

Request For Expression of Interest (REOI)  
CAO & Administrative Services Contractor  
Summer Village of Island Lake

The Summer Village of Island Lake (SVIL) ([www.islandlake.ca](http://www.islandlake.ca)), the largest summer village in Alberta, is seeking Expressions of Interest (REOI) from qualified individuals/companies to provide Chief Administrative Officer (CAO) and administrative services to the Summer Village.

A high-level description of the responsibilities, functions and authority of the CAO is provided within sections 207, 208 and 213 of the Alberta Municipal Government Act. The CAO is the administrative head of the municipality and ensures that the policies and programs of the municipality are implemented. The CAO performs the duties and functions assigned by the MGA and by Municipal Council.

This is an opportunity for a self-motivated individual/firm to fulfil senior management and administrative functions to a vibrant municipality in rural Alberta, located 20 minutes northwest of Athabasca. The individual can work from home or from a remote office (office facilities are not provided). The ideal proponent will be:

- self motivated
- familiar with Municipal Government operations
- an experienced administrator
- strong in public relations
- willing to work in a team environment with Council for the benefit of SVIL residents/owners

Please submit Expression of Interest containing professional CV, relevant experience acting in similar capacity and outline of current/past clients of similar services to [john.wasmuth@islandlake.ca](mailto:john.wasmuth@islandlake.ca) at your earliest. The deadline is June 30<sup>th</sup>, 2023. Please also direct any inquiries to [john.wasmuth@islandlake.ca](mailto:john.wasmuth@islandlake.ca). Only those short listed will receive a follow-up Request for Proposal.