (for example, street drugs such as heroin and cocaine).
Labour and Materials Payment Security	<b>Labour and Materials Payment Security</b> is a bond or security put forward by the successful bidder at either the time of tendering or at the award of the tender, for a predetermined percentage of the bid (up to 50%) to be held until all work is completed to the satisfaction of the County or its delegate. Labour and Materials Payment Securities are used solely for construction or service contracts and are forfeit in the event the contractor defaults on payments to employees or suppliers.
Land	<b>Land</b> includes land purchased or acquired for value for parks and recreation, building sites, infrastructure (highways, dams, bridges, tunnels, etc.) and other program use, but does not include land held for resale.
Land Improvements	<b>Land Improvements</b> includes all improvements of a permanent nature such as parking lots, landscaping, lighting, pathways and fences.
Level of Service	<b>Level of Service</b> describes the outputs or deliverables (service) that are included in the County's strategic plan.

Life-cycle	<b>Life-cycle</b> means the time interval that commences with the identification of the need for an asset and terminates with the disposal of the asset.
Linking Road	<b>Linking Road</b> refers to that segment of road between the subdivision or development area and a paved road.
Local Supplier	<b>Local Supplier</b> is a supplier of goods or services maintaining a place of business within the municipal boundaries of the County, excluding all towns, summer villages and other separate jurisdictions.
Long-term Financial Plan	<b>Long-term Financial Plan</b> means a plan that documents the process of aligning financial capacity with long-term service objectives.
Market Adjustment	<b>Market Adjustment</b> The amount by which salary ranges may be adjusted from time to time, in order to recognize changing economic conditions and market forces.
Medication	<b>Medication</b> is a drug obtained legally by an employee and used as indicated or directed, including but not limited to those obtained by the employee with a doctor's prescription or medical document, as contemplated by the <i>Access to Cannabis for Medical Purposes Regulation</i> (as amended, repealed and replaced from time to time), and non-prescription or over-the-counter products.
Operational Grants	<b>Operational Grants</b> are grants provided for expenses related directly to the operations of a facility such as utilities, maintenance, upgrading, etc.
Organizational Meeting	<b>Organizational Meeting</b> means the Organizational Meeting of Council held at minimum once a year in accordance with Section 192 of the <i>Municipal Government Act</i> .
Pay Grid	<b>Pay Grid</b> is a pay level within which all positions are judged to be comparable.
Performance Security	<b>Performance Security</b> is a bond or security put forward by the successful bidder at either the time of tendering or at the award of the tender, for a predetermined percentage of the bid (up to 50%) to be held until all work is completed to the satisfaction of the County or its delegate. Performance securities are used solely for service or construction contracts and are forfeit in the event the contractor does not meet the terms and conditions as set out in the contract with regard to the scope of work.
Permit	<b>Permit</b> means the written authority of the Director of Public Works or designates to allow traffic or movement at any time on roads under the control of the County.
Programming Grants	<b>Programming Grants</b> are grants provided for items such as training, special events, camps, etc. that will be beneficial to the community at large, and not benefit just a small focus group.
Protected Information	<b>Protected Information</b> means personal, confidential or sensitive information and includes all information that is not to be disclosed under the Freedom of Information and Protection of Privacy Act.
Public Opening	<b>Public Opening</b> means members of the general public are invited to attend all tender openings and notice of the date and time of the opening shall be included in the tender documents or publications. Any such opening or the results of any such tender opening are made available on the understanding that the information provided is unofficial and attendants or recipients shall be advised that results are <b>unofficial</b> . Results are as recorded at that meeting and are in no way to be construed as official or indicative of the successful bidder.
Quote	<b>Quote</b> is an informal price obtained from one or more suppliers for the purpose of acquiring a good or service. Quotes may be verbal or, if in writing, may be submitted by facsimile, e-mail, regular mail or hand delivered.

