



CITY COUNCIL Agenda

222 NE 2nd Avenue, Canby, OR, 97013 | Ph: (503) 266-4021 | www.canbyoregon.gov

November 19, 2025

The City Council meeting may be attended in person in the Council Chambers at
222 NE 2nd Avenue, Canby, OR 97013

The meetings can be viewed on YouTube at:

<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

The public can register to speak at the meeting virtually by contacting the Deputy City Recorder;
ridgleyt@canbyoregon.gov or call 503-266-0637. No registration is required to speak in person.

For questions regarding programming, please contact: Willamette Falls Studio (503) 650-0275;
media@wfmstudios.org

WORK SESSION – 6:00 PM

1. CALL TO ORDER

2. COMPREHENSIVE PLAN POLICIES REVIEW

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3. ADJOURN

REGULAR MEETING – 7:00 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance (performed by American Heritage Girls with flag presentation)

2. SMALL BUSINESS SATURDAY PROCLAMATION

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- 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. If you are attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. If you would like to speak virtually, please contact the Deputy City Recorder by 4:30 pm on November 19, 2025, with your name, the topic you'd like to speak on and contact information:
ridgleyt@canbyoregon.gov or call 503-266-0637.

4. CONSENT AGENDA

- a. Consider Approval of the October 15, 2025, City Council Regular Meeting Minutes.

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5. ORDINANCES & RESOLUTIONS

- a. Consider **Ordinance No. 1658**: An Ordinance Authorizing the Interim City Administrator to Execute a Service Agreement with Directlink for the Renewal of Voiceconnect Services for the City of Canby. *(Second Reading)* Pg. 63
- b. Consider **Ordinance No. 1659**: An Ordinance Amending Chapter 2.04 of the Canby Municipal Code. *(First Reading)* Pg. 74
- c. Consider **Resolution No. 1448A**: A Resolution Repealing the Canby City Council's Policies & Operating Guidelines Adopted in December of 2018 and Adopting New Policies & Operating Guidelines, Option A, or Consider **Resolution No. 1448B**: A Resolution Repealing the Canby City Council's Policies & Operating Guidelines Adopted in December of 2018 and Adopting New Policies & Operating Guidelines, Option B. Pg. 79
- d. Consider **Resolution No 1449**: A Resolution Authorizing the Interim City Administrator to Execute an Intergovernmental Agreement (IGA) with Clackamas County for the Provision and Reimbursement of Expanded Elderly and Disabled Demand-Response Transit Services for Fiscal Years 2026 and 2027. Pg. 140

6. OLD BUSINESS

7. NEW BUSINESS

- a. Library Strategic Plan 2024-2027 Update Pg. 163
- b. Potentially Cancel December 17, 2025, Council Meeting?

8. MAYOR'S BUSINESS

9. COUNCILOR COMMENTS & LIAISON REPORTS

10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORT

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- a. Bi-Monthly Reports

11. CITIZEN INPUT

12. ACTION REVIEW

13. 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 Teresa Ridgley at 503-266-0637. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov.



CITY COUNCIL Staff Report Work Session

Meeting Date: 11/19/2025

To: The Honorable Mayor Hodson & City Council
Thru: Randy Ealy, Interim City Administrator
From: Don Hardy, Planning Director
Agenda: Comprehensive Plan Policy and Strategy Review

Summary

The comprehensive plan is a long-range guidance document providing policy direction for consideration of how the city grows and addresses visioning language for development of future processes and ordinances. The comprehensive plan also addresses designated land uses, residential, commercial and industrial along with park land policies. Goals, policies and strategies need to be consistent with city zoning standards and internally consistent between each chapter of the comprehensive plan.

Background

The Canby comprehensive plan has 12 chapters reflective of statewide planning goals: Goal 1 Citizen Involvement, Goal 2 Land Use, Goal 5 Natural Resources, Scenic and Historic Areas, and Open Space, Goal 6 Air, Water and Land Resources Quality, Goal 7 Areas Subject to Natural Hazards, Goal 8 Recreational Needs, Goal 9 Economic Development, Goal 10 Housing, Goal 11 Public Facilities and Services, Goal 12 Transportation, Goal 13 Energy Conservation, and Goal 14 Urban Growth. The Canby Comprehensive Plan Goals, Policies and Strategies are being refined, and this work session will provide an update and the comprehensive plan chapters, community input and key goals policies and strategies for city council consideration and input for the next steps in the process. Community input has been important and most recently this has included the Community Summit #5 Comp Plan Survey Summary, the Project Advisory Committee Survey Summary, and Planning Commission and Heritage Landmarks Commission member input. Other community input came from the 2043 Community Vision identified below, prior community meetings, and technical advisory committee meetings, the adopted Housing Needs Analysis, Economic Opportunity Analysis and Parks and Recreation Master Plan.

The 2043 Community Vision was developed through community summits, project advisory committee meetings and addresses five main themes.

(1) Housing for All

Canby's safe and livable neighborhoods have a range of housing options that support all ages and income levels, with access to services and amenities. Residents across multiple generations can move in, move up, and age in place, ensuring families live and thrive in Canby.

(2) Supportive and Welcoming Community

Canby is a place where all people belong and diversity is embraced. Excellent schools, community organizations, and local events strengthen Canby's social fabric. The Canby Community Center and

other entertainment and recreational spaces are ‘hubs’ within the city for youth, families, and seniors to gather and interact.

(3) Diverse and Prosperous Economy

Canby’s economy is driven by a variety of businesses that offer stable employment opportunities and higher-wage jobs that allow people to live and work in Canby. Surrounding industrial and agricultural industries put Canby on the map and continue to cultivate economic opportunity. A vibrant downtown and diverse local businesses provide great destinations and experiences. Residents and visitors enjoy the town’s dining, shopping, and historic and cultural attractions.

(4) Resilient Public Infrastructure

Canby’s reliable public infrastructure meets the needs of our growing community. The transportation network prioritizes safety, connectivity, and accessibility, while reducing reliance on Highway 99E for local trips. Residents enjoy a network of complete streets that safely connect neighborhoods to parks, schools, downtown, the Molalla River, and other amenities. Utilities such as water, sewer, stormwater, and power support established neighborhoods and are strategically planned in developing areas of the city.

(5) Network of Connected Greenspaces

Canby’s agricultural heritage and natural landscape can be seen and felt throughout the city. Residents benefit from an interconnected system of parks and trails that promote health, recreation, and accessibility for all ages. Beautiful Wait Park at the heart of Canby is equipped with facilities that support local gatherings. Safe trails and paths, such as the Logging Road Trail, provide access to Canby’s natural areas and the riverfront. A dense tree canopy is present throughout Canby, where residents and workers can seek shade while enjoying their natural surroundings.

Attachments

- Draft Canby Comprehensive Plan Goals, Policies, and Strategies. A PowerPoint presentation will also be provided to city council on November 18.

Options

No formal action is needed but the city council’s direction is needed for the proposed goals, policies and strategies and this input will assist in advancing the comprehensive plan and hearings anticipated in early 2026.

Fiscal Impact

No fiscal impact will occur.

Recommended Action

No formal action is requested but the council’s input on the goals, policies and strategies is being sought.

MEMORANDUM

To: *Don Hardy*
Planning Director
City of Canby
222 NE 2nd Avenue
Canby, Or 97013

From: Steve Faust, AICP
Community Planning Director

Date: November 5, 2025

Project Name: Canby Comprehensive Plan and Transportation System Plan Updates
RE: Draft Canby Comprehensive Plan Goals, Policies, and Strategies

The 3J Consulting team has prepared draft Comprehensive Plan for Technical Advisory Committee review. The focus for review is the goals, policies, and strategies that implement the Community Vision and adhere with state law, including applicable Oregon's Statewide Land Use Planning Goals

Goal 1. Citizen Involvement
Goal 2. Land Use Planning
Goal 5. Natural Resources, Scenic and Historic Areas, and Open Spaces
Goal 6. Air, Water and Land Resources Quality
Goal 7. Areas Subject to Natural Hazards
Goal 8. Recreational Needs
Goal 9. Economic Development
Goal 10. Housing
Goal 11. Public Facilities and Services
Goal 12. Transportation
Goal 13. Energy Conservation
Goal 14. Urbanization

The Comprehensive Plan is a long-range plan that guides future growth and development in the Canby urban area. It establishes a policy framework built on a factual basis to guide all land use and related activities in line with the Community Vision. Specifically, the Comprehensive Plan includes background information, goals, policies, strategies, and a map that inform how and where land is developed and infrastructure is provided to meet the needs of current and future residents.

