



Register here to attend the meetings virtually:

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Mayor Brian Hodson

Councilor Christopher Bangs
Councilor James Davis
Council President Traci Hensley

Councilor Herman Maldonado
Councilor Jason Padden
Councilor Shawn Varwig

City Council & Urban Renewal Agency – Special Called Meeting Agenda

February 10, 2023

8:30 AM – 3:00 PM

City Council Chambers

222 NE 2nd Avenue

Canby, Oregon

- 1. CALL TO ORDER.**
- 2. DISCUSSION REGARDING CITY COUNCIL GOALS AND PRIORITIES.**
- 3. RECESS FOR LUNCH.**
- 4. CONTINUED DISCUSSION REGARDING CITY COUNCIL GOALS AND PRIORITIES.**
- 5. ADJOURN.**

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Maya Benham at 503-266-0720. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov.



SSW CONSULTING

CITY OF CANBY 2023 CITY COUNCIL GOAL SETTING RETREAT

DATE: February 10, 2023

TIME: 8:30 AM to 3:00 PM

LOCATION: Canby City Hall, 222 NE 2nd Ave.

WORKSHOP OUTCOMES

- Develop a clear understanding of Council roles and responsibilities
- Identify shared goals and priorities to guide the team and direct the work of the organization
- Identify clear short-term and long-term goals and an implementation plan that keeps the team accountable and focused

AGENDA

8:30 AM	ARRIVAL + REFRESHMENTS
9:00 AM	WELCOME + AGENDA OVERVIEW <ul style="list-style-type: none">• Call to Order and Welcome, Mayor Brian Hodson• Agenda Overview• Review Process and Establish Rules for Success• 2022 Accomplishments
9:30 AM	COUNCIL + ADMINISTRATION ROLES <ul style="list-style-type: none">• Overview of Roles + Responsibilities• Charter + Council Rules• Team Discussion
10:15 AM	ENVIRONMENTAL SCAN <ul style="list-style-type: none">• Financial Updates• SPOT Analysis Exercise (Strengths, Problems, Opportunities, Threats)• Team Discussion
10:45 AM	BREAK
10:55 AM	GOAL REFINEMENT PART 1 <ul style="list-style-type: none">• Goal Updates• Identify Areas for Refinement• Proposals for Updates
12:00 PM	LUNCH BREAK
12:35 PM	GOAL REFINEMENT PART 2 <ul style="list-style-type: none">• Review Goal Proposals• Discuss Desired Outcomes + Success Measures• Council Discussion + Agreement on Goals to Move Forward
1:45 PM	BREAK



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1:55 PM	City Council Goal Review
2:30 PM	Team Agreement
2:55 PM	Wrap-up, Questions, Next Steps <ul style="list-style-type: none">• Proposed Implementation + Progress Reporting• Next Steps
3:00 PM	Adjourn



2022 City Council Goals & Objectives

PROMOTE FINANCIAL STABILITY

- Assess the City's reserve levels and balance savings and spending to meet community needs
- Evaluate the City's fee structure including the park maintenance fee and street maintenance fee to address cost recovery on all fees
- Increase engagement with the City's budget committee
- Use ARPA funds to recover loss and build for the future
- Leverage ARPA Funds to update the City's emergency management plan*

ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH

- Complete the City's Housing Needs Analysis
- Complete the City's Economic Needs Analysis
- Update the City's development code
- Expand the Canby Area Transit circulator routes
- Update the City's Comprehensive Plan
- Pursue an urban growth boundary expansion
- Prepare an analysis of inclusionary zoning tools and how they could help expand housing opportunities in Canby
- Determine the future of the Urban Renewal Agency
- Explore planning toward future wastewater/municipal water needs**

PLAN A TRANSPORTATION SYSTEM THAT EASES THE IMPACTS OF GROWTH

- Update the transportation system plan
- Build relationships with ODOT and Clackamas County to pursue project planning resources and funding for transportation improvements
- Develop a shared regional advocacy strategy for Berg Parkway/Arndt

DEVELOP A MORE ROBUST PARKS + RECREATION PROGRAM ALIGNED WITH THE PARKS MASTER PLAN

- Explore partnership options with the School District for property sale, exchange, or long-term lease
- Pursue the legal determination on the use of the Wayside property
- Evaluate how to sustainably fund park development and ongoing maintenance
- Establish a Parks Capital Improvement Plan with prioritization**
- Identify and plan for land acquisition **
- Develop Dog Park **
- Complete Community Park improvements **

ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES

- Develop a legislative program and advocacy strategy
- Evaluate the implementation of a Youth Advisory Council
- Develop a communications and engagement plan
- Leverage ARPA funds to update the City's emergency management plan*
- Diversity, Equity, Inclusion, and Belonging Strategic Plan**

* Included in multiple goal areas

** Changes adopted on October, 19 2022



2022 City Council Goals & Objectives

STATUS REPORT 2/10/23

PROMOTE FINANCIAL STABILITY

- **Assess the City's reserve levels and balance savings and spending to meet community needs**
Status: Ongoing/Continuous. Mid-year budget report provided at 2/1/23 Council meeting. Finance Department implementing improved procedures.
- **Evaluate the City's fee structure including the park maintenance fee and street maintenance fee to address cost recovery on all fees**
Status: Park Maintenance Fee extended with no sunset date by Council adoption 9/7/22. Updated Council direction 2/1/23 - bring back for Council reconsideration of adding a five-year sunset date.
Status: Street Maintenance Fee – Stakeholder/citizen committee tentatively drafted. Requires further direction from Council before proceeding further.
Status: Planning Department completed a permit fee update in 2022, moving our permit fees closer to cost recovery. Additional cost recovery analysis will be needed to address full planning cost recovery.
- **Increase engagement with the City's budget committee**
Status: Mid-fiscal-year budget update provided at 2/1/23 Council meeting. Budget committee invited to attend or listen to meeting. Council requested that a joint City Council/Budget Committee meeting occur for future mid-year updates. Written finance reports to be included in bi-monthly department reports in Council agenda packets.
- **Use ARPA funds to recover loss and build for the future**
Status: FY 22-23 Budget allocates partial use of ARPA funds. City Council Work Session planned to discuss additional uses of ARPA funds; staff to make recommendations in FY 23-24 budget process.
- **Leverage ARPA Funds to update the City's emergency management plan***
Status: Funds allocated in FY 22-23 budget. RFP being finalized; anticipated to be advertised soon.

ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH

- **Complete the City's Housing Needs Analysis**
Status: In process. Work will continue to be updated as the comprehensive plan is updated and will be required to be adopted prior to June 2024, including updated residential buildable land information for the anticipated urban growth boundary expansion to accommodate 20-year residential population. A joint City Council and Planning Commission work session on March 1, 2023 will cover housing and employment assessment updates leading to hearings for the adoption of the housing production strategy and economic opportunity assessment in April and May 2023.
- **Complete the City's Economic Needs Analysis**

Status: In process. The draft economic needs analysis is being finalized and the City Council will review the Economic Opportunity assessment for adoption in May 2023.

- **Update the City's development code**

Status: Planning staff brought forward several code updates in 2022 which have been adopted. Subsequent code updates will be brought forward for council approval.

Status: An overall code update will be needed with consultant support, and with budget to be requested for this in FY 23/24. The housing and economic needs analysis work and initial comprehensive plan work will provide additional policy direction for the overall code updates. The first code updates will relate to housing diversification based on the housing strategies from the anticipated council adoption of the housing production strategy in April 2023. Planning staff anticipates several proposed code changes being presented to City council prior to June 2024 that will provide efficiency measures needed to support the anticipated urban growth boundary expansion. Additional more extensive overall code updates will occur after adoption of the comprehensive plan using the comprehensive plan and transportation system plan policies to implement new Canby code.

- **Expand the Canby Area Transit circulator routes**

Status: Addition of Saturday service for the Circulator planned for implementation effective September 5, 2023.

- **Update the City's Comprehensive Plan**

Status: In process. Consultants have been hired to commence the comprehensive plan and transportation system plan February 1, 2023. The first comprehensive plan and transportation system plan phases covers FY22-23 through June 30, 2023 with the second contract covering the FY 23-24. The scope and budget will be reviewed by the city council for FY 23-24. A comprehensive plan advisory group will be formed to guide the work through entire comprehensive plan update. These comprehensive plan and transportation system plan updates will occur over a roughly two-year period.

- **Pursue an urban growth boundary expansion**

Status: In process. The urban growth boundary expansion is being evaluated as part of the housing needs and economic needs analysis and will be part of the comprehensive plan update work. The housing and economic needs analysis is currently addressing the buildable lands evaluation which will determine the urban growth boundary acreage needed over the next 20-years. Scenario planning is anticipated to start in FY 23-24. Will include community review of possible properties for city urban growth expansion.

- **Prepare an analysis of inclusionary zoning tools and how they could help expand housing opportunities in Canby**

Status: Inclusionary zoning code will be developed as part of the overall code update starting in FY23/24 with the housing needs and economic needs analysis work providing a foundation for this work along with the initial comprehensive plan work. Planning staff anticipates several proposed code changes going to city council prior to June 2024 that will provide housing inclusionary zoning elements.

- **Determine the future of the Urban Renewal Agency**

Status: Ongoing. Recommend URA Commission hold a dedicated, facilitated Goal Setting session in 2023, as soon as is practicable.

- **Explore planning toward future wastewater/municipal water needs****

Status: Wastewater – Ongoing/Continuous, based on Wastewater Master Plan.

Status: Municipal Water – Canby Utility Board is in process of completing an updated Municipal Water Master Plan.

PLAN A TRANSPORTATION SYSTEM THAT EASES THE IMPACTS OF GROWTH

- **Update the transportation system plan**

Status: As identified above the transportation system plan is being updated with the comprehensive plan.

- **Build relationships with ODOT and Clackamas County to pursue project planning resources and funding for transportation improvements**

Status: Planning staff will be working closely with ODOT and Clackamas County during the city transportation system plan update to identify needed road improvements. Currently planning staff are working with ODOT consultants on identifying anticipated I-205 Tolling impacts and mitigation measures, and will also be supporting the Mayor in C4 Tolling advisory meetings.