Recreation Facilities	<b>Recreation Facilities</b> include outdoor ice arenas, curling rinks, baseball diamonds, soccer fields, riding arenas, rodeo grounds, trails, community halls and playgrounds. These facilities must be made available to the general public for usage through rental rates or free bookings.
Recreation Programs	<b>Recreation Programs</b> include special event activities, new programming, new components to an existing program and volunteer training.
Recreation Zone Committee	<b>Recreation Zone Committee</b> is a committee who reviews Recreation Grant Applications for their Recreation Zone and provide recommendations for fund allocations to Administration. Recreation Zones 1 and 5 are comprised of appointed Council members. Recreation Zones 2, 3 and 4 are comprised of local community members.
Relative	<b>Relative</b> includes spouse, common law spouse, parent, mother-in-law, father-in-law, grandparent, grandchild, child, brother, sister, brother-in-law and sister in-law.
Request for Proposal (RFP)	<b>Request for Proposal</b> is similar to a formal Tender, the Request for Proposal, either by invitation or public notice, invites suppliers to submit proposals for a specified good or service. The intention is that the legal effect of a Request for Proposals amounts to an Invitation to Tender. This format is used when criteria or specifications between different manufacturers of a similar product are too varied to be accurately specified on a formal tender as it would provide an unfair advantage to one supplier or it would limit the County's options for award of the purchase that is deemed to be most beneficial to the County. It may also be used when a supplier's/manufacture's expertise is required to provide innovative or creative means of achieving a desired result or specific component groupings to meet the intended use of the product supplied or when the County is unable to define quantifiable specifications and allows all bidders to then bid equally. Proposals are not subject to a public opening, however the results of the proposal may be released to the public.
Residual Value	<b>Residual Value</b> means the estimated net realizable value of an Asset at the end of its useful life.
Restricted Drug	<b>Restricted Drug</b> is any drug or substance capable of causing intoxication or impairment which is legally obtainable for recreational use and whose sale, purchase, possession, or transfer are restricted by law (such as cannabis, when legalized).
Road Protection Committee	<b>Road Protection Committee</b> shall mean a committee comprised of the County's Reeve, Chief Administrative Officer and the Director of Public Works as per Road Protection Bylaw.
Safety Sensitive Position	<b>Safety-Sensitive Position</b> is any position that requires the employee to engage in an action or duty that has the potential for significant harm to the employee, co-workers, other contractors and/or the general public, including, but not restricted to the operation of a vehicle and/or equipment, if the employee were to perform such actions or duties with impaired physical or mental abilities
Salary Progression	<b>Salary Progression</b> An upward step to step adjustment, to the salary of a County employee. This adjustment permits the Employee's salary to progress, over time, to the maximum of the range.
Salary Range	<b>Salary Range</b> The dollar value attached to the Pay Grid, expressed terms of a minimum, a series of intervening steps and a maximum dollar amount.

Social Media	<b>Social Media</b> refers to forms of electronic communication such as websites for socieal networking and microblogging, through which users create online communities to share information, ideas, personal messages and other content.
Sole Source	<b>Sole Source</b> is the act of awarding the purchase of a good or service to a sole supplier without seeking bids or quotes from other suppliers.
Specifications	<b>Specifications</b> is a list of minimum qualities or criteria, or a detailed description of work for which a bidder or supplier submits a tender.
Stakeholder	<b>Stakeholder</b> includes, but not limited to, internal and external partners, citizens and visitors.
Sustainability	<b>Sustainability</b> means meeting the needs of today without compromising the needs of future generations and requires the integration of environmental, economic and socio-cultural priorities into policies and programs and requires action at all levels – citizens, industry and governments.
Tangible Capital Asset (TCA)	<b>Tangible Capital Asset (TCA)</b> means non-financial assets having physical substance that are acquired, constructed or developed, including land, land improvements, roads, buildings, vehicles, equipment, water mains, sewer mains and capital assets acquired by capital lease or through donation, which meet or exceed thresholds set out within that Policy.
Temporary Approach	<b>Temporary Approach</b> means a temporary approach not built to County standards that is to be removed within 30 days following its construction.
Tender	<b>Tender</b> is the act of soliciting formal prices from one or more suppliers for the purpose of acquiring a good or service meeting a pre-defined criteria. Tenders are solicited by public advertising or by invitation and are normally submitted in writing in sealed envelopes.
Under the Influence of Drugs	<b>Under the Influence of Drugs</b> , includes alcohol, intoxicants or any controlled or uncontrolled substance and the use of one or more of these substances to an extent that an employee is: -Unable to perform in a productive manner; -In a physical or mental condition that creates a risk to the safety and well-being of the individual, other employees, or the property of the County or any member of the public; or -Displaying signs or symptoms of impairing substance use, including but not limited to the smell of alcohol or drugs, slurred speech, and/or atypical behaviour.
Useful Life	<b>Useful Life</b> means a time determined based on the planned use of an asset and experience with other similar assets.
Users	<b>Users</b> means all persons authorized by the County to access data electronically.
Website	<b>Website</b> refers to the County's official website.
Work Site	<b>Work Site</b> is any County owned, leased, operated or maintained facility, property or equipment, or any place where an employee attends on County business.
Zone	<b>Zone</b> is a geographical area designated by the County.
Zone Committee	<b>Zone Committee</b> is a recreation zone committee as appointed by Council.