The Comprehensive Plan is implemented through a variety of tools and measures, including Canby's development code, zoning map, urban renewal plans, urban growth management program, Capital Improvement Plan, and other City plans and programs. Under state law, all area plans, zoning codes, permits, and public improvements must be consistent with comprehensive plans.

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STATEWIDE PLANNING GOAL 1 – CITIZEN INVOLVEMENT

Background

Oregon Statewide Planning Goal 1 establishes requirements for the City's citizen involvement program. Per Goal 1, the City of Canby (City) is responsible for providing "the opportunity for citizens to be involved in all phases of the planning process." The City must develop a citizen involvement program that addresses:

- Opportunities for widespread public involvement;
- Effective two-way communication with the public;
- The ability for the public to be involved in all phases of the planning process;
- Making technical information easy to understand;
- Feedback mechanisms for the policymakers to respond to public input; and
- Adequate financial support for public involvement efforts.

Canby offers a variety of community engagement opportunities, primarily through volunteer opportunities, Civic Engagement Academy participation, public comment at civic meetings, and positions on Boards and Commissions. Existing Boards and Commissions include the following:

- City Council
- Bike and Pedestrian Committee
- City Budget Committee
- Canby Utility Board
- Heritage and Landmarks Commission
- Library Advisory Board
- Parks and Recreation Advisory Board
- Planning Commission
- Traffic Safety Commission
- Transit Advisory Committee
- Urban Renewal Agency Board
- Urban Renewal District Budget Committee

The 2024 Canby Housing Needs Analysis states that community outreach efforts should be designed to reach all residents including historically underserved populations who are not typically well represented during public meetings. Underserved populations include renters, low-income households, Hispanic/Latino residents, other racial and ethnic minorities and immigrant or refugee communities, veterans, people with disabilities, seniors, agricultural workers, and formerly and currently houseless people.

Community Demographics

In alignment with Oregon Statewide Planning Goal 1, Citizen involvement efforts should be designed to reach a cross-section of the community that reflects Canby's demographics. In order to ensure full and fair participation by all potentially affected community members in the decision-making process, engagement activities and tools will focus on meeting all Canby community members. Below are identified populations which engagement activities will be tailored to as a way to enhance engagement.

The following demographic profile reflects the U.S. Census American Community Survey 5-Year Data 2017-2021 Data Profile. Approximately 17,695 people lived in Canby in 2019. According to Portland State University's Population Research Center, Canby attained a record-high population of 18,413 people as of July 1, 2021.

Race and Ethnicity

According to 2017-2021 American Community Survey data, approximately 84% of Canby residents identify as White. The remainder of residents identify as Asian (1.4%) American Indian/Alaska Native (0.3%), and African American (0.5%). 7.5% identify with two or more races. Approximately 18% of Canby residents identify as Hispanic or Latino, significantly higher than the State of Oregon (13.6%).

Race/Ethnicity	City of Canby	Oregon
White	84.3%	80.7%
African American	0.5%	1.9%
Asian	1.4%	4.4%
Native Hawaiian and other Pacific Islander	0.0%	0.4%
American Indian or Alaskan Native	0.3%	1.1%
Two or more races	7.5%	7.7%
Hispanic or Latino (any race)	17.8%	13.6%

Languages Spoken at Home

Census data indicates that Canby aligns with Oregon's percentage of English speakers at 85%. The most spoken language other than English is Spanish (13.5%).

Age

The City of Canby has a larger share of residents 19 years of age and under (25.7%) than the State of Oregon (23.1%) as well as a larger share of residents who are 55 to 64 years old (14.3%) than Oregon's share (12.9%). There is also a smaller share of residents who are between the ages of 20-34 (15.85%) than the State of Oregon (20.3%). Canby's other age demographics are roughly in line with the State.

Age	City of Canby	Oregon
19 years and under	25.7%	23.1%
20 – 34 years	15.8%	20.3%
35 – 54 years	27.5%	26.0%
55 – 64 years	14.3%	12.9%
65 – 74 years	9.4%	11.0%
75 years +	7.3%	6.7%

Income

From 2017-2021, the median household income in Canby was \$83,948, which is higher than the state median (\$70,084). About 29% of Canby households earn less than \$50,000 annually.

Income	City of Canby	Oregon
<\$15,000	7.3%	8.8%
\$15,000-\$25,000	7.7%	7.5%
\$25,000-\$50,000	13.9%	19.5%
\$50,000-\$75,000	15.9%	17.4%
\$75,000-\$100,000	19.4%	13.5%
\$100,000+	35.7%	33.4%

People with Disabilities

Census data indicates that 13.8% of Canby residents live with a disability. This is lower than the Oregon state average of 14.4%.

Housing

Census data indicates that more than 63.5% of Canby residents live in a single-family home (detached single unit), which is very similar to the State of Oregon (63.3%). Around 15% of Canby residents live in middle housing (1 to 4 attached units) and another 17% occupy multi-family homes (5 or more attached units). Nearly 5% of residents live in a mobile home. Approximately 68% of Canby residents are homeowners and about 33% are renters.

Housing Type	City of Canby	Oregon
Single-family home	63.5%	63.3%
Middle housing	14.6%	11.8%
Multi-family home	16.6%	17.1%
Mobile home	5.5%	7.5%
Homeowners	67.2%	63.2%
Renters	32.8%	36.8%

Historically Underserved Populations

Census demographic information indicates that Canby has a high percentage (17.8%) of those who identify as Hispanic or Latino than Oregon (13.6%). There is also a larger proportion of those who speak Spanish (13.5%). This indicates that engagement materials should be translated into Spanish and a portion of engagement activities should be held in spaces where the Hispanic and Latino community feel comfortable.

The City of Canby is also shown to have higher proportions of youth (19 and under) and seniors (65-75+). In order to reach these groups engagement activities should be centered around youth-oriented events and activities as well as held near senior living locations.

While the City of Canby does have a lower proportion (13.8%) of those with disabilities than Oregon (14.4%), engagement activities should be made accessible and easy to participate in. Accessibility in engagement should consider vision and hearing impairment accommodations, physical accessibility to engagement spaces, and transportation access to these locations.

Although Canby's median household income was higher than Oregon, approximately 29% of Canby households still earn less than \$50,000 a year. Access to technology to participate in engagement activities, as well as access to transportation and childcare during engagement activities should be considered when taking an equitable approach.

Goals, Policies, and Strategies

GOAL 1:

To provide the opportunity for citizen involvement in the City's planning processes.

POLICY NO. 1

Formally recognize the role of the Planning Commission in meeting the six required citizen involvement components of Statewide Planning Goal #1, and to re-emphasize the City's commitment to ongoing citizen involvement.

Strategies

- 1.1 Appoint members of the Planning Commission through an open, well-publicized public process. As required by State law, Planning Commission members will represent a diverse and balanced set of interests and ideas that reflect community priorities.
- 1.2 Planning Commission meetings will continue to encourage public input and participation, both in-person and virtually; ensure accessibility by non-English speakers, sight and hearing challenged, the elderly, and other community members, and archive meeting materials to be accessible online.
- 1.3 Planning Commission meetings will continue to allow a public comment period to hear comments on any matters affecting the Comprehensive Plan or the City's planning program.

POLICY NO. 2

Review and update the contents of the Comprehensive Plan every ten years.

Strategies

- 2.1 City staff and Planning Commission will conduct a public review the Comprehensive Plan a minimum of every ten years to ensure it remains relevant and effective.

POLICY NO. 3

Encourage and support community engagement for all members of the Canby community, including those from historically marginalized communities and community members with barriers to participation (language, disability, income, age, technology).

Strategies

- 3.1 Develop materials and input in Spanish and other languages for public meetings, the City website, and other sources of public information.
- 3.2 Develop and implement practices that create inclusive and welcoming outreach (e.g., go where the people are, provide daycare at public meetings, offer live interpretation at meetings, and offer meetings at different times of day and with virtual option when possible).

- 3.3 Partner with and leverage Canby's community organizations, faith-based organizations, and networks to help with outreach to all corners of the community.
- 3.4 Work with homeowners associations and explore reinstituting neighborhood associations to facilitate community engagement.
- 3.5 Provide information about current and upcoming City initiatives at community events.