- **Develop a shared regional advocacy strategy for Berg Parkway/Arndt**

Status: In process. Planning staff is working with Clackamas County staff on anticipated future road improvement at the Barlow/99E and Barlow/Arndt Road intersections. This work is being led by the county as it is within county jurisdiction. County has completed initial traffic assessment and design work on improvements needs at these intersections covering anticipated growth over the next 20-years. County staff anticipate providing City Council with an update in the spring/summer 2023.

DEVELOP A MORE ROBUST PARKS + RECREATION PROGRAM ALIGNED WITH THE PARKS MASTER PLAN

Status: ***Parks and Rec Master Plan Completed and Adopted in 2022***

- **Explore partnership options with the School District for property sale, exchange, or long-term lease**

Status: ***Completed*** - 20-year Ground Lease agreement approved by Council ordinance 2/1/23. Will become effective following required 30-day waiting period following ordinance approval.

- **Pursue the legal determination on the use of the Wayside property**

Status: ***Completed***. Joe Lindsay provided legal determination and reported to Council and Parks & Recreation Advisory Board.

- **Evaluate how to sustainably fund park development and ongoing maintenance**

Status: ***Completed***. Parks Maintenance Fee extension approved 9/7/22. ***Updated Council direction on 2/1/23.***

Status: Parks SDC update in process of being completed.

Status: Other considerations TBD in conjunction with recently adopted Park MP.

- **Establish a Parks Capital Improvement Plan with prioritization****

Status: ***Completed***. Adopted by City Council 12/7/22.

- **Identify and plan for land acquisition****

Status: Ongoing/Continuous.

- **Develop Dog Park****

Status: ***Updated Council direction on 1/18/23.*** Planning work on Territorial Rd. location suspended, referred to Parks & Rec Board to work with staff on identifying and reviewing locations.

- **Complete Community Park Improvements****

Status: In process. Land use approvals have been issued by the city; ready to proceed with bidding.

ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES

- **Develop a legislative program and advocacy strategy**

Status: Additional direction from Council needed per discussion at mid-year report.

- **Evaluate the implementation of a Youth Advisory Council**

Status: Not started.

- **Develop a communications and engagement plan**

Status: Council discussed addition of new Communications/Community Engagement position at mid-year goals update. Request further Council direction - add in current fiscal year or plan for inclusion in FY 23-24 budget?

- **Leverage ARPA funds to update the City's emergency management plan***

Status: Funds allocated in FY 22-23 budget. RFP being finalized; anticipated to be advertised soon.

- **Diversity, Equity, Inclusion, and Belonging Strategic Plan****

Status: Not started.

* Included in multiple goal areas

** Added by Council October 19, 2022

CITY OF CANBY



CHARTER

A CHARTER

To provide for the government of the City of Canby, Clackamas County, Oregon; and to repeal all Charter provisions of the City enacted prior to the time that this Charter takes effect.

BE IT ENACTED by the people of the City of Canby, Clackamas County, Oregon:

CHAPTER I NAMES AND BOUNDARIES

Section 1. TITLE OF ENACTMENT. This enactment may be referred to as the City of Canby Charter of 1983, and as revised on July 1, 2009.

Section 2. NAME OF CITY. The municipality of Canby, Clackamas County, Oregon, shall continue to be a municipal corporation with the name "City of Canby".

Section 3. BOUNDARIES. The corporate limits of the City shall include all territory encompassed by its boundaries as they now exist or hereafter are modified by a majority of the voters. Unless mandated by law, annexations, delayed or otherwise, to the City of Canby, may only be approved by a majority vote among the electorate. The Recorder shall keep at the City Hall at least two (2) copies of this Charter in each of which shall be maintained an accurate, up-to-date description of the boundaries. The copies and descriptions shall be available for public inspection at anytime during regular office hours of the Recorder.

CHAPTER II POWERS

Section 1. POWERS OF THE CITY. The City shall have all powers which the Constitutions, statutes and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers.

Section 2. CONSTRUCTION OF CHARTER. In this Charter no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers which the City would have if this particular power were not mentioned. The Charter shall be liberally construed to the end that the City may have all powers necessary or convenient for the conduct of its municipal affairs, including all powers that cities may assume pursuant to State laws and the municipal home rule provisions of the State Constitution.

Section 3. POWER TO LICENSE, TAX AND REGULATE. The City Council shall have power to license, tax and regulate for the purpose of City revenue, all businesses, callings, trades, employments and professions as the Council may require to be licensed, and which are not prohibited by the laws of the State of Oregon.

Section 4. INITIATIVE AND REFERENDUM POWERS. The power to enact or amend the Charter of the City of Canby and all other rights guaranteed to the people of this City under the Initiative and Referendum Provisions of Section 1-a, Article IV of the Constitution of the State of Oregon are hereby reserved and guaranteed to the people of the City of Canby by this Charter, and the

Council shall provide the method of carrying into effect the initiative and referendum power of the people.

CHAPTER III FORM OF GOVERNMENT

Section 1. WHERE POWERS VESTED. Except as this Charter provides otherwise, all powers of the City shall be vested in the Council.

Section 2. COUNCIL. The Council shall be composed of six Council Members elected from the City at large.

Section 3. COUNCIL MEMBERS. The Council Members in office at the time this Charter takes effect shall continue in office, until the end of their term as fixed by the Charter of the City in effect at the time this Charter is adopted. At each biennial general election after this Charter takes effect, three Council Members shall be elected, each for a term of four years; and at each biennial general election the number of Council Members required to fill vacancies pursuant to Chapter VII, Section 2, of this Chapter shall also be elected.

Section 4. MAYOR. At each biennial general election a Mayor shall be elected for a term of two years.

Section 5. ADMINISTRATOR, JUDGE, CITY ATTORNEY, AND OTHER OFFICERS. Additional officers of the City shall be a City Administrator, Municipal Judge, and City Attorney, each of whom the Council shall appoint, and such other officers as the Council deems necessary. Appointed officers shall hold their office during the pleasure of the Council or until their successors are appointed and qualified. Appointed officers are subject to removal at any time by the Council with or without cause and may be suspended in accordance with the provisions of Chapter V, Section 2(c)(3). The duties of all officers not defined in this Chapter may be prescribed by the Council. The Council may combine any two or more appointive offices.

Section 6. SALARIES. The compensation for the services of each City officer and employee shall be the amount fixed by the Council.

Section 7. QUALIFICATIONS OF OFFICERS. No person shall be eligible for an elective office of the City unless at the time of election such person is a qualified elector within the meaning of the State Constitution and has resided in the City during the 12 months immediately preceding the election. The Council shall be final judge of the qualifications and election of its own members.

CHAPTER IV COUNCIL

Section 1. MEETINGS. The Council shall hold a regular meeting in the City at least once each month at a time and place which it designates. It shall adopt rules for the government of its members and proceedings. The Mayor may, or at the request of three members of the Council shall, by giving notice thereof to all members of the Council then in the City and public notice to all interested persons, call a special meeting of the Council for a time not earlier than twenty-four nor later than forty-eight hours after the notice is given. Special meetings of the Council may also be held at any time by the

common consent of all the members of the Council and after twenty-four hours reasonable notice to the public. Emergency meetings of the Council may be called by the Mayor, or the President of the Council in the absence of the Mayor, for an actual emergency, and notice thereof shall be given by telephone calls to the press and interested persons.

Section 2. QUORUM AND CONTROL OF CONDUCT. A majority of the members of the Council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in the manner provided by Ordinance. The Council may reprimand any member for disorderly conduct at any meeting or for refusing or neglecting to attend any regular meeting without sufficient excuse therefore, and may, by unanimous vote of all other Council Members, expel a member for good cause.

Section 3. RECORD OF PROCEEDINGS. The Council shall cause a record of its proceedings to be kept. Upon the request of any of its members, the ayes and nays upon any question before it shall be taken and entered in the record.

Section 4. PROCEEDINGS TO BE PUBLIC. No action by the Council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

Section 5. MAYOR'S FUNCTIONS AT COUNCIL MEETINGS. The Mayor shall be chairperson of the Council and preside over its deliberations and shall have no vote on any questions before it except in the case of tie. The Mayor shall have authority to preserve order, enforce the rules of the Council and determine the order of business under the rules of the Council.

Section 6. PRESIDENT OF THE COUNCIL. At its first meeting after this Charter takes effect and thereafter at its first meeting of each odd-numbered year, the Council by vote shall elect a President from its membership. In the Mayor's absence from a Council meeting, the President shall preside over it. Whenever the Mayor is unable to perform the functions of the office, the President shall act as Mayor.

Section 7. VOTE REQUIRED. Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting at which a quorum is present shall be necessary to decide any question before the Council.

Section 8. SUPERVISION OF CITY EMPLOYEES. Neither the Council nor any of its members shall give orders or directives to any subordinate or City employee, other than officers of the City, either publicly or privately, except to and through the City Administrator.

CHAPTER V POWERS AND DUTIES OF OFFICERS AND PROFESSIONAL CONTRACTORS

Section 1. MAYOR. The Mayor shall appoint the committees provided by the rules of the Council; and shall sign all records of proceedings approved by the Council. The Mayor shall have no veto power. In the Mayor's absence, the President of the Council shall sign all Ordinances passed by the Council within five days after their passage. After the Council approves a bond of a City officer or a bond for a license, contract or proposal, the Mayor shall endorse the bond.

Section 2. CITY ADMINISTRATOR.

(a) **Qualifications.** The City Administrator shall be the administrative head of the government of the City and shall be appointed by the Council without regard to political considerations and solely with reference to executive and administrative qualifications. A City Administrator need not be a resident of the City of Canby or the State at the time of appointment, but promptly thereafter shall become and remain a resident of the City during the term of the office. Before taking office, the City Administrator shall give a bond in such amount and with such surety as may be approved by the Council. The premiums on such bond shall be paid by the City.

