THE MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SEBA BEACH, IN THE OF PROVINCE ALBERTA ON NOVEMBER 18, 2025 AT 2:00PM

HELD AT SEBA BEACH VILLAGE OFFICE LOCATED AT 140 3RD AVENUE SOUTH, SEBA BEACH, ALBERTA AND VIA TELE/VIDEO CONFERENCE

	PRESENT	Mayor: Rick MacPhee Deputy Mayor: Michael Paull Councillor: Kevin Campbell via video conference Administration: Emily House, CAO Tianna Desroches, Administrative Assistant Others Present: Tony Sonnleitner, Development Officer Jane Dauphinee, Sr. Planner, Municipal Planning Services There were two members of the public present.
1.	**CALL TO ORDER**	Mayor MacPhee called the November 18, 2025, Regular Council Meeting to order at 2:50pm.
2.	**AGENDA** 2.1 Agenda November 18, 2025 Motion No. 121-25	**MOVED** by Deputy Mayor Paull that the November 18, 2025 Regular Council Meeting Agenda be approved with the following additions: 6.5 Purchase of Skidsteer **CARRIED**
3.	**MINUTES** 3.1 Minutes Regular Council Meeting October 15, 2025 Motion No. 122-25	**MOVED** by Councillor Campbell that the minutes of the October 15, 2025 Regular Council Meeting be approved as presented. **CARRIED**
4.	**PUBLIC HEARING**	**None**
5.	**DELEGATIONS** 5.1 Tony Sonnlietner, Development Officer, Re: Overview of Services	Mr. Sonnleitner was in attendance to meet Deputy Mayor Paull and Councillor Campbell and to speak with Council regarding the Development Services that he offers as a contractor to the Summer Village of Seba Beach. Mr. Sonnleitner left the meeting at 3:45pm and did not return.
	Motion No.	**MOVED** by Mayor MacPhee to proceed with Agenda Item No. 12 Closed Session immediately. **CARRIED**
12.	**CLOSED SESSION** Motion No. 131-25	**MOVED** by Mayor MacPhee to close the meeting to the Public to discuss Agenda Item No. 12.1 – Land Development s as per AIA S. 28 at 3:48pm. **CARRIED**

		In Attendance – Mayor MacPhee, Deputy Mayor Paull, Councillor Campbell, Emily House, Tianna Desroches and Jane Dauphinee 12.1 Land Development as per AIA S. 28
	Motion No. 132-25	**MOVED** by Mayor MacPhee to open the meeting to the Public at 4:15pm. **CARRIED**
		Ms. Dauphinee left the meeting at 4:15pm and did not return.
6.	**BUSINESS**	
	6.1 Septic Audit/Inspection 2nd Phase	Administration provided an updated report indicating that letters were issued to the remaining four residents.
	Motion No. 124-25	**MOVED** by Councillor Campbell that Council accept the Septic Audit/Inspection 2nd Phase Report as verbally presented and direct Administration to continue to try to contact the properties that have not come into compliance. **CARRIED**
	6.2 Development of Lands Surrounding Seba Beach	Administration reported that a meeting with Parkland County was held on November 13, 2025 to discuss the status of the IDP Amendment Application and next steps. Administration is waiting for an email from Parkland County regarding these steps.
	Motion No. 125-25	**MOVED** by Mayor MacPhee to accept the report as verbally presented and to table the Development of Lands Surrounding Seba Beach to the December 2025 Regular Council Meeting. **CARRIED**
	6.3 Christmas Closure	Administration requested Council to approve closing the municipal office to the public from noon on December 24 until January 5. Staff using the full break will use their own holiday time for non-statutory days. Phone messages, email, and emergencies will still be monitored, and Public Works will remain on call for snow or urgent issues.
	Motion No. 126-25	**MOVED** BY Deputy Mayor Paull that Council approve the closure of the municipal office and Public Works Department to the public beginning at 12:00 p.m. on December 24, with regular office hours resuming on January 5, acknowledging that employees will use holiday time for any days outside statutory holidays, and that Administration will continue to monitor messages and respond to emergencies, with Public Works remaining on call for snow events or urgent matters. **CARRIED**
	6.4 Special Council Meeting Date	A special council meeting is not required as Council will discuss the Preliminary 2026 Budget at the next regular council meeting.
	6.5 Skidsteer Purchase	Administration presented details on a skidsteer available for purchase, noting it has been well-researched and offers strong value. They advised that acquiring this equipment would reduce the need to hire contractors for tasks the Village currently cannot complete due to lacking the appropriate machinery, improving efficiency, effectiveness, and safety.