STATEWIDE PLANNING GOAL 2 – LAND USE

Background

Under Goal 2 of Oregon's Statewide Planning Program, Canby is required to have a comprehensive plan and implement regulations. A central component of the Land Use Element of the Comprehensive Plan is the land use map that shows the type, location, and arrangement of land uses and make adequate provisions for economic development, housing, transportation, public facilities and services, and urbanization. The Land Use Element is the foundational element of the Comprehensive Plan that brings the policies of the other Elements together. The Land Use Element is intended to meet the statutes of Statewide Planning Goal 2 by guiding the course of development. It is not intended to be specific to the degree that zoning is, but it is intended to adequately portray the City's adopted goals for land use for many years to come. The City of Canby strives to promote vitality through good design, efficient use of land, and strategies and actions that ensure new development contributes to the City's overall character and quality of life. Land use policies are derived from the comprehensive plan vision statement including but not limited to:

Canby's economy is driven by a variety of businesses that offer stable employment opportunities and higher-wage jobs that allow people to live and work in Canby. Surrounding industrial and agricultural industries put Canby on the map and continue to cultivate economic opportunity. A vibrant downtown and diverse local businesses provide great destinations and experiences. Residents and visitors enjoy the town's dining, shopping, and historic and cultural attractions.

Canby's safe and livable neighborhoods have a range of housing options that support all ages and income levels, with access to services and amenities. Residents across multiple generations can move in, move up, and age in place, ensuring families live and thrive in Canby.

All land use types are regulated through zones including in the Zoning Map, and are based on underlying comprehensive plan designations, generally categorized between residential, commercial, industrial, institutional, and open space types, which include the following specific designations:

Low Density Residential: Distinguished by detached single family dwelling units, occasional duplex units, and incidental accessory uses, but also including approved "home occupation" type commercial activities, planned unit developments consisting of multiple family units which meet the overall density standard of the zone, developments having received a density bonus for special design features, mobile home subdivisions or parks, schools and other public uses City R-1 zoning conforms with this category.

Medium Density Residential: Distinguished by two-family, three-family or single-family dwelling units and accessory uses, mobile home subdivision or parks and other uses permitted in areas designated for Low Density Residential use. City R-1.5 zoning conforms with this category.

High Density Residential: Intended to provide for the widest variety of housing opportunities. City R-2 zoning conforms with this category

Downtown Commercial: Distinguished by business catering to foot traffic in City's established core area, encourages mixed use development and allows a wide range of commercial, community and civic uses, but also includes incidental attached residential units and pre-existing uses of various sorts. City C-1 zoning conforms with this category.

Residential/Commercial: Distinguished by a mixture of light commercial and residential activities connecting two areas of heavier commercial usage, this category is intended to provide a unique opportunity for mixed uses while maintaining a special focus on the access and traffic problems of S. Ivy Street. City C-R zoning conforms with this category with R-1.5 an allowable, less intensive interim zoning.

Highway Commercial: Distinguished by allowing a wide range of commercial uses and catering to motor vehicle traffic. City C-2 zoning conforms with this category.

Commercial/Manufacturing: Distinguished by allowing a mixture of heavy commercial and light manufacturing operations. City C-M zoning conforms with this category, C-2 uses permitted outright are also allowed excluding dwelling units

Light Industrial: Generally distinguished by light manufacturing, storage, wholesale or heavy retail sales operations, and incidental caretaker facilities. City M-1 zoning conforms with this category.

Heavy Industrial: Generally distinguished by heavy manufacturing, storage, or wholesale operations screened by specific criteria. City M-2 zoning conforms with this category, with M-1 an allowable, less intensive, interim zoning.

Public Schools, Public Recreation, and Other Public Property: Distinguished as those properties which are already held and are expected to remain in public ownership. The underlying city based zoning will apply to this comprehensive plan designation. This designation is used only to show existing public ownership, rather than to indicate specific properties which have been selected for future acquisition by public agencies. As part of the future anticipated city code update, a public facilities zone is anticipated to implement this comprehensive plan designation.

Private Recreation: Distinguished as the golf course or related country club facilities. Incidental compatibly designed residential uses should be permitted in the future. City R-1 and PUD zoning conforms with this category.

Flood Prone or Steep Slope: Distinguished as the area requiring special development regulation because of a history of flooding, or because of steep slopes on the perimeter of floodplains The underlying existing base zone will apply to these areas.

Industrial – Overlay: Distinguished by design guidelines and standards to be applied to the area contained in Canby's Industrial Area Master Plan and addressed in the Canby development code for the Pioneer Industrial Park. This area is generally bound by Highway 99-E and 1st Avenue to the north, Mulino Road to the east, SE 13th Avenue to the south, and Molalla Western Railroad to the west. Land uses are allowed in this area as per the underlying zone designations unless otherwise conditioned or prohibited by the master plan.

Downtown Canby – Overlay: Distinguished by design guidelines for the downtown area and reflected in the C-1 zoning standards. The area promotes mixed use development with strong emphasis on downtown design standard.

Development Regulations

The regulatory framework for land use is established by Oregon's Statewide Planning Goals and various other state and local requirements. These state requirements influence where new development can occur within Canby city limits and the UGB in coordination with local regulations, including

comprehensive plan designations, zoning, and development standards contained in the Land Development and Planning Ordinance in Title 16 of the Canby Municipal Code.

Local zoning and development standards regulate parking, natural resources, historic resources, signs, lighting, land divisions, annexation, and the land use permit process, among other topics. The Land Development and Planning Ordinance and zoning map are the primary implementation tools of the comprehensive plan. Canby also has an adopted urban renewal district (URA) that guides investment and land use in its downtown and the URA is sunsetting in 2026 but may be re-established to address specific targeted projects.

Employment Land Needs

The Canby Economic Opportunities Analysis (EOA) serves as the basis for local policies and actions that help create a more economically viable community. The EOA documents existing conditions and identifies opportunities, constraints, and considerations regarding the City's economic outlook. The EOA includes a buildable lands inventory (BLI), population and employment trends, and draft policies and objectives aimed at strengthening the local economy. The BLI identifies available land for commercial and industrial uses.

Residential Land Needs

The 2025 Housing Needs Analysis (HNA) evaluates residential land and projected needs. The HNA serves as the basis for local policies and actions aimed at providing sufficient housing and housing options for Canby residents. The HNA projects the number of housing units that will be necessary to meet the needs of the city's growing population, as well as the buildable land that will be needed to accommodate that new housing.

Other Land Needs

The Land Use Element includes other land needs including land for schools, recreation, and other public services and facilities. The Canby Parks and Recreation Master Plan identifies some additional recreational needs and estimates of the amount of developed park space needed to meet the level of service established through the city's system development fee update that include a 20-year park and recreation list.

Canby has conducted several studies regarding existing capacity and projected needs for utilities, including stormwater, sanitary sewer, and water. These plans identify additional capacity needs to meet projected demand in the city.

Goals, Policies, and Strategies

GOAL 1:

To guide land use processes and decisions to encourage orderly and efficient development.

POLICY NO. 1

Organize land uses to promote compatible uses and provide buffers between incompatible uses.

Strategies

- 1.1 Use portions of the zoning and subdivision regulations that encourage developers to utilize planned unit development procedures. Allow for creative design in terms of multiple use concepts and clustering of developments.
- 1.2 Use the allowable “conditions of approval” for discretionary applications as a means of preventing, minimizing or mitigating conflicts between land uses, such as noise and light pollution, and traffic impediment and impacts.
- 1.3 Allow flexibility in the review of subdivision designs, without requiring a variance for such things as unusual lot shapes and setback variances.
- 1.4 Employ the Site Plan Review process, in compliance with City regulations and other aspects of public health and safety.
- 1.5 Encourage preservation of downtown urban form in the Downtown Canby Overlay Transitional Commercial and Commercial Core subareas. Recognize role and importance of historic preservation in maintaining the downtown core.

POLICY NO. 2

Encourage a general increase in the intensity and density of permitted development as a means of minimizing urban sprawl.

Strategies

- 2.1 Implement policies of the Housing Element to increase the range of housing opportunities and diversify housing types.
- 2.2 Consider measures to increase the efficiency of land use within the current UGB prior to pursuing UGB expansion.
- 2.3 Use incentives to encourage development to improve designs and utilize Planned Unit Development procedures.
- 2.4 Ensure areas of higher density are in close proximity to amenities, such as parks, public transit, schools, shopping, and services.

POLICY NO. 3

Require improvements concurrent with development as needed to ensure adequate public facilities and services.

Strategies

- 3.1 Engage local school districts, public and franchise utilities, and other service-providing agencies when reviewing major development proposals.
- 3.2 Ensure developments are minimizing adverse impacts on public facilities and services.
- 3.3 Ensure new development meets established transportation level of service as part of land use approvals.

POLICY NO. 4

Use Land Use Map designations and updated Zoning Map designations to determine corresponding zoning and provide the basis for planning and public facility decisions.

