

## Update

Ministry

Municipal Affairs

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Municipal Planning Advisor

Current Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

602277

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

MSD/Municipal Capacity & Sustainability

☐ Current organizational chart attached?

Supervisor's Position ID

50095377

Supervisor's Position Name (30 characters)

Mgr, IDs and Land Use Planning

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2025-11-10

Responsibilities Added:

Advisory relating to Kananaskis Improvement District, land use planning, ID budgeting, coordinating submission of financial statements/reports and audited financial statements/reports, coordinating audit observations and Auditor General Office recommendations.

Responsibilities Removed:

Nil

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Improvement Districts (ID) and Land Use Planning, the Municipal Planning Advisor position is essential for providing expert guidance to municipalities and the public on complex land use planning matters. In light of increased government priorities and heightened expectations in the Land Use Planning area, this role requires advanced knowledge and experience to conduct detailed

research and analysis, delivering timely and well-informed advice to municipalities, municipal associations, internal ministry teams, the public, and related provincial ministries. The Planning Advisor ensures that prompt, consistent, and accurate information is provided to all levels of the ministry, including senior management and the Minister, on issues critical to the effective operation of the Ministry. By supporting the development of resources and training, the Planning Advisor helps municipalities comply with evolving land use planning policies and legislation, ultimately contributing to sustainable and effective land use planning for all Albertans. This position is vital for maintaining continuity, efficiency, and high-quality support within the unit, enabling the ministry to respond to politically sensitive, legal, and financial challenges in a timely manner while fostering collaboration across ministries and stakeholders. This position also assists the department in supporting Improvement Districts. The position works in collaboration with IDs Advisor on various financial, tax, and governance tasks relating to IDs, and cover for IDs Advisor as needed.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

### **Strengthen the capacity and sustainability of municipalities by enhancing local governance and administration knowledge and elector understanding of local governance, through providing advice and information on municipal land use planning and related matters:**

- Respond to inquiries from the public, municipal officials, senior management and other departments on the meaning and application of land use planning as per the *Municipal Government Act* (MGA), the Matters Related to Subdivision and Development Regulation, and other related provincial laws that affect land use planning.
- Prepare reports, briefings, presentations, and other documentation on behalf of the Ministry related to land use planning matters for information and/or decisions.
- Identify, investigate, analyze and recommend approaches to address land use planning issues and concerns.
- Researches municipal data relating to their current bylaws, approvals and emerging issues and brief the management on issues that affect the province, its legislation and/or masses in general.
- Participate in multi-stakeholder or cross-ministry initiatives that impact municipal land use planning and represent Ministry on various working groups on land use planning matters.
- Work collaboratively with advisory teams throughout the branch or division to provide advice, support and assistance on municipal issues.
- Assist the department in its efforts to support Improvement Districts, work with IDs Advisor on various financial and governance tasks relating to IDs, and cover for ID Advisor as needed.

### **Enhance local government transparency and accountability by supporting municipal policy and legislative compliance:**

- Conduct research and develop briefing materials, options, and recommendations on policy and legislative impact to land use planning matters.
- Develop resources, reports and analysis to support compliance with the MGA, Matters Related to the Subdivision and Development Regulation and other related provincial laws that affect land use planning.
- Facilitate meetings and prepare reports to develop recommendations on various significant provincial planning initiatives that have a policy or legislative impact.
- Ensure Ministry positions and relevant sector program area policies and procedures accurately reflected in responses and materials.

### **Ensure municipalities are governed and managed in accordance with legislation through current and relevant training, workshops, materials, and presentations that support municipal capacity building**

- Identify needs, develop curriculum and deliver appropriate training programs, as required, to municipal clients to improve municipal capacity.
- Regularly monitor and assess municipal clients' needs for training and resources.
- Monitor the effectiveness of existing resources and propose changes that will improve the resources by analyzing information, conducting research and continually updating materials.

**Support ministry initiatives, programs and services by actively participating in departmental activities related to enhancing service provision to ensure alignment of the department's strategic vision**

- Work collaboratively with other Department staff in the delivery of programs and services.
- Lead and/or participate in special project development, design and delivery.