	Motion No. 126-25	**MOVED** by Deputy Mayor Paull that the purchase of the skidsteer and required attachments, at a cost not exceeding $60,000, be approved. **CARRIED** Councillor Campbell left the meeting at 4:35pm and did not return.
7.	**BYLAWS AND POLICIES**	**None**
8.	**FINANCIAL**	
	8.1 Bank Reconciliation, Statement, and Management Report Motion No. 127-25	Administration presented to Council the September 2025 Bank Reconciliation, Bank Statement, and Management Report. **MOVED** by Mayor MacPhee to accept, as information, the September 2025 RBC and ATB Bank Reconciliations and Bank Statements and Management Report ending September 30, 2025 for the Summer Village of Seba Beach. **CARRIED**
9.	**COUNCIL REPORTS**	
	9.1 Mayor MacPhee	Mayor MacPhee reported attending the ASVA Conference in October, noting that while several sessions were informative, the overall presentations were not as strong as the previous year. He also attended the CRASC AGM on November 5, 2025, where two new board members were elected. In addition, he provided a brief update on the recent meeting between the Seba Beach and Parkland Library Boards, noting that Parkland County has not committed to any additional funding at this time.
	9.2 Deputy Mayor Paull	No report.
	9.3 Councillor Campbell	No report.
	Motion No. 128-25	**MOVED** by Mayor MacPhee that the Council Reports, as verbally presented, be accepted as information. **CARRIED**
10.	**ADMINISTRATION REPORTS**	CAO, Emily House reported on the following items: **Public Works – General** • The steam lines in a culvert on 1st Ave N and the catch basin at 5th Street S have been repaired. • Public Works have been working at researching and submitting costs for the 2026 Budget. **Intermunicipal Development Plan (IDP) Amendment** • A meeting with Parkland County was held on November 13, as part of the IDP's dispute resolution process. Further updates will be given during the November Council Meeting.

		IDP and Intermunicipal Collaboration Framework (ICF) Update • A meeting with Parkland County was held on August 13, 2025, to initiate the required review and update of the IDP and ICF. Jane Dauphinee from Municipal Planning Services attended the September 16, 2025 Council Meeting to review the current IDP with Council. Once Parkland County's new Council is in place, a meeting will be scheduled to move forward with this project. **Administration - General** • Administration is currently working on the 2026 Preliminary Budget, organizing for the 2025 Year End Audit and preparing the Winter Newsletter.
	Motion No. 129-25	**MOVED** by Deputy Mayor Paull to accept the CAO Report as presented. **CARRIED**
11.	**CORRESPONDENCE**	Council was presented with the following correspondence: • Parkland Land County Enforcement Services Report – August, September, October 2025 • Alberta Environment and Protected Areas, Re: EPA Water - Bill 7 Amendment. • Alberta Municipal Affairs, Re: Provincial Priorities Act Six-Month Follow-Up • Alberta Municipal Affairs, Re: Congratulatory Letter • ASVA, Re: Donation to ASVA Conference • WWMC, Re: Fall Lakescape Newsletter • Seba Beach Library, Re: Funding
	Motion No. 130-25	**MOVED** by Mayor MacPhee to accept the above correspondence for information purposes. **CARRIED**
12.	**CLOSED SESSION**	See above
13.	**NEXT MEETING**	
	Motion No. 134-25	**MOVED** by Deputy Mayor Paull that Council schedule the November Regular Council Meeting for December 16, 2025 at 9:00am. **CARRIED**
14.	**ADJOURNMENT**	
	Motion No. 135-25	**MOVED** by Mayor MacPhee that the November 18, 2025 Regular Council Meeting be adjourned at 4:55pm. **CARRIED**

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Mayor

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Chief Administrative Officer