Strategies

- 4.1 Encourage other service-providing or public utility entities to utilize the Land Use Map, as well as the text of the Comprehensive Plan as the basis of long- range planning.
- 4.2 Rezone properties as necessary and appropriate to conform with the Land Use Map, and in light of the potential development of new residential and employment zones that may occur from the anticipated Canby code update.

POLICY NO. 5

Recognize the unique character of major corridors and gateway areas and utilize comprehensive plan designations and code to guide development and streetscape treatments in these areas.

STATEWIDE PLANNING GOAL 5 – NATURAL RESOURCES, SCENIC AND HISTORIC AREAS, AND OPEN SPACES

Background

Oregon Statewide Planning Goal 5: Natural Resources, Scenic and Historic Areas, and Open Space is a broad goal that covers resources ranging from wildlife habitat to historic places. To protect and plan for these resources, local governments inventory identified resources in the community. Goal 5 requires the City of Canby to inventory riparian corridors, wetlands, wildlife habitat, federal wild and scenic rivers, state scenic waterways, groundwater resources, approved Oregon recreation trails, natural areas, wilderness areas, mineral and aggregate resources, energy sources, and cultural areas. Goal 5 also states that the City should determine significant sites for those resources and develop programs to protect natural resources and conserve scenic and historic areas and open spaces. Some Goal 5 resources rely on state or federal inventories, such as wild and scenic rivers, state scenic water ways, ground water resources, Oregon recreation trails, Sage Grouse habitat, and wilderness areas.

Soils

The individual properties of various soils are important considerations in evaluating development suitability. In general, soils which are fairly level, well drained, not subject to flooding, have high compressive strength, and do not shrink and swell with moisture, are the most suitable to support urban development. Two soils series comprise most of the potential Canby urban area. These include the Hillsboro Variant sandy loams and the Latourell loam, both of which are in areas of less than three percent slope. Both soils can easily support urban development although the Latourell is restricted slightly because of low strength.

Agricultural productivity is directly related to soil capabilities and properties. The Soil Conservation Service has, therefore, classified soils into “Land Capability Classifications.” Classifications are from Class I to Class VIII, with Class I having the fewest limitations and, therefore, the most productive capabilities. Soil Classes I through IV are best suited for cultivation, while Classes VI through VIII are most suitable for range, forestry, and wildlife. As a result, Class I and II soils are considered to be prime resources because their productivity is the highest.

In the Canby area, Class I and II soils are found almost exclusively. Only a small smattering of Class III and IV soils are to be found, and most of these occur where the slope begins to increase. Likewise, Class IV soils, and above, are only encountered in areas where the slope is excessively steep or along gravelly areas of the rivers.

Riparian Corridors and Wetlands

The Canby Wetlands and Riparian Inventory was adopted in 2003 and subsequently approved by the State of Oregon. The inventory identifies riparian corridors and wetlands in the Canby urban growth boundary (UGB). Riparian corridors are found along the Molalla River and within Clackamas County 100-foot riparian setbacks from the Molalla River. The Statewide Wetlands Inventory identifies freshwater emergent wetlands and freshwater forested wetlands north of the city limits along the Willamette River.

Chapter 16.130 and 16.140 of the Canby Municipal Code includes specific definitions and provisions for the riparian corridors, definitions and provisions to protect identified wetland areas, and establishes

riparian overlay (RO) and wetland overlay (WO) zones that provide additional measures for developing those resources. Until a local inventory is approved by the state, there are no locally significant wetlands and the overlay zones rely on federal datasets.

Chapter 16 also includes a hazard overlay zone (H) that identifies areas with steep slopes or potential for flooding to ensure developments do not result in unacceptable levels of risk due to hazardous conditions.

Wildlife Habitat

The Canby UGB and surrounding area include wildlife habitat identified by the Oregon Department of Fish and Wildlife (ODFW) for a number of species, including herons, hawks, owls, bats, songbirds, small mammals, and various reptiles and amphibians. Additionally, the Willamette and Molalla Rivers provide habitat for chinook salmon, Oregon chub, lamprey, and winter steelhead. Specifically, there are small Oak Habitats just west of Highway 99E and north of Territorial Road, and along the Molalla River. Wetlands are mainly found along the Molalla River, with one small wetland identified along Highway 99E north of SE 1st Avenue.

The Clackamas County Comprehensive Plan includes a map of the Great Blue Heron Rookery located in Molalla State Park. Local policies recognize these high functioning habitats, and the impact development activities and long range planning intentions might have on them.

Groundwater Resources

The City of Canby is bordered on the north by the Willamette River and on the west and south by the Molalla River. In addition, the Pudding River joins the Molalla northwest of the City. These surface waters provide recreational opportunities as well as scenic and open spaces.

A hydrogeologic investigation (James M. Montgomery, Consulting Engineers, Inc., September, 1979) of the Canby area indicates there are two primary aquifers that have been penetrated by wells. One is a shallow aquifer found in the recent alluvium, while the other is a deep aquifer found in the Lacustrine and Troutdale deposits. The shallow aquifer is directly influenced by surface flow from the rivers in the area, particularly the Molalla River, as field investigations have shown the aquifer elevation correlate closely to the changing surface elevations of the river. This aquifer appears to be about 10 feet in thickness and approximately 10 feet below the surface. The ground water storage in this aquifer is relatively small, only a few thousand acre-feet, due to the small depth of saturation and its aerial extent.

On the plateau area of Canby, the deep aquifer is located between 80 and 140 feet and consists of a series of lenses of saturated sands and gravels. Records of several wells near Canby indicate that groundwater levels in this aquifer have remained fairly stable while the seasonal fluctuation is 15 feet or less. It is estimated that in the Troutdale formation, and under the 2.8 square miles of the City of Canby, the aquifer contains in the magnitude of 60,000 acre-feet of groundwater. Within the same area in the Lacustrine deposits, groundwater is in the magnitude of 17,000 acre-feet.

The overall quality of the groundwater appears good. The chemical character is good with an average of 200 mg/L total dissolved solids, and mineral quality is also good. However, samples from the City's springs gallery near the Molalla River show positive results from bacteria tests and is therefore treated. Bacteria is not a problem, however, with the deep aquifer.

According to the 2023 Canby Utility Water System Master Plan, groundwater sources include Springs Gallery, Collection Boxes, and Well Number 10, although only one source is in use. The Springs Gallery has an intake capacity of 1,000 gallons per minute (gpm). It has low pH and moderate nitrate levels. It is used to supplement surface water sources. The Collection Boxes are not in use due to high nitrate levels. Well No. 10 is not in use due to water quality issues including high sulfur and hardness.

Federal Safe Drinking Water Act (SDWA) requires states develop Wellhead Protection Programs (WHPPs) to "protect wellhead areas within their jurisdiction from contaminants which may have any adverse effect on the health of persons." Oregon's Source Water Assessment Program includes delineation, source inventory, susceptibility determinations and public information, and set-aside funds from the Drinking Water State Revolving Loan Fund to accomplish this task.

Mineral and Aggregate

According to the Oregon Department of Geology and Mineral Industries (DOGAMI) mineral information layer for Oregon, the only significant mineral resources in Canby are sand and aggregate located along the Molalla River. These are located along the Pudding and Molalla Rivers. Along the Molalla River, these resources are found between Knights Bridge and the Community Park.

Historical Resources

OAR 660-023-0200(8)(a) requires local government to protect National Register Resources, regardless of whether the resources are designated in the local plan or land use regulations, by review of demolition or relocation that includes, at minimum, a public hearing process that results in approval, approval with conditions, or denial and considers the following factors: condition, historic integrity, age, historic significance, value to the community, economic consequences, design or construction rarity, and consistency with and consideration of other policy objectives in the acknowledged comprehensive plan.

The Canby Historic Preservation Plan, adopted in 2020, provides an in-depth inventory of historic resources within City limits, and some areas surrounding the UGB. The plan includes goals and policies for historic preservation in Canby, as well as an implementation plan for actions to improve and support historic preservation in the City.

