



## **Summer Village of Island Lake Request for Proposals Development Officer Position**

The Summer Village of Island Lake, being Alberta's largest Summer Village and located on the shores of Island Lake, approximately 20 minutes northwest of the Town of Athabasca, is looking for an outgoing and enthusiastic individual to fulfill a part time contract position for a Development Officer services within our community. The successful candidate will need to maintain a strong working knowledge of the Summer Village's Land Use Bylaw and related statutory plans, along with the Municipal Government Act and related regulations.

The Development Officer will be responsible for:

- processing development permits, letters of compliance, encroachment agreements, including local agency and provincial referrals, responding and forwarding any concerns with respect to infractions with Alberta Environment or Alberta Health Services contraventions, review of site plans, survey drawings, field inspections and applicable correspondence.
- follow-up on completed development permits to ensure conditions are met
- perform field inspections and issuance of orders for non-compliant developments related activity and facilitate the resolution of issues to comply with the Land Use Bylaw, or other bylaws or policies,
- preparing Request for Decision agenda reports and submissions for Council meetings
- prepare a monthly report on activities for Council information, and attend Council meetings when requested
- on appeals, prepare and present submissions to the SDAB or the new Land and Property Rights Tribunal

Requirements:

- excellent customer service skills
- strong research, analytical, written, verbal and organizational skills
- strong computer skills
- strong understanding of all matters related to development within municipalities

Please forward your proposal and include with it a cover letter outlining your experience, qualifications, and salary or fee expectations to:

Summer Village of Island Lake  
Box 8  
Alberta Beach, T0E 0A0  
[svislandlake@wildwillowenterprises.com](mailto:svislandlake@wildwillowenterprises.com)  
Fax: 780-967-0431

Closing Date: Until a suitable candidate is found.

*We thank all applicants for their interest. Only those selected for interviews will be contacted.*