

**CANBY CITY COUNCIL  
WORK SESSION MINUTES  
April 9, 2025**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Daniel Stearns, Paul Waterman, James Davis, Traci Hensley, Jason Padden, and Herman Maldonado (attending virtually).

**STAFF PRESENT:** Eileen Stein, City Administrator; Emily Guimont, City Attorney; Maya Benham, Administrative Director/City Recorder; Don Hardy, Planning Director; and Jamie Stickel, Economic Development Director/Communications Specialist.

**CALL TO ORDER:** Mayor Hodson called the Work Session to order at 6:13 p.m.

**TRAINING – ETHICS, LAND USE PROCEDURES, AND PUBLIC MEETINGS:** Emily Guimont, City Attorney, provided training for the City Council. She discussed Oregon's form of government, home rule, and Council authority sources.

Josh Soper, Beery, Elsner, and Hammond, discussed land use procedures. He explained the history and purpose of Oregon land use, role of state and cities, types of land use decisions, legislative decisions, quasi-judicial decisions, bias with examples, ex parte contacts, conflicts of interest, other government ethics issues, public meetings issues, hearing requirements, hearing issues, criteria and findings, appeals, 120-day rule, fixed goalpost rule, clear and objective requirements, constitutional issues, and recent legislation from SB 1537.

There was discussion regarding staff using Google Maps instead of Planning Commissioners to make sure the information was part of the record, if they could ask for more information from the applicant, what constituted bias, ex parte contact examples, how they needed to start tracking ex parte contacts when an application was submitted to the City, telling people they could not discuss specific development applications and directing them to the appropriate City department, and that attending Planning Commission hearings was fine as long as there were not any conversations before or after the meetings.

Ms. Guimont reviewed government ethics, scope and caveat, Rule #1 financial gain, Rule #2 gifts, Rule #3 conflicts, Rule #4 nepotism, Rule #5 confidential information, and violations. She ran through hypotheticals and the actions that should/should not be taken in each. She then discussed public meetings and records law including the definition of public meetings, Executive Sessions, public meetings hypotheticals, and public records and hypotheticals.

There was discussion regarding examples of gifts, exceptions to the conflicts of interest, when messages to and from Council/committee members constituted a meeting, and verifying members of the news media who were eligible to go into Executive Sessions.

Next steps included:

1. City Council Members: Complete required OGEC public meetings training via Youtube.
2. Emily: Research and provide guidance on whether mutual funds/retirement plans count towards the \$1,000 stock ownership threshold for business association conflicts.

3. Josh: Research and provide guidance on conflict of interest rules regarding citywide zoning changes affecting council members' properties.
4. Josh: Research and provide guidance on whether a quorum exception applies for conflicts of interest when all council members are affected.
5. Emily: Research and provide guidance on whether city councilors can attend Planning Commission meetings without creating conflicts.
6. Emily: Research and provide guidance on whether cities can implement a press pass/credentialing system for news media.
7. Don: Consider sending regular updates to City Council about pending land use applications that could come before them on appeal.
8. Emily: Send out the OGEC public meetings training Youtube link to Eileen for distribution.

Mayor Hodson adjourned the Work Session at 8:39 p.m.

The Executive Session was called order at 8:45 p.m. and adjourned at 10:30 p.m.



Maya Benham, CMC  
City Recorder



Traci Hensley  
Council President

Assisted with the preparation of minutes – Susan Wood