Canby's Historic Preservation Plan (2020) lists five designated historic resources within city limits: the William Knight House, Historic City Hall, Pioneer Chapel, Bair House, and Mack House (mapped on pg. 107 of the Historic Preservation Plan. The Canby Depot, located at 888 NE 4th Avenue, is also a locally designated historic resource. Historic resources are protected under the Historic Protection Overlay Zone:

Chapter 16.38.010: The Historical Protection Overlay Zone is intended to be used in conjunction with any of the city's underlying base zones, covering primarily residential and commercial zones. to assure that the future development of the site will provide ample protection for identified historically architecturally significant structures, features or sites. The Historical Protection Overlay Zone is intended to be applied only to those specific properties which, because of generally recognized significance to the community, warrant protection, preservation, or enhancement of their historical or architectural characteristics. Additional to the regulatory aspects of this zoning, it should be noted that city staff will provide information or tax benefits and landmark requirements to interested persons. (Ord. 740 section 10.3.36(A), 1984)

The Oregon State Historic Site Database lists 492 historic buildings, four historic objects (including historic trees and a monument), six historic structures, and six historic sites in the Canby area. The Oregon State Historic Preservation Office (SHPO) establishes protection and limitations to development of these historic resources.

Scenic Resources

Canby has no designated scenic resources within the UGB. Canby offers scenic resources to the community, including views of Mount Hood and the Molalla and Willamette Rivers. The 2002 Canby Park Acquisition Plan includes maintaining land based on Goal 5 Open Space, Scenic and Historic Areas, and Natural Resources as a goal of park acquisition and lists scenic vistas as a criteria in the Parkland Acquisition Scoring Matrix for land acquisitions.

The Oregon State Parks Department has not designated any state scenic waterways in Canby. Similarly, no scenic waterways have been designated by the National Wild and Scenic Rivers System by Congress.

Open Spaces

Canby's comprehensive plan map designates public park zones, which include open space areas. The Parks and Recreation Master Plan notes that the City manages seven parks with natural area components, including the Arneson Garden, Community River Park, Eco Park, Nineteenth Avenue Loop Natural Area, Redwood Landing, Willamette Wayside Natural Area, and Willow Creek Park. The Parks and Recreation Master Plan also includes objectives to increase connectivity accessibility, and community use of open spaces and natural areas, but it does not include specific targets to protect those natural resources. The Willamette Valley Country Club is a significant area of privately owned open space along the Willamette River and adjacent to the Willamette Greenway.

Goals, Policies, and Strategies

GOAL 1:

To identify and protect natural resources, scenic and historic areas, and open spaces.

POLICY NO. 1

Preserve, and where possible, encourage restoration of historic sites, buildings, and cemeteries. Support and develop an inclusive understanding of Canby's many histories that shaped the community's unique heritage, including Tribal history.

Strategies

- 1.1 Create and maintain a list of Historic Landmarks and an inventory of historic sites and structures. Encourage the designation of eligible properties as Historic Landmarks and expand the Historical Protection Overlay zone to properties which have a recognized historical significance.
- 1.2 Encourage and support the preservation and restoration of historic properties through leadership, public education and other resources. Discourage demolitions or partial demolitions of intact historic resources. The Heritage and Landmarks Commission should lead the City's efforts in this regard.
- 1.3 Identify sites which should be recorded with the State of Oregon or placed on record with the National Trust for Historic Preservation.

- 1.4 Place special emphasis upon historically or architecturally significant structures under the Historical Protection Overlay zone in the development review process. It should be recognized that many of these structures were built prior to modern zoning and building regulations and may, therefore, require special consideration where a change in use or addition is proposed.
- 1.5 Foster public understanding of historic preservation's community benefit.
- 1.6 Use the Historic Preservation Plan (2020) as a guide for historic preservation actions including, but not limited to:
 - Inventory action plan, page 67
 - Heritage Areas action plan, page 65
 - Archaeological preservation, page 74
 - Implementation measures, Chapter 5
- 1.7

POLICY NO. 2

Maintain and enhance the visual character of Canby while avoiding or minimizing impacts to private property rights.

Strategies

- 2.1 Enforce the sign control regulations of the Land Development and Planning Ordinance.
- 2.2 Use the Design Review Process for major commercial, industrial, and multiple unit residential development.
- 2.3 Encourage the placement of structures in a way that is sensitive of view corridors.

POLICY NO. 3

Preserve and maintain open space where appropriate and where compatible with other land uses.

Strategies

- 3.1 Use the density bonus provisions of the Land Development and Planning Ordinance to encourage cluster development which maximize open space.
- 3.2 In the development review process, encourage designs which surround hazardous or noisy areas with open space areas which can serve as buffers.
- 3.3 Consider open space values as criteria for development reviews within "Hazard," "Riparian," and "Wetland" overlay zoned areas.

POLICY NO. 4

Protect fish and wildlife habitats and manage them in accordance with state wildlife management plans and local regulations.

Strategies

- 4.1 Enforce overlay zoning of flood-prone and steep slope areas to limit the densities and intensities of development in such areas. Include consideration of fish and wildlife values within "Hazard" and "Riparian."
- 4.2 Encourage cluster development as a means of assuring large open space areas.

- 4.3 Cooperate with the Oregon Department of Fish and Wildlife in the management of fish and wildlife at the community park along the Molalla River.

POLICY NO. 5

Minimize the adverse impacts of new developments on endangered species and wetlands, riparian areas, and fish and wildlife habitats.

Strategies

- 5.1 Assist the Oregon Division of State Lands and Army Corps of Engineers in enforcement of state and federal regulations (ORS 227.350) related to any development activity which may adversely impact wetlands.
- 5.2 Provide protection of wetland resources as part of land use and development processes through the implementation of the development standards of the “Riparian” and “Wetland” overlay zones for wetland that will be included in the next Canby wetland inventory.
- 5.3 Protect and maintain supply and quality of groundwater essential to clean water and natural vegetation.

POLICY NO. 6

Preserve Canby’s dense tree canopy where feasible and permitted by state law.

Strategies

- 6.1 Explore the development of a Canby tree ordinance.
- 6.2 Create policies that support retention of historic trees and landscapes that have significance to the city.

POLICY NO. 7

Support the preservation and identification of archaeological resources in the city through education and increased awareness.

Strategies

- 7.1 Preserve and protect identified archaeological resources. Document archaeological resources where new development does not allow for preservation in place.
- 7.2 As directed by Oregon State rules and statutes, work with tribal governments and the Oregon SHPO to identify areas of high likelihood for archaeological resources and traditional cultural properties and develop policies to avoid and protect these resources so that they are not damaged.
- 7.3 Seek opportunities to educate community members, developers, and City staff on the history of tribal presence and archaeological preservation techniques and opportunities. A high priority is training Public Works staff on how to recognize deposits in the field.
- 7.5 Work with Clackamas County, Canby residents, properties owners, and the Oregon SHPO to evaluate and document agricultural lands within the urban growth boundary.

STATEWIDE PLANNING GOAL 6 – AIR, WATER, AND LAND RESOURCES QUALITY

Background

Oregon Statewide Planning Goal 6 (Goal 6) regulates the City's role in maintaining and improving the quality of air, water, and land resources is to ensure that no waste and process discharges violate, or threaten to violate, state or federal environmental quality standards. The City should regulate solid waste, thermal, noise, atmospheric or water pollutants, contaminants, or other associated waste products. Goal 6 directs the City to include the following aspects in local plans:

- Designate alternative areas for use in controlling pollution;
- Designate areas for urban and rural residential use where sewage disposal is identified;
- Buffer and separate land uses that create conflicting requirements and impact on resources;
- Provide plans for the maintenance and improvement of resources that consider the carrying capacity of the area; and
- Coordinate plans impacting waste and process discharges with applicable air sheds and river basins.

Air Quality

Canby is adjacent to the Portland Attainment and Air Quality Maintenance Area, which consistently meets clean air levels set by the U.S. Environmental Protection Agency (EPA). The Oregon Department of Environmental Quality (DEQ) maintains an air quality monitoring station at Carus, approximately 6 miles east of Canby, to measure particulates and ozone. The most significant threat in Canby is ozone layers, as well as particulate counts during field-burning and wildfire events.

Stormwater Quality

The City does not currently have stormwater quality treatment requirements and is not a regulated small Municipal Storm Sewer System subject to the EPA Phase II Stormwater Rule. However, Canby's Stormwater Master Plan (SWMP) provides guidance for stormwater management systems to preserve stormwater runoff and water quality. The existing stormwater system consists of gravity storm drainage pipes, open drainage ways, trench drains, and underground injection control devices. Canby's Public Works Design Manual prohibits runoff from private properties to the public right-of-way. The SWMP indicates that areas designated for discharge into the public system include the downtown commercial zone with zero setback requirements and areas where it is not feasible to percolate stormwater due to high seasonal groundwater levels.