## **Problem Solving**

Typical problems solved:

The Advisor works within a politically sensitive environment with diverse stakeholders. The role requires identifying, defining, analyzing and recommending options to address complex land use planning matters.

The position requires the ability to understand government direction, identify key components of an issue and facilitate information exchange. Additionally, the position requires the ability to understand and incorporate other ministry and external stakeholder perspectives as part of the formulation of integrated policy solutions.

In general, Advisor prepares hundreds of responses to requests that are received through emails, information requests and action requests. For direct calls and emails, Advisors must respond on the spot with a proper assessment of the situation, analysis of the problem, and be able to quickly reference the appropriate legislation and procedures to effectively respond to the concern. When dealing with the public, responses provide electors with a more complete understanding of municipal responsibilities and powers of their responsibilities and rights as electors. When dealing with municipal officials, responses provide a more complete understanding of the council and administrative roles, responsibilities and legislative requirements.

This position is part of a team and will work collaboratively with other advisors, knowledge specialists and staff across the ministry to ensure that accurate, consistent and clear information is provided. The work completed by the Advisor impacts ministry and provincial strategies and policies effecting Alberta local governments.

The Advisor will often be the first contact for issues with political, legal, land use planning or financial consequences. In working with municipalities, the Advisor will become familiar with strengths and weaknesses of specific municipalities and is in a unique position to offer advice and support that can enhance the capacity and long-term viability of the municipality.

Types of guidance available for problem solving:

Legislative guidance is provided through the *Municipal Government Act* as well as other sources. Guidance is also provided by the Director of Municipal Advisory and Capacity, the Manager of IDs and Land Use Planning, advisory and other technical staff, as well as collaborating with other divisional staff and Legislative Services (as needed).

Direct or indirect impacts of decisions:

The position requires a solid understanding of the interrelated goals, strategies and programs of Municipal Affairs and the Government of Alberta. This is vital to ensure ongoing municipal issues and relationships are managed effectively and align with the strategic direction of the ministry and province.

A high degree of professionalism and sensitivity is required. The position conducts inquiries on behalf of the minister and senior management regarding politically sensitive matters with responses and recommendations aligning with legislation, policies and program standards to be made within tight timelines. The position liaises directly with the public, representatives of municipalities, municipal associations, professional associations, etc., and thus superior skills are required in building and maintaining positive working relationships with external stakeholders.

The position demands a high level of independent research and the ability to define issues, identify implications and develop creative and appropriate solutions.

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal

Manager - Daily - To obtain background information, direction and timelines related to the departmental goals, issues, action requests, and other duties. Also to advise on upcoming issues and status of programs that may require management input

Director - Daily - To obtain strategic direction related to the departmental goals, issues, action requests, and other duties. Also to advise on issues a that may require senior management input.

Assistant Deputy Minister and Executive Director - Monthly/Weekly - To advise on emerging issues and critical issues that may require immediate attention of senior management, and to receive direction in order to move forward or complete projects, and to mitigate critical issues.

Deputy Minister and Minister- As required- May need to attend meetings.

Municipal Services Division Staff - Daily - To provide information on land use planning issues and to seek input to support the preparation of briefing materials.

Other Ministry or Government Staff - Daily or Monthly - Strategic discussions, responding to information requests, provide support or facilitation when and as needed.

### External

General Public - Daily - Provide information on programs and municipal governance.

Municipal elected and appointed officials - Daily - Determine emerging issues and the level of support required from program areas.

Federal and other provincial governments- Occasionally - Provide timely advice and information, as required. Consult and collaborate on projects within respective jurisdiction and attend meetings to address issues.

Professional associations - Meeting attendance - quarterly- to build relationships and networks with key external profession organizations.