(b) **Term.** The Administrator shall be appointed for an indefinite term and may be removed at the pleasure of the Council.

(c) **Powers and Duties.** The powers and duties of the Administrator shall be as follows:

(1) Devote full time to the discharge of official duties, attend all meetings of the Council unless excused therefrom by the Council or the Mayor, keep the Council advised at all times of the affairs and needs of the City, and make reports annually, or more frequently if requested by the Council, of all the affairs and departments of the City.

(2) See that all Ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed.

(3) Hire or remove all City employees and have general supervision and control over them and their work, with power to transfer an employee from one department to another. The Administrator shall supervise the departments to the end of obtaining the utmost efficiency in each of them. He shall have the power to suspend an appointed City Officer pending review and final action of the Council.

(4) Act as purchasing agent for all departments of the City.

(5) Be responsible for preparing and submitting to the Budget Committee the annual budget estimates and such reports as that body requests.

(6) Supervise the operation of all public utilities owned and operated by the City excepting the electric utility department for which the Canby Utility Board has exclusive jurisdiction, control and management as provided in the following Chapter X. The City Administrator shall have general supervision over all City property.

(7) Perform such other duties as may be prescribed from time to time by the Council.

Section 3. MUNICIPAL JUDGE. The Municipal Judge shall hold within the City a court known as the Municipal Court for the City of Canby, Clackamas County, Oregon. All areas within the City shall be within the territorial jurisdiction of the Court. The Municipal Judge shall exercise original and exclusive jurisdiction of all offenses defined and made punishable by the Ordinances of the City and of all actions brought to recover or enforce forfeitures or penalties defined or authorized by Ordinances of the City. The Municipal Judge shall have authority to issue process for the arrest of any person accused of an offense against the Ordinances of the City, to commit any such person to jail or admit to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in Court on the trial of any cause, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the Court, and to punish witnesses and others for contempt of Court. When not governed by Ordinances or this Charter, all proceedings in the Municipal Court for the violation of a City ordinance shall be governed by the applicable general laws of the State governing Justices of the Peace and Justice Courts, except that the Municipal Court shall not exercise any civil jurisdiction.

Section 4. CITY ATTORNEY. The City Attorney is a legal adviser of the officials of the City of Canby and shall be retained by the Council. It shall be the duty of such Attorney to attend all regular Council meetings and such special meetings as may be required unless excused therefrom by the Council. The City Attorney shall represent and defend the City in all suits, actions at law and all

matters and things in which the City of Canby may be legally interested. The City Attorney, or a deputy appointed by him, shall also represent the City in the Municipal Court including violations of any City Ordinances or for the violation of all other laws under which the Municipal Court has jurisdiction.

Section 5. AUTHORITY TO CONTRACT FOR PROFESSIONAL SERVICES. The Council shall have authority to contract for the professional services of those whose professional skills, training and knowledge may be required at any time or from time to time for the administration of City affairs and municipal government.

CHAPTER VI ELECTIONS

Section 1. STATE LAW. City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for City offices must be nonpartisan.

Section 2. QUALIFICATIONS.

- (a) The Mayor and each Council Member must be a qualified elector under state law, and reside within the City for at least one year immediately before election or appointment to office.
- (b) No person may be a candidate at a single election for more than one City office.
- (c) Neither the Mayor nor a Council Member may be employed by the City.
- (d) The Council is the final judge of the election and qualifications of its members.

Section 3. NOMINATIONS. The Council must adopt an ordinance prescribing the manner for a person to be nominated to run for Mayor or a City Council Member position.

Section 4. TIE VOTES. In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the Council.

Section 5. TERMS. The term of a person elected at a general election begins immediately after the first regular council meeting after the first of the year following the election, and continues until the successor qualifies and assumes the office.

Section 6. OATH OF OFFICE. Before entering upon the duties of the office, each officer shall take an oath or shall affirm support of the Constitutions and Laws of the United States, the State of Oregon and the City of Canby and to faithfully perform the duties of the office.

CHAPTER VII VACANCIES IN OFFICE

Section 1. WHAT CREATES VACANCY. An office shall be deemed vacant upon the incumbent's death, adjudicated incompetence, conviction of a felony or other offense pertaining to the office, unlawful destruction of public records, resignation, recall from office, ceasing to possess the qualifications for the office, failure of a person elected or appointed to an office to qualify therefore within ten days after the term of office commences, or in the case of a Mayor or Council Member, upon their absence from the City for 30 days without the consent of the Council or because of absence from meetings of the Council for 60 days without like consent, and upon a declaration by the Council of the

vacancy.

Section 2. FILLING OF VACANCIES. Vacant elective offices in the City shall be filled by appointment by a majority vote of the Council. The appointee's term shall begin immediately upon the appointment and shall continue until the beginning of the year following the next general biennial election and until a successor is elected and qualified. The successor for the unexpired term shall be elected at the next general biennial election after said appointment. During the temporary disability of any elected officer or during their absence temporarily from the City for any cause, the offices may be filled pro tem in the manner provided for the filling of vacancies in office permanently.

CHAPTER VIII ORDINANCES

Section 1. ENACTING CLAUSE. The enacting clause of all ordinances hereafter enacted by the Council shall be: "THE CITY OF CANBY ORDAINS AS FOLLOWS:"

Section 2. MODE OF ENACTMENT. All ordinances shall be read at two meetings of the Council. If approved by the Council the first reading may be by title only and a brief outline covering the purpose of the ordinance. The second reading may be by title only unless any person present requests to have the ordinance or any part thereof read in full. Immediately following the first reading of a proposed ordinance, it shall be signed and published by the Recorder at least once at full length in a newspaper published in Canby; provided, however, that the Council may order instead that the proposed ordinance be posted in three public and conspicuous places in said City for a period of 5 days prior to the passage of said ordinance. Whenever the Council proposes to take final action on any proposed ordinance at a special meeting, notice thereof, giving the time of such meeting, shall be published or posted along with the ordinance. In any event, before final action has been taken on any proposed ordinance, there shall be filed by or with the Recorder proof by affidavit of the publication or posting of the proposed ordinance.

Section 3. REQUIREMENT TO PASS ORDINANCES. It shall require the majority vote of all members of the Council as then constituted to pass an ordinance on its final reading.

Section 4. WHEN ORDINANCES TAKE EFFECT. An ordinance enacted by the Council shall take effect on the 30th day after its enactment; however, when the Council deems it advisable, an ordinance may provide a different time for it to take effect, and, in case of emergency, it may take effect immediately.

Section 5. RECORDING VOTE AND SIGNING ORDINANCE. Upon the final vote on an ordinance, the ayes and nays of the Council Members shall be taken and entered in the record of the proceedings and also on the ordinance. Upon enactment of the ordinance, the Mayor shall sign it with the date of its final passage and it shall be attested by the signature of the Recorder.

CHAPTER IX PUBLIC IMPROVEMENTS

Section 1. CONDEMNATION. Any necessity of taking property for the City by condemnation shall be determined by the Council and declared by a Resolution of the Council describing the property and stating the uses to which it shall be devoted. Taking of property for the City by condemnation

shall be in accordance with provisions of the Oregon Constitution and Oregon Law.

Section 2. IMPROVEMENTS. The procedure for making, altering, repairing, vacating or abandoning a public improvement shall be governed by general ordinance or, to the extent not so governed, by the applicable general laws of the State. Action on any proposed public improvement, except a sidewalk or other improvement unanimously declared by the Council to be needed at once because of an emergency, shall be suspended for six months upon a remonstrance thereto by the owners of the land to be specially assessed therefore. The number of owners necessary to suspend the action will be determined by ordinance. In this Section, "owner" shall mean the record holder of legal title, or where land is being purchased under a recorded land sale contract verified to the Recorder in writing by the record holder of legal title to the land, the purchaser shall be deemed the "owner".

Section 3. SPECIAL ASSESSMENTS. The procedure for levying, collecting and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by general ordinances.

Section 4. BIDS. Public contracting shall be done in compliance with the provisions of Oregon's Public Contracting Code, the rules and regulations promulgated thereunder and with all local contracting rules established by the City.

Section 5. MUNICIPAL SEWER SYSTEM. The City shall continue to own and operate a municipal sewer system and in addition to the other methods provided by Charter, the Council may, when in its discretion it is deemed advisable, provide by ordinance for the construction or reconstruction either by contract or City construction method or the combination of both and for the maintenance, extension, operation or enlargement of sewers, sewer systems, pumping stations, sewage treatment or disposal plant, together with all appurtenances necessary, useful or convenient for the collection, treatment and disposal of sewage and for such purposes may acquire by gift, purchase, grant or condemnation, the necessary lands and rights of way therefore, either within or without the corporate limits of the City of Canby, all or any part of the foregoing being hereinafter referred to as the facilities. The City Council may construct or reconstruct that part of the foregoing facilities consisting of a treatment plant, outfall sewers, trunk sewers, main sewers and pumping plants as an entire unit or as separate units in order to continue to provide the City of Canby with a basic sanitary sewage system; and the Council may provide that the same or that part so constructed will be paid for by all of the residents of the City or property owners therein regardless of whether their property is to be actually connected with or presently served by said systems or units.

CHAPTER X UTILITIES

Section 1. UTILITY DEPARTMENTS: There is hereby created a utility department of electric service of the City of Canby and a utility department of water service of the City of Canby. Each department shall be responsible for the development, production, purchase and distribution of all water or electric revenue producing utilities of the City.

Section 2. WATER DEPARTMENT. The City Council shall have jurisdiction, control and management of the Water Department and all of its operations and facilities. The City Council shall have all the powers and duties necessary to construct, acquire, expand and operate the water system, and to do any and all acts or things that are necessary, convenient or desirable in order to operate,

maintain, enlarge, extend, preserve and promote an orderly, economical and businesslike administration of the Water Department. The City Council may assign or delegate all or a portion of its powers and duties over the Water Department to the Canby Utility Board; provided, however, that the City Council shall retain ultimate jurisdiction, control and management of the Water Department and its operations and facilities.