Water Quality

Canby Utility provides and maintains water service in Canby. The Water Quality Report published by Canby Utility includes details on the current quality of the drinking water provided to residents, noting that tap water met or exceeded all EPA standards. All drinking water in Canby comes from the Molalla River, so the water quality of the Molalla River and watershed is imperative to the health of Canby residents. The Water Quality Report notes that two groundwater sources are no longer in use due to water quality concerns: the Springs Gallery and the John Beck site.

The 2023 Water System Master Plan reports the need for a new supply of water to meet the future growth for residents, businesses, local industry, and for use in fire protection. A new state-of-the-art treatment plant will produce safe water year-round. Canby Utility is planning for and designing the new water treatment plant and water intake on the Willamette River.

A source water assessment completed by the Oregon DEQ and the Oregon Health Division found that sensitive areas in Canby with potential to impact water quality if contamination occurs include areas with high soil permeability, high soil erosion potential, and high runoff potential, and areas within 1,000 feet from rivers or streams. Potential sources of contamination identified in the assessment include irrigated and non-irrigated crops, areas for grazing animals, parking lots and other road surfaces, car washes, gas stations, utility stations, rail lines, stormwater outfalls, manufacturing and industrial businesses, waste/recycling stations, mining and gravel pits, housing with improper disposal of household chemicals, golf courses, and other miscellaneous business uses.

Land Resources Quality

As indicated on soils maps for Canby, two soil series account for most of land within the Canby UGB. Soils are primarily Class I and II, with some Class III and IV soils located in steeply sloping areas close to the surrounding rivers. According to the U.S. Land Use and Soil Classification, Class I and II soils have slight to moderate limitations that restrict use, while Class III and IV soils have severe to very severely limited uses. Maps of wetland and riparian areas in Canby identify areas where hydric soils are located, primarily along the Willamette and Molalla Rivers. Additionally, the map identifies where significant wetlands are located within the UGB. Canby Municipal Code Chapter 16 establishes a wetland overlay zone (WO) and includes specific limitations on development in areas where significant wetlands are located.

Noise

Noise has been identified as an increasingly significant problem in Canby due to compatibility problems between residential and industrial uses, particularly the industrial area at the south west end of the City, along the railroad right-of-way. This area has some existing industry and is in proximity to residential areas. Industrial noise, generally at night, has been an annoyance to some residents in this area.

The City is aware that noise could become more of an issue in the future and that compatibility between industrial activities and residential use must be evaluated carefully in future development projects. The city noise ordinance in Title 9.48 regulates noise from construction and is the basis for establishing noise regulations for land use development approvals. Title 9.48 should be revisited to evaluate if changes are needed to address increasing noise issues. It is critical that all development activities, whether through public or private sector, meet federal, state, and local standards. It is the intent of the Comprehensive Plan that the quality of these resources be maintained or enhanced.

Goals, Policies, and Strategies

GOAL 1:

To maintain and improve the quality of air, water, and land resources.

POLICY NO. 1

Maintain and protect surface and groundwater resources.

Strategies

- 1.1 Allow functional septic systems to remain in use where practical, and require properties with failing septic systems within the city to connect to the City Sewerage System.
- 1.2 Work with Clackamas County sanitarians to assure that sanitation requirements are met within the city's UGB.
- 1.3 Encourage the use of pervious surfaces in new development to prevent the negative ecological effects of urban stormwater runoff.

- 1.4 Respond to directives issued in a Total Maximum Daily Load (TMDL) Implementation Plan for any waterways within the city that are declared water quality limited by the Department of Environmental Quality.

POLICY NO. 2

Promote land-use patterns that encourage residential development close to local destinations (parks, schools, shopping, jobs) to reduce vehicle miles travelled and associated emissions.

POLICY NO. 3

Maintain noise pollution code provisions that meet city standards for decibel levels and mitigate impacts wherever possible.

Strategies

- 3.1 Require a noise reducing elements, including hours of operations in commercial and industrial developments where noise is documented to be above city standards to buffer and/or absorb sound.
- 3.2 Review and update code provisions as needed to enhance noise pollution protections.

POLICY NO. 4

Encourage lighting design and practices that reduce the negative impacts of light pollution, including sky glow, glare, energy waste, impacts to public health and safety, disruption of ecosystems and hazards to wildlife.

Strategies

- 4.1 Review and update code provisions as needed to reduce light pollution.

POLICY NO. 5

Explore measures to prevent nuisance odors from causing negative impacts to residents and businesses.

POLICY NO. 6

Educate residents about and encourage them to prevent nonpoint source pollution.

STATEWIDE PLANNING GOAL 7 — AREAS SUBJECT TO NATURAL HAZARDS

Background

Canby's role in natural hazard planning is to adopt a comprehensive plan that includes inventories, policies, and implementation measures to reduce risk to people and property from natural hazards. Requirements for areas subject to natural disasters and hazards are set by Oregon Statewide Planning Goal 7 (Goal 7). The goal requires that local governments evaluate the risk based on a hazards inventory and an assessment of:

- Frequency, severity and location of the hazard;
- Effects from the hazard on existing and future development;
- Potential for development in the hazard area to increase the frequency and severity of the hazards; and
- Types and intensities of land uses allowed in the hazard area.

The City of Canby participated in the preparing the 2024 Clackamas County Multi-Jurisdictional Natural Hazard Mitigation Plan process. The NHMP helps the County plan for actions that can lessen the impact of disasters on communities and reduce their post-disaster recovery timeframe. It identifies risks and community vulnerabilities associated with natural disasters and outlines long- and short-term strategies for protecting people and property. The NHMP includes an addendum specific to Canby, that contains mitigation plan goals and strategies. The City of Canby Hazard Mitigation Advisory Committee (HMAC) reviewed and revised the City's addendum, with focus on the NHMP's risk assessment and mitigation strategy (action items). The HMAC served as the local review body for the NHMP update. The City adopted the NHMP and Canby Addendum in 2024.

Natural hazard planning processes should allow for citizen review and comment, and should be adopted or amended as necessary within the comprehensive plan.

Drought

The HMAC determined that the city's probability for drought is moderate and that their vulnerability to drought is low.. Due to the climate of Clackamas County, past and present weather conditions have shown an increasing potential for drought.

Earthquake Hazards:

Cascadia Subduction Zone

The Clackamas County NHMP ranks natural hazards based on historic data, level of vulnerability, maximum threat that the hazard could have, and probability of occurrence. The HMAC determined that the city's probability for a Cascadia Subduction Zone (CSZ) earthquake is moderate and that their vulnerability to a CSZ earthquake is high. Within the Northern Willamette Valley/Portland Metro Region, three potential faults and/or zones can generate high-magnitude earthquakes. These include the Cascadia Subduction Zone, Portland Hills Fault Zone, and Gales Creek-Newberg-Mt. Angel Structural Zone.

The city's proximity to the Cascadia Subduction Zone, potential slope instability and the prevalence of certain soils subject to liquefaction and amplification combine to give the city a high-risk profile. Due to the expected pattern of damage resulting from a CSZ event, the Oregon Resilience Plan divides the State into four distinct zones and places the city predominately within the "Valley Zone" from the summit of

the Coast Range to the summit of the Cascades. Within the Northwest Oregon region, damage and shaking is expected to be strong and widespread - an event will be disruptive to daily life and commerce and the main priority is expected to be restoring services to business and residents.

Crustal

The HMAC determined that the city's probability for a crustal earthquake is low and that their vulnerability to crustal earthquake is high. There are two potential crustal faults and/or zones near the city that can generate high- magnitude earthquakes: the Gales Creek-Mt. Angel Structural Zone and Portland Hills Fault Zone (discussed in greater detail below). Other faults include the Canby- Molalla fault (running through the city's east edge intersecting Highway 99E) and Oatfield fault (just to the east of the city on the eastern side of the Willamette River), and the Mt. Hood Fault in eastern Clackamas County.

Flood-Prone Areas:

The HMAC determined that the city's probability for flood is high and that their vulnerability to flood is moderate. The Federal Emergency Management Agency (FEMA) regulatory floodplains for the Molalla and Willamette Rivers are relatively narrow areas on each side of the channels. On the Willamette River, the floodway is generally confined within high stream banks. On the Molalla River, the floodways cover a somewhat larger area that is usually located on the outside bank from Canby.

The City is obligated to regulate development in these flood-prone areas under the National Flood Insurance Program (NFIP). The NFIP identifies two types of flood-prone areas which require special development regulations. The first is the "Floodway" area which is the most hazardous area where the direct rapidly moving floodwaters are found. The second area, the "Flood Fringe," is the property outside the floodway where some development can be allowed, provided that it is elevated above flood levels and meets other federal standards and regulations. Together, the Floodway and Flood Fringe comprise the Special Flood Hazard Area (SFHA). Canby SFHAs are identified on the City's comprehensive plan map with the Flood Prone/Steep Slopes designation. SFHAs are regulated development areas and include the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. These are shown on a Flood Insurance Rate Map (FIRM). This is also known as the 100-year floodplain. Flood Zones include: A, AO, AH, A1-30, AE, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, VO, or V1-30, VE, or V.