Contractors and subcontractors - Occasionally - Provide advice and obtain contracted expertise on projects where required and direct and work with consultants on projects when required.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other	Other	Other

If other, specify:

Degree in Urban and Regional Planning/Land Use Planning plus 4 years progressively responsible related

Job-specific experience, technical competencies, certification and/or training:

- University degree in a related field plus four years of progressively responsible related experience in municipal land use planning, municipal governance and operations, and stakeholder management.
- Considerable experience and understanding of Subdivision and Development approval/permit process, application of municipal bylaws, land use appeals, land dedication, caveats, and emerging land use planning issues in urban and rural municipalities.
- Working knowledge of the planning sections in the *Municipal Government Act* in particular, and a general knowledge of other sections of the MGA and related legislation and regulations affecting municipal planning.
- A solid understanding of planning theory, principles and practices (at local, regional and provincial levels).
- Experience working with senior management, municipal elected officials and external stakeholders.

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Integrates broader context into planning:</b> <ul style="list-style-type: none"> <li>Plans for how current situation is affected by broader trends</li> <li>Integrates issues, political environment and risks when considering possible actions</li> <li>Supports organization vision and goals through strategy</li> <li>Addresses behaviours that challenge progress</li> </ul>	Advisors provide quality information, advice, and training on a broad range of municipal issues to internal and external stakeholders. The information and advice will influence the management, governance and operations of municipalities and ultimately the sustainability and resiliency of local
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Works in open teams to share ideas and process issues:</b> <ul style="list-style-type: none"> <li>Uses wide range of techniques to break down problems</li> <li>Allows others to think creatively and voice ideas</li> <li>Brings the right people together to solve issues</li> <li>Identifies new solutions for the organization</li> </ul>	Advisors engage with all the stakeholders, subject matter specialists, other colleagues, staff, divisions and ministries to carry out research and explore solutions. Advisor develops understanding of the issues, provides clear and concise information to stakeholders and works collaboratively to develop consensus when development recommendations for the senior management.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Proactively incorporates change into processes:</b> <ul style="list-style-type: none"> <li>Creates opportunities for improvement</li> <li>Is aware of and adapts to changing priorities</li> <li>Remains objective under pressure and supports others to manage their emotions</li> <li>Proactively explains impact of change on roles, and integrates change in existing work</li> <li>Readily adapts plans and practices</li> </ul>	Dealing with municipal officials, responses/options for solutions must be developed with consideration to a municipality's specific dynamic and situation to provide a more complete understanding for council and administration to effectively implement
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Makes working with a wide range of parties an</b>	For direct calls, emails, and engagements with ID

		<p>imperative:</p> <ul style="list-style-type: none"> <li>• Creates impactful relationships with the right people</li> <li>• Ensures needs of varying groups are represented</li> <li>• Goes beyond to meet stakeholder needs</li> <li>• Ensures all needs are heard and understood</li> </ul>	<p>staff/council, Advisor must respond on the spot with a proper assessment of the situation, analysis of the problem and be able to quickly reference the appropriate legislation and procedures to effectively respond to the concern. Responses must be adapted to the understanding of the caller.</p> <p>Advisor must maintain a professional and positive relationship with all the stakeholders and develop understanding of their work and interests while focusing on ministry goals and government priorities.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	<p>Advisor collaborates wide range of stakeholders to achieve desirable outcomes. Advisor helps in transparent flow of information, resolves conflict through coaching and facilitated discussion by providing equal opportunity of participation to all the stakeholders and creates enthusiasm to motivate and guide others. Advisor is able to lead by example, acknowledge gaps and is able to work with diverse perspectives for achieving outcomes</p>

## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Policy Advisor, Policy & Urban Affairs, Strategic Policy (024PS10)

Communications Advisor, Communications Branch (024PS58)

Development Officer (024PS07 - Program Services 4)

## Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Employee Signature

Irfan Ansari

2025-11-10

Irfan.Ansari

Digitally signed by Irfan.Ansari  
Date: 2025.11.10 10:58:47 -0700

\_\_\_\_\_  
Supervisor / Manager Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Supervisor / Manager Signature

Dana Garner

\_\_\_\_\_  
Director / Executive Director Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Director / Executive Director Signature

Gary Sanberg

\_\_\_\_\_  
ADM Name

\_\_\_\_\_  
Date yyyy-mm-dd

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ADM Signature

Jonah Mozeson

\_\_\_\_\_  
DM Name

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Date yyyy-mm-dd

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