Section 3. UTILITY BOARD. There is hereby created the Canby Utility Board of the City (hereinafter referred to as the Board), which shall have exclusive jurisdiction, control and management of the Electric Department and all its operations and facilities. The Board shall have all the powers and duties possessed by the City to construct, acquire, expand and operate the electric system, and to do any and all acts or things that are necessary, convenient or desirable in order to operate, maintain, enlarge, extend, preserve and promote an orderly, economical and businesslike administration of the electric system. The Board shall operate as a separate unit of City government and except as provided in this Charter, both the Board and the Electric Department shall be free from the jurisdiction, direction and control of other City Officers and of the City Council. The Board may sue and be sued in its own name. All damage claims arising from the operation of the Board and the Electric Department shall be the responsibility of and be liquidated by the Board.

Section 4. ORGANIZATION OF THE CANBY UTILITY BOARD.

(a) **Number and Qualification of Board Members.** There shall be five (5) members of the Canby Utility Board appointed by the Mayor and confirmed by a majority of the Canby City Council. They shall hold office until their successors are appointed and qualified. They are subject to removal at any time by the Mayor and with the approval of a majority of the Council Members with or without cause and with or without notice. At the first Council meeting after the first of the next month after this Charter takes effect, two (2) Board members shall be appointed to serve terms of three years, two (2) Board members shall be appointed to serve terms of two years, and one (1) Board member shall be appointed to serve a term of one year. Their successors shall be appointed for terms of three years. No Board member may serve more than two successive terms. No person shall be eligible for appointment as a Board member or entitled to hold such office unless at the time of appointment and continuing thereafter, such person is a qualified elector within the meaning of the State Constitution and has resided in the City of Canby during the six months immediately preceding appointment and continues to reside in the City for the term of the appointment. The City Council shall be the final judge of the qualifications and appointment of Board members, but no Council Member or Mayor (during their term of office) shall be eligible to appointment as a member of that Board.

(b) **Vacancies.** Vacancies shall be filled for the unexpired term by the Council. No vacancy in the Board shall impair the right of remaining Board members to exercise all the powers of the Board to transact its business.

(c) **Compensation.** The compensation for the services of each Board member shall be whatever amount the Board fixes.

(d) **Organization of the Board.** Within ten (10) days after their appointment and at its first meeting in January each year thereafter, the Board members shall elect one of their number as Chairman. If the Chairman is absent at any meeting, a pro-tem shall be appointed by the members present. The Chairman shall preside over all meetings of the Board and in doing so, shall, so far as possible, follow Roberts Rules of Order. The Chairman shall, with the approval of the Board, sign all Resolutions and Orders of the Board and all notes, contracts, deeds, mortgages, bonds, and other agreements of the Board. No action shall be taken by the Board except by the affirmative vote of the majority of the members.

(e) **Quorum.** Three (3) Board members shall constitute a quorum.

(f) **Secretary-Clerk.** The Board shall appoint and fix the compensation of a Secretary-Clerk who is not a member of the Board and who shall serve at the pleasure of the Board and is subject to removal at any time and for any reason. Before entering upon the duties of the office, the Secretary-Clerk shall post a bond in such amount and with such surety or sureties as the Board may approve and to assure the faithful performance of duties. The Secretary-Clerk shall attend all meetings of the Board unless excused therefrom by the Board, keep an accurate record of its proceedings in a book provided for that purpose, sign the approved minutes of its meetings and may, with approval of the Board, sign or cosign checks for disbursement of funds.

(g) **Meetings.** The Board shall hold a regular meeting at least once a month at a time and place to be fixed by the Board. Special meetings may be called by the Chairman of the Board, or by two members of the Board. Notice of all meetings shall be given by the Secretary-Clerk in the manner and for the time required for public meetings by ORS 192.640. All regular or special meetings of the Board shall be open to the public.

Section 5. ORGANIZATION OF THE ELECTRIC DEPARTMENT.

(a) **Employees.** The Canby Utility Board shall have the authority to employ a General Manager and such supervisors, bookkeepers, attorneys, laborers, mechanics and other employees, as may be determined, and fix compensation thereof, and discharge the same at pleasure, and for any reason.

(b) **Compensation.** The Board shall have the authority to fix compensation of the Clerk and other employees of the Board and change the same from time to time.

Section 6. POWERS AND DUTIES OF THE CANBY UTILITY BOARD.

(a) **Real Estate and Contracts.** The Board, in the efficient and economical operation of the Electric Department, both inside and outside the City limits, may:

(1) purchase and sell electric power and energy and services to public and private corporations and to other consumers;

(2) construct plants, transmission lines and other facilities;

(3) purchase real estate and franchises in its name; and

(4) enter into all contracts, leases and agreements in furtherance thereof.

(b) **Extension of Services.** The Board may adopt regulations governing extension of services of the Electric Department both inside and outside the City limits. The regulations shall provide the conditions under which the extensions shall be made to render them compensatory and shall provide that each extension project shall, when completed, become the property of the Electric Department whether on public or private property. The Board may provide for the form of refunds where advances by the persons benefited are necessary to make extensions compensatory.

(c) **Joint Operations with Others.** The Board may contract with any public or private corporation or any individual, both inside and outside the City limits:

(1) for the joint use of poles and other property belonging either to the Electric Department or to the other contracting party or jointly to both parties;

(2) for the joint acquisition of real property and franchises and the joint financing, construction and operation of plants, transmission lines and other facilities, whereby any property acquired may become the property of both the Electric Department and the other contracting party; and

(3) for the purchase of energy.

(d) **Eminent Domain.** The Board may enter upon any land or water for the purpose of making surveys and may exercise the right of eminent domain on behalf of the City whenever public necessity or convenience requires.

(e) **Use of Thoroughfares for Utility Installations.** Canby Utility may use the ground over, under or along any road, railroad, highway, street, sidewalk, thoroughfare or alley in the operation of

the Electric Department, but shall in all cases and subject to the applicable general regulation of the City, cause the surface of the public way to be restored in its usual condition.

(f) **Rates.** The Board shall fix rates to be charged for electricity sold and services rendered by the Electric Department. Rates shall be fair, reasonable and compensatory and shall be uniform for all consumers within the same class, but different rate schedules may be applied to different classes of consumers as determined by the Board. Rates shall be sufficient to pay all operating and maintenance costs of the Electric Department and its operations and all bond interest and bond redemption costs. The Board may require reasonable deposits for security for payment of charges for electric services and may provide for the return of deposits when satisfactory consumer credit has been established. Any proposed change in rates and the notice of a public hearing thereon shall be advertised once a week for two successive weeks in a newspaper having a general circulation in the City of Canby. Such notice shall state the proposed rate change, the reasons therefore and the time and place of the public hearing which shall be held within ten (10) days after the last publication of such notice. At the public hearing the Board shall discuss the matter and consider any objections or recommendations. The Board is not bound, however, by any public remonstrances or objections to its proposed rate change.

(g) **Authority for Expenditures.** No money shall be drawn from the funds of the Department nor shall any obligation for the expenditure of money be incurred except as authorized by the Board. No claim against the Department shall be paid unless evidenced by a voucher approved by the General Manager or by some other employee designated by him.

(h) **Bond Issues.** The Board may authorize the sale and issuance of revenue bonds necessary to finance the acquisition, construction, reconstruction, improvements and extensions of the utility system. The Board has the power to provide funding for the operation, maintenance or expansion of existing facilities. A vote of the registered voters will be required for any exploration, construction or development of energy sources over the amount of that department's gross revenues for the preceding fiscal year.

(i) **Short Term Loans.** The Board may borrow money for periods not to exceed five (5) years and may issue negotiable notes, payable from the revenues of the Electric Department, as evidence of the loans. Total loans outstanding at any one time for the Electric Department shall not exceed fifty percent (50%) of that department's gross revenue for the preceding fiscal year.

(j) **No Power to Tax.** The Board shall have no power or authority to levy ad valorem taxes on any taxable property; however, the City Council may, when in its judgment it is deemed necessary or advisable, levy such taxes for the use and benefit of said Board or for the joint use and benefit of the City and said Board.

Section 7. ANNUAL ACCOUNTING AND BUDGET. The Canby Utility Board shall prepare a budget for each fiscal year and file a copy of such budget with the City Council prior to July 1. The Board shall make an annual accounting to show the financial condition of the Electric Department prepared according to generally accepted public utility accounting principles, and file a copy of the same with the City Council each year.

Section 8. GENERAL PROVISIONS.

(a) **Disposition of Public Utilities.** The Canby Utility Board shall have no authority to cease to operate or to sell, lease or abandon, or in any other way dispose of the electric utility system and department controlled by it, without the prior express written approval of the City Council and the approving vote of a majority of the votes cast by the registered voters of the City at a general or special election called by the Council and held for that purpose.

(b) **Existing Obligation.** Contracts, obligations and bond issues relating to the electric utility system of the City legally incurred, approved or authorized prior to the taking effect of this Charter

provision shall not be impaired and shall be binding upon the Board insofar as they apply to the Electric Utility Department.

CHAPTER XI MISCELLANEOUS PROVISIONS

Section 1. DEBT LIMIT. City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize City indebtedness.

Section 2. TORTS. Tort liability of the City of Canby shall be set by limits imposed under Oregon law and shall follow all procedures set forth thereunder.

Section 3. EXISTING ORDINANCES CONTINUED. All ordinances of the City consistent with this Charter and in force when it takes effect shall remain in effect until amended or repealed.

Section 4. CONTRACTUAL OBLIGATIONS. Except gifts of money to the City for specified purposes, expenditures of sums not budgeted and expenditures of budgeted funds for a single purchase or contract in excess of \$50,000.00 shall be authorized by an ordinance; and the City shall not be bound by any such contract in excess of \$50,000.00, unless the same is in writing and signed by the Mayor or City Administrator and attested to by the Recorder on behalf of the City.