Topography, Slopes and Landslides:

The City of Canby is located on a relatively flat terrain and, with few exceptions, has only gentle changes in the topography of less than 30 feet within the city limits and urban growth boundary (UGB), between 140 to 170 feet above mean sea level. The southwest portion of the city drops abruptly at the Molalla River to an elevation of approximately 80 feet. At the northern UGB, the topography gradually slopes to the Willamette River, dropping from an elevation of approximately 130 feet to 100 feet at the city's wastewater treatment facility. To the east of Canby, the topography changes very little until beyond the urban growth boundary, where the ground has undulating gentle hills in the southeastern areas and steep rocky cliffs in the northeastern areas along the Willamette River.

The HMAC determined that the city's probability for landslide is high and that their vulnerability to landslide is moderate. Although catastrophic landslides have not occurred in Canby, steep slopes do exist along the banks of the Molalla River and extends south from 6th Street up to the northern city limits. Highway 99E, north of Canby, is especially vulnerable to landslides with multiple incidents of rockslides

shutting down lanes in 2007, 2010, and 2015. Most of Canby demonstrates a low to moderate landslide susceptibility exposure.

Severe Weather

Severe weather can account for a variety of intense, and potentially damaging hazard events. These events include extreme heat, windstorms, and winter storms.

- The HMAC determined that the city's probability for extreme heat events is high and that their vulnerability is low. A severe heat episode or "heat wave" occurs about every two to three years, and typically lasts two to three days. A severe heat episode can be defined as consecutive days of upper 90s to around 100. Severe heat hazard in the Portland metro region can be described as the average number of days with temperatures greater than or equal to 90-degrees, or 100-degrees, Fahrenheit.
- The HMAC determined that the city's probability for windstorm is moderate and that their vulnerability to windstorm is low. Windstorms typically occur during winter months and are sometimes accompanied by flooding and winter storms. Other severe weather events that may accompany windstorms are generally negligible for Canby.
- The HMAC determined that the city's probability for winter storm is moderate and that their vulnerability to winter storm is moderate. Severe winter storms can consist of rain, freezing rain, ice, snow, cold temperatures, and wind.

Volcanic Event

The HMAC determined that the city's probability for a volcanic event is low and that their vulnerability to a volcanic event is low. A volcanic event that affects the western portion of the County is likely to affect Canby. Several volcanoes are located near Canby, the closest of which are Mount Hood, Mount Adams, Mount Saint Helens, Mount Rainier, and the Three Sisters. Due to Canby's relative distance from volcanoes, the city is unlikely to experience the immediate effects that eruptions have on surrounding areas (i.e., mud and debris flows, or lahars). Depending on wind patterns and which volcano erupts, however, the city may experience ashfall.

Wildfire

The HMAC determined that the city's probability for wildfire is low, and that their vulnerability to wildfire is moderate. The Clackamas County Community Wildfire Protection Plan (CWPP) serves as the wildfire resource for the NHMP. Residences and businesses that border occluded woodlands with slopes greater than 25% are at the greatest risk of loss or damage from wildfires. A great deal of infrastructure is exposed to the wildfire hazard, including Canby's primary water source, water treatment facilities, and Public Works Building.

Vulnerable Populations:

Natural hazard planning should include consideration of vulnerable populations, which tend to experience the most significant impacts, such as seniors, disabled individuals, women and children, and people living in poverty. According to the NHMP, high percentages of vulnerable populations are identified at adult foster homes, health facilities, low-income housing, and schools. Specific facilities with at risk populations include Canby Adult Center, Countryside Living, Hope Village, Providence Health Center, Rackleff House, Riverside RV Park, Village on the Lochs, Ackerman Elementary School, Baker

Prairie School, and Canby High School. Planning for residential and employment opportunities for these populations should prioritize land availability and services located outside of hazard-prone areas.

Goals, Policies, and Strategies

GOAL 1:

To protect lives and property from natural hazards.

POLICY NO. 1

Restrict development in areas of identified natural hazards.

Strategies

- 1.1 Regulate property divisions to prevent the creation of lots in areas which are inaccessible or unbuildable because of steep slopes, landslide areas and other mapped natural hazards.
- 1.2 Encourage developers to use creative design methods to cluster development in areas outside of mapped natural hazard areas.
- 1.3 Use Chapter 70 of the Uniform Building Code to assure adequate safety for developments on steep slopes.
- 1.4 Establish mitigation projects and policies that minimize losses and repetitive damages from recurring disasters while promoting insurance coverage for severe hazards.
- 1.5 Improve hazard identification and risk assessment information to inform and provide recommendations for enhanced resilience in new development decisions and promote preventative measures for existing development in areas vulnerable to natural hazards.
- 1.6 Participate in and actively support the National Flood Insurance Program.
- 1.7 Use the anticipated revised floodplain ordinance to regulate development within the 100-year floodplain.
- 1.8 Require more than one ingress and egress for evacuation in and adjacent to natural hazard areas.

POLICY NO. 2

Incorporate natural hazard mitigation planning and activities into watershed planning, natural resource management, natural systems enhancement, and land use planning to protect life, property, and the ecological system.

POLICY NO. 3

Strengthen emergency operations by enhancing communication, collaboration, and coordination of natural hazard mitigation activities and policies across agencies at all levels and regions of government, sovereign tribal nations, and the private sector.

POLICY NO. 4

Prioritize restoration of critical services following a natural hazards event.

Strategies

- 4.1 Ensure key public facilities and facilities serving vulnerable populations are located outside hazard areas.

- 4.2 Ensure key public services and facilities have backup capabilities during emergencies, such as water, sewer, police, fire, and hospital infrastructure.

POLICY NO. 5

Prioritize investment in retrofitting infrastructure to minimize service losses during extreme weather or natural hazard events.

Strategies

- 5.1 Consider requiring new development to locate service lines underground.
- 5.2 Update building code to require seismic retrofitting and other earthquake mitigation measures in compliance with the Oregon Structural Specialty Code.

POLICY NO. 6

Encourage partnerships to implement strategies in the Natural Hazards Mitigation Plan.

Strategies

- 6.1 Improve communication, coordination, and participation among and with public agencies, community members, community lifelines, and private sector organizations to prioritize and implement hazard mitigation activities and policies and build upon recent hazard response plans.
- 6.2 Enhance efforts toward identifying and optimizing opportunities across state agencies, surrounding communities, and private entities for resource sharing, mutual aid, and funding sources/support.

POLICY NO. 7

Build community resilience and awareness and reduce the effects of natural hazards and climate change through community-wide engagement, collaboration, resource-sharing, learning, leadership-building, and identifying mitigation project-related funding opportunities.

Strategies

- 7.1 Mitigate the inequitable impacts of natural hazards by directing resources and efforts to build resilience and engagement in the most vulnerable communities least able to prepare, respond, and recover.
- 7.2 Strengthen efforts aimed at increasing engagement, outreach, and collaboration with community and cultural organizations and agencies that are dedicated to providing services and support to vulnerable and underserved communities.
- 7.3 Work with the Canby Fire District to provide wildfire education for wooded properties within the Canby UGB to reduce wildfire risks.

