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Request for Proposals Development Officer (Contract Position – Part Time)

The Summer Village of South View, located on the North shore of Lake Isle, approximately 50 minutes West of Edmonton, is seeking an enthusiastic individual or company to fulfill a part-time contract position to provide development officer services. The Summer Village has 126 lots, 97 of which are currently improved and 8 are municipal lots. We are looking for an individual or company that exhibits professionalism, is courteous and self-motivated, and is committed to working with residents to help them achieve their dreams, while following the Land Use Bylaw. Our current Land Use Bylaw, Municipal Development Plan, and development permits can be found on our website at www.summervillageofsouthview.com.

Key Responsibilities:

- Issue permits and respond to development inquiries from property owners, prospective purchasers, developers, realtors, and other members of the public.
- Enforce the Land Use Bylaw and issue notices of decision, letters of referral, certificates of compliance, enforcement stop orders, unsightly orders, encroachment agreements, and other related planning correspondence.
- Recommend and prepare servicing agreements.
- Recommend updates to the Land Use Bylaw and Municipal Development Plan as needed.
- Follow-up on completed development permits to ensure that conditions are met.
- Provide notification and advertisement as per the Municipal Government Act on planning decisions.
- Prepare reports and recommendations for the Municipal Planning Commission.
- Provide development advice for Council and administration and prepare quarterly reports on activities for Council.
- Enforcement of the Land Use Bylaw and Part 17 of the Municipal Government Act
- Prepare reports and represent the municipality at SDAB hearings.

Requirements:

- 3-years experience in the field of development
- Completion of Applied Land Use Planning Certificate Program or equivalent
- Excellent verbal and written presentation skills
- Working knowledge of the Municipal Government Act, Land Use Bylaws, (Inter) Municipal Development Plans, and Alberta Safety Codes Regulations.

Please submit proposals, to include: cover letter, resume/experience, qualifications, and compensation expectations, to svsouthview@outlook.com by February 12, 2025 at noon. Please email svsouthview@outlook.com or phone 780-967-0271 for more information.

We thank all candidates for their interest, but only those selected for an interview will be contacted. Should a suitable candidate not be found, the position will remain open until a suitable candidate is found.