Section 5. REPEAL OF PREVIOUSLY ENACTED PROVISIONS. All Charter provisions of the City enacted prior to the time that this Charter takes effect are hereby repealed.

Section 6. SEPARABILITY OF PROVISIONS. The Sections and Subsections of this Charter are declared to be separable; and in the event that any one or more Sections, Subsections or parts of this Charter are declared unconstitutional, it shall not affect the validity of other provisions of the Charter.

Section 7. TIME OF EFFECT OF CHARTER. This Charter shall take effect July 1, 2009.-

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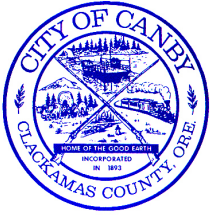
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POLICIES & OPERATING GUIDELINES

For Members of the Canby City Council

Introduction

The Mayor and City Council follow a standardized set of policies and operating guidelines to guide the City Council as it deliberates on public policy matters and conducts the business of the City. In addition, they believe it is important to articulate a vision of those values and principles that set the cornerstone for the type of governance that the citizens of Canby are entitled to from their elected officials.

This document is intended to educate the elected officials on the mechanism around which the governing body of the City of Canby addresses community issues, develops proactive and responsible public policy and attends to the affairs of the City. **The same rules and procedures also apply to the Canby Urban Renewal Agency where applicable. With regard to Urban Renewal Agency, substitute Chair for Mayor and Commissioner for Councilor.**

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, Council members will work for the common good of the people of Canby and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before them.

2. Comply with the Law

Council members shall comply with the laws of the nation, the State of Oregon and the City of Canby in the performance of their public duties. These laws include, but are not limited to: the United States and Oregon constitutions; the Canby City Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, open processes of government; and City ordinances and policies.

3. Conduct of Council Members

The professional and personal conduct of Council members must be above reproach and avoid even the appearance of impropriety. Council members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and commissions, the staff or public.

4. Respect for Process

Council members shall perform their duties in accordance with the processes and rules of order established by the City Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

5. Conduct of Public Meetings

Council members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not appropriate to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Public Meetings Law

Council members shall comply with Oregon Public Meetings Law. All final actions by the Council will take place at Council Meetings that are open to the public. Council members shall make sure that if there is a gathering of a quorum of the Council, outside of a noticed meeting, no discussions of official business shall take place.

7. Decorum in Council Meetings

Requirements – while the Council is in session, all persons shall preserve order and decorum. Any person making personal, impertinent, or slanderous remarks, or becoming boisterous shall be barred by the Mayor from further attendance at said meeting unless permission for continued attendance is granted by a majority vote of the Council

Every member of the public and every Council member desiring to speak shall address the Mayor, and upon recognition by the Mayor, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate.

- We may disagree, but we will be respectful of one another
- All comments will be directed to the issue at hand
- Personal attacks should be avoided.

Enforcement – The Chief of Police (or representative) shall act as ex-officio sergeant-at-arms of the Council. The Chief of Police shall carry out all orders and instructions of the Mayor for the purpose of maintaining order and decorum in the Council Chambers.

Upon instructions of the Mayor it shall be the duty of the sergeant-at-arms or any police officer present to eject from the Council Chambers any person in the audience who uses boisterous or profane language, or language tending to bring the Council or any Council member into contempt, or any person who interrupts and refuses to keep quiet or take a seat when ordered to do so by the Mayor or otherwise disrupts the proceedings of the Council.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, Council members shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest.

In accordance with the law, Council members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. Ex Parte Contacts and Disqualification

A quasi-judicial hearing is a type of land use proceeding. Councilor members should avoid any communication outside of the public hearing process with the applicant or an outside party on land use applications. A site visit is not considered an ex parte contact unless there is communication with an outside party or if information is gained from the visit that could be a factor in future decisions.

Any ex parte contact, including the nature of the contact and the information obtained, should be disclosed at the beginning of the public hearing. The Mayor shall announce the right of interested persons to rebut the substance of the communication. The Council member will also state whether such contact affects the Council member's impartiality or ability to vote on the matter. The Council member must state whether he or she will participate or abstain.

10. Use of Electronic Communications Devices During Council Meetings

Definitions for this section:

Electronic Communications means e-mail, text messages, or other forms of communications transmitted or received by technological means.

Electronic Communications Devices means lap-top computers, blackberries, cell-phones, notebooks, or other similar devices capable of transmitting or receiving messages electronically.

Council members shall not send or receive electronic communications concerning any matter pending before the Council during a meeting. Council members shall not use electronic communication devices to review or access information regarding matters not in consideration before the Council during a Council meeting. Council members shall not access the Internet, but may access Council packet information concerning any matter pending before the Council during a Council meeting. Any electronic communications regarding a quasi-judicial matter to be considered by Council is an ex-parte contact and shall be disclosed as required by law.

11. Decisions Based on Merit

Council members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

12. Motions

- A. Council member motions will be clearly and concisely stated. The Mayor will state the name of the Councilor who made the motion and the Councilor member who made the second and repeat the motion prior to voting.
- B. Most motions die if they do not receive a second. Motions for nominations, withdrawal of a motion, agenda order, roll call votes, and a point of order do not

require a second. Any motion on which a second is not made but on which discussion begins is automatically seconded by the Council member beginning the discussion.

- C. Discussion of a motion is open to all Council members who wish to address the motion. A Council member may speak more than once on each motion. A Council member must be recognized by the Mayor before speaking.
- D. The Mayor will ask for a voice vote for all final decisions. All Council members are expected to vote on each motion unless they are disqualified for some reason. A Council member who does not vote (abstain) must state the basis for any conflicts of interest or other disqualification. The City Recorder will maintain a record of the votes. Any Council member may request a roll call vote on any motion. **Note: The Chair of the Urban Renewal Agency is a voting member.** (Abstentions are those instances in which members who are present do not vote. They are not counted and have no effect on the result.)
- E. At the conclusion of any vote, the Mayor will announce the results. Council members who wish to explain the reasons for their votes must do so briefly and succinctly.

Withdrawal - A motion may be withdrawn by the mover at any time without the consent of the Council.

Tie - The Mayor may vote on a motion that receives a tie vote.

Table - A motion to table is not debatable and precludes all amendments or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.

Postpone - A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.

Call for Question - A motion to call for the question ends debate on the item and is not debatable. Before a Council member calls for the question, each Council member wishing to speak on the item should have at least one opportunity to speak. A second is required for this motion. When the question is called, the Mayor will inquire whether any Council member objects. If there is an objection, the matter will be put to a vote, and it fails without a two-thirds vote. Debate may continue if the motion fails.

Amendment - A motion to amend may be made to a previous motion that has been seconded, but not voted on. Amendments will be voted on first, then the main motion as amended (or not amended). Motions to adjourn, agenda order, table, point of order, take from table, and reconsider may not be amended.

Reconsideration - When a motion has been decided, any Council member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the ordinance, resolution, order or other decision was approved.

Rescind – When a motion has been adopted, any Council member may make a motion to rescind or amend the adopted motion at another meeting. These motions can be made regardless of how the Council member voted. If previous notice of an intent to make a motion to rescind is not given it will require a **two-thirds vote**. If previous notice is given a **majority vote** is all that is needed.

Renewal of Motions – When a motion has been defeated, a Council member may make the same motion again at another meeting, regardless of how they voted on the original motion.

13. Social Media

Any comments made on social media sites by Council members acting in their official capacity are subject to Oregon Public Records and Meetings Laws and City Records Retention Schedule. It is each Councilor's responsibility who makes posts/comments on a social media site, to produce copies of such posts/comments in the case of a public record request. As with Electronic Mail, Council members need to avoid communications between and among a quorum of the Council.

14. Electronic Mail

All Council member email correspondence is subject to the Oregon Public Records and Meetings Laws and is subject to disclosure. Council members shall use their City email accounts for Council business. Email may not be used to discuss policy issues with a quorum of the Council at one time or a quorum of a standing advisory body in a manner which would be in violation of the Oregon Public Meetings Law. Email should be used for correspondence, to schedule meetings, send informative messages or request information from other members of the Council, the City Administrator or City Department Directors.

14. Communication

Council members shall publicly share substantive information that is relevant to a matter under consideration by the Council, which they may have received from sources outside of the public decision-making process. If a response is required, the City Administrator or City Attorney will coordinate the response on behalf of the City. It is appropriate for Council members to acknowledge receipt of communication and thank the sender.

Information received by a Council member that affects the Council should be shared with the whole Council. The City Administrator is to decide on "gray areas," but too much information is preferable to too little. The City Administrator shall share information equally with all Council members.

15. Confidential Information

Council members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

16. Ethics/Use of Public Resources/Gift and Favors

Council members shall review and observe the requirements of the State Ethics Law (ORS 244.010 to 244.390) dealing with use of public office for private financial gain. Council members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

To avoid ethics violations, all budgeted and approved travel and training arrangements for Council members shall be made by the appropriate City staff.

Council members are required to file an Annual Verified Statement of Economic Interest (SEI) form with the Oregon Government Ethics Commission by April 15 of each calendar year. It is the Council member's personal responsibility to ensure they comply with the requirement to complete and submit the SEI form by April 15.

Council members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised. There are restrictions on the value of gifts accepted by a Council member, if the source of the gift has a legislative or administrative interest in decisions or votes the public official makes when acting in the capacity of a public official. No Council member shall solicit or receive any gift(s) with a total value of more than \$50 from any single source who could reasonably be known to have a financial interest in the official actions of that public official. A gift is defined as something of value given to a Council member, for which the Council member does not pay an equal value. Gifts of entertainment are included in the \$50 gift limit.

This does not mean that an official cannot receive any gifts. The law only restricts gifts from sources that have an administrative or legislative interest in the public official's actions, and does allow the public official to receive up to \$50 worth of gifts from each source. In addition, unlimited gifts may be accepted from a source that does not have a legislative or administrative interest in the public official, and the public official may accept unlimited gifts from specified relatives.

In 2010 the Oregon Ethics Commission adopted state administrative rules that specified before any Council member accept gifts related to officially designated negotiations or economic development activity or officially sanctioned trade promotion or fact-finding mission or trips, a consensus of the Council must first be obtained. On October 6, 2010 the Canby City Council adopted Resolution 1073 which authorized Council Members to accept gifts and authorize their own expenses.

17. Advocacy/Communication with Other Public Agencies

In keeping with their role as stewards of the public interest, members of Council should not appear on behalf of the private interests of third parties (i.e. agent for a friend or neighbor) before the Council or any board, commission or proceeding of the City. This does not prohibit a

member of the Council from appearing before a board or commission to represent his/her personal interests. When presenting their **individual opinions and positions**, Council members shall explicitly state their statement reflects personal opinion and not the official position of the City, nor will they allow the inference that they do.

Council members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. If a member is representing the City on a board, committee or public meeting, that member will consistently support and advocate the City's official position on an issue and cannot foster or further a personal viewpoint that is inconsistent with the official City position. It is the policy of the Council that if Councilors are contacted regarding labor relations, during labor negotiations or conflict resolution proceedings, then Councilors have no comment.

Communication that represents the City's position on an issue should come through City Hall and be provided by the City Administrator. Direct submittals or inquiries to the Council or individual Councilors should be referred to the City Administrator, or Council members may ask the City Administrator to look into an issue.

18. Policy Role of Council Members/Staff Relations

Council members shall respect and adhere to the Council-Manager structure of Canby City government as outlined by the Canby City Charter. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff.

Except as provided by the Canby City Charter, Council members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions. City staff will acknowledge the Council as policy makers, and the Council will acknowledge staff and administering the Council's policies.

Council members shall support the maintenance of a positive and constructive work place environment for City staff and for citizens and businesses dealing with the City. Council members shall recognize their special role in dealings with City staff to in no way create the perception of inappropriate direction to staff.

Councilors are encouraged to avoid substantive contact with staff below the Departmental Director to avoid possible disruption of work, confusion on priorities and limited scope of responses. Council member requests for information can be made directly to Department Directors. If the request would create a change in work assignments of any staff member, the request must be made to the City Administrator. Council members will not direct staff to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the approval of a majority of the Council.

19. Independence of Boards and Commissions

Because of the value of the independent advice of boards and commissions to the public decision-making process. Council members shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.

20. City Council Work Session Guidelines

Work Sessions should have an agenda, or list of items that are to be discussed.

- Who leads the meeting and conducts the general discussion of attendees should be established ahead of time.
- If different staff or leaders will be addressing different points, this should be indicated on the agenda and will greatly help to organize the time and make it efficient.
- If there are many items to be discussed, setting an “estimated time” of discussion for each point may help to move things along.

Work Session seating should be conducive to group discussion, presentations, and a general feeling of equalization among the boards, commissions, citizens, and council/mayor.

- Seating arranged in such a way as to diminish “power” roles is a good idea to encourage active participation by all.

The entity originating the workshop should come to meetings prepared.

- If boards, committees, or City staff are generating the work session, the Council would like a few written proposals that we all can discuss and decide on. Likewise, if the Council is presenting material to a group, there should be options or proposals.
- If a more general, or “big picture” discussion needs to take place, it would still help to have printed discussion items to keep us on track.

The Council, board or commission, or City staff making the presentation should summarize and simplify any handouts, support documentation, statistics, facts and figures that are going to be discussed at the meeting.

- Any information more than a couple of pages should be distributed in the days prior to the meeting so the Mayor and Council have the opportunity to familiarize itself with the information.

Meetings should end with everyone feeling a sense of accomplishment and a clear direction (even if everyone does not agree with the outcome).

21. City Council Executive Session Guidelines

Executive Sessions are held by the Council with appropriate staff or advisors in attendance. The purpose is to review certain matters in a setting closed to the public. Matters discussed in Executive Session will be exempt from public disclosure. Executive Sessions may be held during a regular, special or emergency meeting after the Mayor has identified the ORS

authorization for holding the Executive Session. Permitted topics are identified in ORS 192.660 and include employment of a public officer, deliberations with the persons designated by the Council to carry on labor negotiations, deliberations with persons designated to negotiate real property transactions, and to consult with legal counsel regarding current litigation or litigation likely to be filed.

- Prior to opening an Executive Session, the Mayor shall announce the purpose of the executive session, state the statute authorizing the Executive Session, and state to all present, including the media, that matters discussed in Executive Session are not to be disclosed or reported to the public.
- The Mayor and Councilors will not disclose matters discussed in Executive Session.
- All final actions or decision must be made in a public session.

22. City Council Executive Session News Media Attendance Policy

Oregon Public Meetings Law provides that representatives of the news media shall be allowed to attend certain Executive Sessions of public bodies, but may be required to not disclose specified information (ORS 192.660(4)).

Because at the time state law relating to media attendance at Executive Session was adopted “news media” consisted of entities that were institutionalized and structured to support compliance with the requirements of ORS 192.660(4), the law includes no express mechanism for enforcing those requirements.

Technological advances since the time the public meetings law was initially adopted have resulted in development of communication mechanisms allowing virtually any individual or entity to disseminate information widely.

The City of Canby finds that in that absence of a statutory definition of “news media” as that term is used in ORS 192.660(4) it is necessary to adopt a policy that implements the intent of the public meetings law relating to Executive Session attendance without precluding attendance by Internet-based or other “non-traditional” information disseminators that are institutionalized and committed to compliance with ORS 192.660(4).

The City of Canby recognizes that this policy is solely for the purpose of determining eligibility to attend Executive Sessions, which requires non-disclosure of specified information from Executive Sessions, and is not intended to otherwise define “news media” or to determine eligibility to report on City of Canby’s activities or to limit access to other City of Canby meetings by any person.

The City of Canby hereby adopts the following policy:

- A. Currently Recognized News Media Organizations. The following entities are hereby recognized as news media organizations eligible to attend Executive Sessions because they have an established history of meeting the requirements of this policy:
 1. Canby Herald Newspaper
 2. Oregonian Newspaper

3. No other entity shall be permitted to attend an Executive Session unless it is recognized through the process described in Section 2 below.

B. Recognition of Other News Media Organizations.

1. The following entities are recognized as news media organizations eligible to attend Executive Sessions:
 - a. A general or associate member newspaper of the Oregon Newspaper Publishers Association, a broadcast member of the Oregon Association of Broadcasters or a member of the Associated Press; or
 - b. A newspaper that the City of Canby uses for publication of public notices and that meets the requirements of ORS 193.020; or
 - c. An entity recognized by the City of Canby as being a news source that: is organized and operated to regularly and continuously publish, broadcast, transmit via the Internet or otherwise disseminate news to the public, and that regularly reports on activities of the City of Canby or matters of the nature under consideration by the City of Canby; and
2. Is determined by the City of Canby to be a business entity that is institutionalized¹ and that is committed to, and is structured to support, the terms of ORS 192.660(4).² In making this determination, the City of Canby may consider and weigh any factors that it deems to be relevant, including, without limitation, the existence of any of the following factors:
 - a. The entity has multiple personnel with defined roles within its organizational structure;
 - b. The names of news-reporting personnel, and responsible entity management personnel, together with addresses and contact telephone numbers, are readily available;
 - c. The entity has an available process for correcting errors, including violations of Executive Session statutes, by a person with authority to take corrective measures.
 - d. It shall be the entity's burden to persuade the City of Canby by substantial evidence that it should be recognized as a news media organization meeting the criteria in Section 2(a) of this policy. Such evidence must be submitted [time period] in advance of the first Executive Session that the entity desires to attend. The City of Canby shall make a determination within [time period] of receiving the evidence submitted by the entity. The City of Canby may elect to forgo this procedure in cases where the City of Canby, in its sole discretion, determines that it can immediately recognize that an entity qualifies under this policy, or in cases where the public body, in its sole discretion, determines that other good cause exists for making an expedited determination. A determination that the entity is not recognized shall be based upon written findings addressing the criteria in Section 2(a).

- C. Attendance at Executive Sessions. Representatives of news media organizations recognized pursuant to Sections 1 and 2 of this policy shall be allowed to attend Executive Sessions, except as described in ORS 192.660(4) and 192.660(5), pursuant to the following process:

1. The representative must provide substantial evidence persuading the City of Canby, that he or she is a news reporter for the recognized news media organization. In making its determination whether to recognize the person as a representative of the news media organization, the City of Canby shall require:
 - a. A press badge or identification issued by the recognized news media organization, plus proof of identity (such as a driver's license); or
 - b. A recently published news article in the recognized news media organization publication or broadcast, with the person's byline, or a masthead showing the person's name as a member of the news gathering staff of the news media organization, plus proof of identity; or
 - c. A letter on letterhead from an editor of the recognized news media organization in which the editor states that the reporter is covering the meeting for the news media organization, plus proof of identity.
 2. Representatives of the news media are not permitted to attend Executive Sessions involving deliberations with persons designated to carry on labor negotiations. ORS 192.660(4). If the Executive Session is being held for the purpose of conferring with counsel about current litigation or litigation likely to be filed, the City of Canby shall exclude any member of the news media from attending if the member is a party to the litigation to be discussed or is an employee, agent or contractor of a news media organization that is a party to the litigation. ORS 192.660(5).
 3. The City of Canby may require that a request to attend an Executive Session be made in writing on a form provided by the City of Canby. The form shall require disclosure of the person's name, and the entity for which he or she is a news reporter, and shall require submission of evidence described in Subsections 3(a) (1), (2) or (3) of this policy. The form shall also include a signature line whereby the person certifies that they are gathering news for a recognized news media organization, that the information given is true and that they agree to comply with ORS 192.660(4).
 4. The City of Canby may consider any relevant evidence provided or gathered in making its decision as to whether a person shall be recognized as a representative of a recognized news media organization.
- D. Recording Devices Prohibited. Cameras, tape recorders and other recording devices shall not be used in Executive Sessions, except for the official Executive Session tapes made by City of Canby staff.
- E. Exclusion Based on a Direct Personal Interest. A representative of a news media organization that has a direct personal interest in the subject of the Executive Session that would frustrate the purpose of the Executive Session may be barred from attending.

- F. Application to Boards and Commissions. These policies and procedures shall apply to the City of Canby and all of its boards and commissions.

¹ *For the purposes of this policy, “institutionalized” means long-established or well-established*

² *ORS 192.660 (4). Representatives of the news media shall be allowed to attend executive sessions other than those held under subsection (2)(d) of this section relating to labor negotiations or executive session held pursuant to ORS 332.061 (2) but the governing body may require that specified information be undisclosed.*

23. Implementation

As an expression of the standards of conduct for Council members expected by the City, the Policies & Operating Guidelines is intended to be self-enforcing. It therefore becomes most effective when Council members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for City Council and newly elected and appointed officials. Council members entering office shall sign a statement affirming they read and understood the City of Canby Policies & Operating Guidelines. In addition, the Policies & Operating Guidelines shall be reviewed by the City Council boards and commissions and update it as necessary.

24. Compliance and Enforcement

The Policies & Operating Guidelines expresses standards of ethical conduct expected for Council members. Council members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The Chairs of boards and commissions and the Mayor have the additional responsibility to intervene when actions of Council members that appear to be in violation of the Policies & Operating Guidelines are brought to their attention.

The City Council may impose sanctions on Council members whose conduct does not comply with the City's ethical standards as set forth in the City of Canby Charter, Chapter IV, Section 2.

A violation of the Policies & Operating Guidelines shall not be considered a basis for challenging the validity of a Council, board or commission decision.

MEMBER STATEMENT

As a member of the Canby City Council I agree to uphold the Policies & Operating Guidelines for elected and appointed officials adopted by the City and conduct myself by the following model of excellence. I will:

Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;

Help create an atmosphere of respect and civility where individual members, City staff and the public are free to express their ideas and work to their full potential;

Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;

Respect the dignity and privacy of individuals and organizations;

Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;

Avoid and discourage conduct which is divisive or harmful to the best interests of Canby;

Treat all people with whom I come in contact in the way I wish to be treated;

I affirm that I have read and understood the City of Canby Policies & Operating Guidelines.

Date: _____

Printed Name & Office: _____

Signature: _____

FORM OF GOVERNMENT

The City of Canby operates under the Council-Manager form of government. All Oregon cities over 2,500 population have the Council-Manager form except Portland, Beaverton, Burns, Lakeview and Junction City. The chief characteristic of this form is that the Council appoints a qualified person as City Administrator to take charge of the daily supervision of the City affairs.

COUNCIL MEMBERS - At each biennial general election after this Charter takes effect, three Council members shall be elected each for a term of four years; and each biennial general election the number of Council members required to fill vacancies pursuant to Chapter VII. Section 2.

COUNCIL LIAISONS - Council liaisons are selected on an annual basis. The designation is flexible based upon the needs of the Council. Liaisons are encouraged to attend committee meetings on a regular basis. Liaisons will report back to the Council on committee activities not included in the committee minutes. Liaisons are not voting members of committees. Liaisons will clarify personal opinion and differentiate that from Council opinion.

MAYOR - At each biennial general election a Mayor shall be elected for a term of two years.

ADMINISTRATOR, JUDGE, CITY ATTORNEY AND OTHER OFFICERS - Additional officers of the City shall be a City Administrator, Municipal Judge, and City Attorney, each of whom the Council shall appoint, and such other officers as the Council deems necessary. Appointed officers shall hold their office during the pleasure of the Council or until their successors are appointed and qualified. Appointed officers are subject to removal at any time by the Council with or without cause and may be suspended in accordance with the provisions of Chapter V, Section 2(c)(3) of the City of Canby Charter. The duties of all officers not defined in this Chapter may be prescribed by the Council. The Council may combine any two or more appointive offices.

MAYOR - The Mayor shall be chairperson of the Council and preside over its deliberations and shall have no vote on any questions before it except in the case of tie. The Mayor shall have authority to preserve order, enforce the rules of the Council and determine the order of business under the rules of the Council. The Mayor shall appoint the committees provided by the rules of the Council; and shall sign all records of proceedings approved by the Council. The Mayor shall have no veto power. In the Mayor's absence, the President of the Council, shall sign all Ordinances passed by the Council within five days after their passage. After the Council approves a bond of a City officer or a bond for a license, contract or proposal, the Mayor shall endorse the bond.

PRESIDENT OF THE COUNCIL - At its first meeting after this Charter takes effect and thereafter at its first meeting of each odd-number year the Council by vote shall elect a President from its membership. In the Mayor's absence from a Council meeting, the President shall preside over it. Whenever the Mayor is unable to perform the functions of the office, the President shall act as Mayor.

CITY ADMINISTRATOR - The City Administrator shall be the administrative head of the government of the City and shall be appointed by the Council without regard to political

considerations and solely with reference to executive and administrative qualifications. A City Administrator need not be a resident of the City of Canby or the State at the time of appointment, but promptly thereafter shall become and remain a resident of the City during the term of the office. Before taking office, the City Administrator shall give a bond in such amount and with such surety as may be approved by the Council. The premiums on such bond shall be paid by the City. The Administrator shall be appointed for an indefinite term and may be removed at the pleasure of the Council.

The powers and duties of the Administrator shall be as follows:

- A. Devote full time to the discharge of official duties, attend all meeting of the Council unless excused there from by the Council or the Mayor, keep the Council advised at all times of the affairs and needs of the City, and make reports annually, or more frequently if requested by the Council, of all the affairs and departments of the City.
- B. See that all Ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed.
- C. Hire or remove all City employees and have general supervision and control over them and their work, with power to transfer an employee from one department to another. The administrator shall supervise the departments to the end of obtaining the utmost efficiency in each of them.
- D. Act as purchasing agent for all departments of the City.
- E. Be responsible for preparing and submitting to the Budget Committee the annual budget estimates and such reports as the body requests.
- F. Supervise the operation of all public utilities owned and operated by the City excepting the electric utility department for which the Canby Utility Board has exclusive jurisdiction, control and management as provided in the following Chapter X.
- G. The City Administrator shall have general supervision over all City property.
- H. Perform such other duties as may be prescribed from time to time by the Council

AUTHORITY TO CONTRACT FOR PROFESSIONAL SERVICES - The Council shall have authority to contract for the professional services of those whose professional skills, training and knowledge may be required at any time or from time to time for the administration of City affairs and municipal government. The duties and responsibilities of such persons engaged for their professional skills, knowledge and ability shall be specified in their respective contracts with the City by the contracts for the services of the following persons shall include the following particular duties, services and responsibilities:

- A. Municipal Judge. The Municipal Judge shall hold within the City a court known as the Municipal Court for the City of Canby, Clackamas County, Oregon. All areas within the City shall be within the territorial jurisdiction of the Court. The Municipal Judge shall exercise original and exclusive jurisdiction of all offenses defined and made punishable by the Ordinances of the City and of all actions brought to recover or enforce forfeitures or penalties defined or authorized by Ordinances of the City. The Municipal Judge shall have authority to issue process for the arrest of any person accused of an offense against the Ordinances of the City, to commit any such person to jail or admit to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trial of any cause, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the Court, and to punish witnesses and others for

contempt of Court. Men not governed by Ordinances or this Charter, all proceeding in the Municipal Court for the violation of a City ordinance shall be governed by the applicable general laws of the State governing Justices of the Peace and Justice Courts, except that the Municipal Court shall not exercise any civil jurisdiction.

- B. City Attorney. The City Attorney is a legal adviser of the officials of the City of Canby and shall be retained by the Council. It shall be the duty of such Attorney to attend all regular Council meetings and such special meetings as may be required unless excused there from by the Council. The City Attorney shall represent and defend the City in all suits, actions at law and all matters and things in which the City of Canby may be legally interested. The City Attorney, or a deputy appointed by him, shall also represent the City in the Municipal Court including violations of any City Ordinances or for the violation of all other laws under which the Municipal Court has jurisdiction.

Boards, Committees & Commissions

These boards, committees and commissions are advisory to the City Council and assist the Council in forming policy and making law. Committees are encouraged to make an annual presentation to the City Council. Selection of Committee Chairs are decided annually by each committee (except Budget Committee). Committee members who have three unexcused absences from meetings are subject to removal from the committee.

Bike & Pedestrian Committee – The Bicycle and Pedestrian Committee consists of seven (7) members. Members serve three (3) year terms. ***Members are appointed by City Council upon recommendation by the Committee Chairperson and assigned Council Liaison. The Mayor may vote only when necessary to break a tie.***

The duties of the committee shall include:

- A. Recommending policies and procedures conducive to efficient and effective operation of the bicycle and pedestrian transportation system;
- B. Keeping informed about current trends in bicycle and pedestrian services and administration;
- C. Studying growth and needs in the City and its vicinity for bicycle and pedestrian facilities;
- D. Developing long-range plans for bicycle and pedestrian services and facilities, consistent with City priorities;
- E. Investigating sources of funding for bicycle and pedestrian services and facilities;
- F. Recommending policies for the acceptance and use of gifts for bicycle and pedestrian purposes;
- G. Participating in the annual budgetary process of the City as that process pertains to the bicycle and pedestrian facilities and services;
- H. Reviewing and recommending terms of contracts and working relationships with other public agencies regarding bicycle and pedestrian facilities and services;
- I. Encouraging widespread public support and use of bicycle and pedestrian facilities and services; and
- J. Performing other duties as authorized by the City Council.

Budget Committee – The Budget Committee consists of the members of the City Council and six (6) citizens-at-large (must reside within City limits and be a registered voter). The Mayor is not a member of this Committee. Members serve three (3) year terms. ***Citizens-at-large are appointed and confirmed by the City Council. The Mayor may vote only when necessary to break a tie on an appointment.***

Canby Public Library Board – The Library Board consists of seven (7) voting members, plus a non-voting high school student member who resides within the Canby School District Boundary. In accordance with the IGA, the city shall provide fair representation of unincorporated residents equal to the share of unincorporated patrons served by the Canby Public Library. Therefore, two of the 7 voting members must reside outside the Canby city limits. The other 5 members shall be residents of the city. Members serve four (4) year terms. Members are limited to two consecutive terms. ***Members are appointed by City Council upon recommendation by the Board Chairperson and assigned Council Liaison. The Mayor may vote only when necessary to break a tie.***

The duties of the Library Board shall include:

- A. Keeping informed about current trends in the library services and administration;
- B. Studying library growth and needs in the City and its vicinity;
- C. Developing long-range plans for library service and facilities, consistent with City priorities and with state, regional and national goals pertinent to libraries;
- D. Recommending types of library service for the City and its vicinity;
- E. Investigating sources of funding for library service and facilities;
- F. Recommending policies for the acceptance and use of gifts for library purposes;
- G. Participating in the annual budgetary process of the City as that process pertains to the library;
- H. Recommending policies and procedures conducive to efficient and effective operation of the library;
- I. Reviewing and recommending terms for contracts and working relationships with other public agencies regarding library service;
- J. Encouraging widespread public support and use of the library;
- K. Submitting an annual report to the City Council and the state library; and
- L. Performing other duties as authorized by the City Council.

Canby Urban Renewal Budget Committee – The Urban Renewal Budget Committee consists of members of the Urban Renewal Agency, six (6) citizens-at-large from the City Budget Committee, and one (1) additional citizen-at-large (must reside within City limits and be a registered voter). Members serve three (3) year terms. ***Citizens-at-large are appointed and confirmed by the Urban Renewal Agency.***

Canby Utility Board – The Canby Utility Board consists of five (5) members. Members serve three (3) year terms. ***Members are appointed by the Mayor and confirmed by the City Council following an interview panel consisting of the Mayor, City Council Liaison, and Canby Utility Board Chairperson. No Board member may serve more than two successive terms. The Mayor may vote only when necessary to break a tie.***

The Board, in the efficient and economical operation of the Electric Department and Water Department, both inside and outside the City limits, may:

- A. Purchase and sell electric power and energy and services to the public and private corporations and to other consumers;
- B. Construct plants, transmission lines and other facilities;
- C. Purchase real estate and franchises in its name;
- D. Enter into all contracts, leases and agreements in furtherance thereof; and
- E. Through an inter-governmental agreement with the City, management of the Water Department and all of its operations and facilities.

The Board may contract with any public or private corporation or any individual, both inside and outside the City limits:

- A. For the joint use of poles and other property belonging either to the Electric Department or to the other contracting party or jointly to both parties; and
- B. For the joint acquisition of real property and franchises and the joint financing, construction and operation of plants, transmission lines and other facilities, whereby any property acquired may become the property of both the Electric Department and other contracting party, for the purchase of energy.

Heritage & Landmark Commission – The Heritage & Landmark Commission consists of seven (7) members, plus a non-voting high school student member who resides within the Canby School District Boundary. Members serve three (3) year terms. ***Members are appointed by City Council upon recommendation by the Board Chairperson and assigned Council Liaison. The Mayor may vote only when necessary to break a tie.***

It is the responsibility of the Heritage & Landmark Commission to ensure that the purposes of this section are implemented, and to perform the following duties:

- A. Adopt rules to govern its deliberations and decisions, including a method to record its proceedings;
- B. Carry out the duties described for it in this ordinance and assist the Planning Director, Planning Commission and Canby City Council on historic preservation matters;
- C. Maintain and update an inventory of historic resources within the City, as provided under section 16.110.035;
- D. Review and render decisions on all historic landmark and historic district applications, as provided under section 16.110.045;
- E. Review and make recommendations on application of the Historical Protection Overlay Zone, as provided under section 16.110.045;
- F. Review and render decisions on proposals to alter the exterior of a Historic Landmark subject to the procedures and criteria set forth in section 16.110.080;
- G. Review and render decisions on all proposed new construction on property where a Historic Landmark is located, or within a Historic District, subject to the procedures and criteria set forth in section 16.110.080;
- H. Review all requests for demolition of a historic landmark or contributing resource, as provided under section 16.110.075;

- I. Review and make recommendations to the Planning Commission on all Conditional Use applications under section 16.38;
- J. Review and make recommendations on all partitions and subdivisions of designated properties, as provided under section 16.110.085;
- K. Disseminate information to educate the public as to local, state and federal laws protecting antiquities and historic places;
- L. Act as consultant for local preservation groups, educational workshops, signage and monumentation projects, and other similar projects;
- M. Advise interest groups, agencies, boards, commissions, and citizens on matters relating to historic preservation within the City; and
- N. Provide design guidance for historic property owners.

Parks and Recreation Advisory Board – The Parks and Recreation Advisory Board consists of nine (9) members. Members serve for three (3) years. ***Members are appointed by City Council upon recommendation by the Board Chairperson and assigned Council Liaison. The Mayor may vote only when necessary to break a tie.***

- A. Keeping informed about current trends in parks and recreation services and administration;
- B. Studying growth and needs in the City and its vicinity for parks and recreation services;
- C. Developing long-range plans for parks and recreation services and facilities, consistent with City priorities;
- D. Recommending types of parks and recreation services for the City and its vicinity, including marketing of such services;
- E. Investigating sources of funding for parks and recreation services and facilities;
- F. Recommending policies for the acceptance and use of gifts for parks and recreation purposes;
- G. Participating in the annual budgetary process of the City as that process pertains to parks and recreation services;
- H. Recommending policies and procedures conducive to efficient and effective operation of parks and recreation services;
- I. Reviewing and recommending terms of contracts and working relationships with other public agencies regarding parks and recreation services;
- J. Encouraging widespread public support and use of parks and recreation services and facilities;
- K. Submitting an annual report to the City Council;
- L. Advising the Planning Department regarding park land dedication and other park planning issues to meet the public needs identified in the Park Master Plan and Park Acquisition Plan; and
- M. Performing other duties as authorized by the City Council.

Planning Commission – The Planning Commission consists of seven (7) members. Members serve three (3) year terms. ***Members are appointed by the City Council upon recommendation of the Mayor, Council Liaison, and Planning Commission Chairperson. The Mayor may vote only when necessary to break a tie.***

Except as otherwise provided by law, it shall be the duty of the commission and it shall have power to:

- A. Recommend and make suggestions to the City Council and to all other public authorities concerning laying out, widening, extending, and locating of streets, parking, sidewalks and boulevards, relief of traffic congestion, betterment of housing and sanitation conditions and establishing of zones of districts limiting the use, height, area and bulk of buildings and structures;
- B. Recommend to the City Council and all other public authorities plans for regulation of the future growth, development and beautification of the municipality in respect to its public and private buildings and works, streets, parks, grounds and vacant lots, and plans consistent with future growth and development of the City in order to secure to the City and its inhabitants sanitation, proper service of all public utilities, and transportation facilities;
- C. Act as the City's official citizen involvement entity, hearing any and all comments, criticisms, and suggestions concerning City planning policies, procedures, or regulations as members of the public may wish to convey to the City;
- D. Do and perform all other acts and things necessary or proper to carry out the provisions of City ordinances and of Oregon Revised Statutes, Chapter 227, and all amendments thereto;
- E. Study and propose in general such measures as may be advisable for promotion of the public interest, health, safety and welfare of the City and of the surrounding area;
- F. Perform such acts as are now, or may hereafter be, specified in the Land; and
- G. Development and Planning Ordinance or otherwise authorized by the City Council. (Ord. 740 section 10.2.60, 1984)

Traffic Safety Commission – The Traffic Safety Commission consists of a seven (7) member voting board with non-voting liaisons representing the Canby Police Department, the Public Works Department, and the City Council. Members serve three (3) year terms. ***Members are appointed by City Council upon recommendation by the Commission Chairperson and assigned Council Liaison. The Mayor may vote only when necessary to break a tie.***

The Traffic Safety Commission is specifically responsible for, but not limited to the following:

- A. Developing and implementing coordinated traffic safety programs that meet local needs;
- B. Act in an advisory capacity to the City Council in the coordination of traffic safety activities of the official agencies and departments of Canby;
- C. Reviewing and recommending project applications for funding to the City Council;
- D. Serving as liaison between the City of Canby, the Clackamas County Safety Commission, and the Oregon Traffic Safety Commission in developing the State Highway Safety Programs and in meeting the National Highway Safety Programs Standards;
- E. Promoting public acceptance of official programs authorized or instigated by the City;
- F. Fostering public knowledge and support of traffic law enforcement and traffic engineering problems;
- G. Cooperating with Canby schools in promoting educational traffic safety aids; and
- H. Educating the public in traffic safety aids.

Transit Advisory Committee – The Transit Advisory Committee consists of seven (7) members. Members serve three (3) year terms. Membership requires: residence within the City of Canby or the City’s Urban Growth Boundary or current employment or affiliation with a business or organization operating within the City of Canby or the City’s Urban Growth Boundary. No more than two members may reside outside the City’s Urban Growth Boundary. *Members are appointed by City Council upon recommendation by the Committee Chairperson and assigned Council Liaison. The Mayor may vote only when necessary to break a tie.*

The Canby Transit Advisory Committee is specifically responsible for, but not limited to the following:

- A. Developing and assessing, on an ongoing basis, the transportation needs of the citizens of Canby;
- B. Acting in an advisory capacity to the Transit Director in the coordination of transit services;
- C. Promoting and educating the public regarding acceptance and usage of the transit system; and
- D. Promoting and educating the public regarding special problems associated with the use of the transit system by youth, elderly and disable citizens.

Urban Renewal Budget Committee – The Urban Renewal Budget Committee consists of all the members of the Urban Renewal Agency, six (6) citizens-at-large from the City Budget Committee and one (1) additional citizen at large (must reside within City limits and be a registered voter), 3 year terms (*Additional Citizen-at-large is appointed by the Urban Renewal Agency*)