STATEWIDE PLANNING GOAL 8 – RECREATIONAL NEEDS

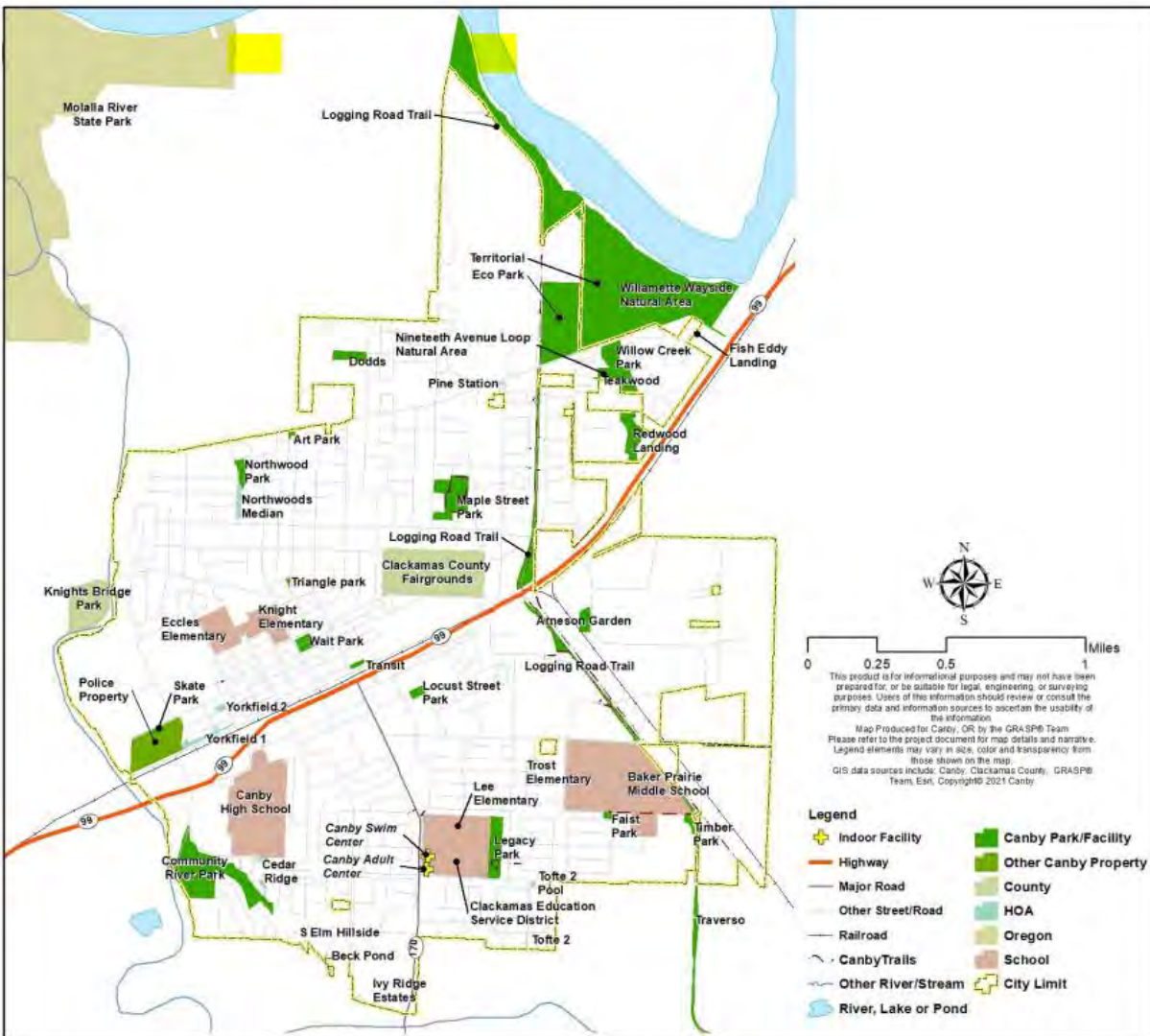
Background

Canby's role in Oregon Statewide Planning Goal 8 (Goal 8) is to plan for the recreational needs of residents and visitors. Goal 8 prioritizes non-motorized forms of recreation, recreation areas that serve high-density populations with limited transportation options and limited financial resources, and recreation areas that are available to the public for free or at a low cost.

The City does not have a formal parks and recreation program or department and does not employ a professional parks and recreation administrator. The Comprehensive Parks and Recreation Master Plan (Parks Plan), adopted in 2022, provides a framework for future recreational planning efforts and includes an evaluation of System Development Charges (SDCs) for parks and recreation. The plan includes an inventory of existing facilities, an evaluation of the current level of service (LOS) and operations, and an action plan to achieve the City's recreational goals and objectives:

- Canby has 23 developed parks/facilities with 70 recreational components, such as athletic facilities, parks, and trails, and has a number of underdeveloped or undeveloped park spaces. The former Canby Adult Center and the Swim Center are located in city-owned facilities on Canby School District property. Some of the key city-owned assets that provide recreational opportunities and services for the community include the Willamette Wayside Natural Area, Three Sisters Ranch, Community River Park, and Eco Park. In addition, there are 22 alternative provider parks and facilities, with another 74 recreational components. These include homeowner associations, schools, and state or county parks within or adjacent to Canby.
- Undeveloped or underdeveloped properties make up over two-thirds of parkland owned by the City. These sites include the Dodds Farm, Fish Eddy Landing, Three Sisters Ranch, and Traverso properties. The Parks Plan notes that, although development or improvements to these properties would increase service to a great number of community members, the properties may be best suited as passive natural and open spaces.

Canby Parks System Map



Source Canby Comprehensive Parks and Recreation Master Plan (2022), Appendix G, pg. 230.

According to the Parks Plan, Canby's parks and properties are well distributed across the city. In terms of walkable access, almost 3/4 of the city's land area has service that exceeds a target value of components appropriate to the city, considered a target of three or more neighborhood park components and a trail system such as a ball field, playground, etc. based on GRASP Walkable Gap Analysis. Low-scoring areas (22 percent of the city) have access to some recreation, but not the target level. Over 90 percent of community members have access to recreation opportunities within a 10-minute walk of their homes. An analysis of the LOS with census data indicates that parks are generally well placed. While the percentage of underserved residents is low, there are several opportunities to increase the LOS by addressing low-scoring properties. Analysis shows that nearly 100 percent of residents have access to target service levels within 1 mile.

The current City standard is 11.4 acres of developed parkland per 1,000 residents, as stated in the current city comprehensive plan. This standard may be increasing as part of the updated 20-year parks system development charge list.

Goals, Policies, and Strategies

GOAL 1:

To create a financially resilient organizational structure to deliver parks and recreation programs and services that position the city for growth.

POLICY NO. 1.1

Evaluate options to create a Parks and Recreation Department with an efficient organizational structure.

Strategies

- 1.1.1 Consider staff positions to support parks and recreation as population grows.

POLICY NO. 1.2

Explore opportunities for long-term sustainable funding for parks and recreation.

Strategies

- 1.2.1 Advise and support the Canby Area Parks and Recreation District (CAPRD), a special district run by the Clackamas County Board of Commissioners, to assist with funding parks and recreation services.
- 1.2.2 Update the City's Parks and Recreation Land Dedication and System Development Charges Methodology.
- 1.2.3 Regularly update the City's Park and Recreation Master Plan, which identifies needed capital improvements and standards for the parks system.
- 1.2.4 Utilize user fees to pay for the operation and maintenance of existing facilities and to replace, upgrade and/or expand these facilities when necessary. Use bonds to acquire additional land for new park facilities and to replace the existing pool facility.
- 1.2.5 Explore creation of a separate park and recreation district to help provide and pay for new park facilities.
- 1.2.6 Work with community partners, such as the Canby Parks and Recreation Advisory Board and the Canby School District to explore feasibility for a new sports complex.
- 1.2.7 Identify and pursue grants to help fund the development and maintenance of parks facilities.

POLICY NO. 1.3

Improve and enhance marketing, communication, and public engagement for parks and recreation facilities and services.

GOAL 2:

Enhance and expand healthy recreation opportunities provided by the City and community partners.

POLICY NO. 2.1

Explore and offer recreation programs that meet the desires and needs of the Canby community, in the city and urban growth boundary area.

POLICY NO. 2.2

Enhance recreation center and aquatic opportunities for the Canby community.

POLICY NO. 2.3

Coordinate with the Canby School District to help ensure that adequate sites are provided for public schools and associated recreation activities.

Strategies

- 2.3.1 Work with representatives of the school district, school offices, and recreation-oriented groups to determine the best possible sites for future acquisition and development of schools and associated recreational facilities.
- 2.3.2 Utilize the density bonus provisions of the planned unit development regulations to encourage developers to provide either public or private recreation facilities within their projects. If sufficient recreation opportunities are provided through this means, the amount of land needed for public acquisition can be reduced accordingly.

GOAL 3:

Expand and enhance community member park experiences.

POLICY NO. 3.1

Maintain existing park and recreation facilities.

Strategies

- 3.1.1 Improve the level of maintenance in current city parks and recreation facilities.
- 3.1.2 Standardize park and recreation amenities for ease of maintenance and aesthetics.
- 3.1.3 Expand and enhance components and amenities in parks when they are functioning below expectations.

POLICY NO. 3.3

Expand and enhance connected trails and open spaces.

GOAL 4:

Provide and enhance access to parks and facilities for all Canby community members.

POLICY NO. 4.1

Seek opportunities to acquire and develop land to meet identified park and recreation needs.

Strategies

- 4.1.1 Acquire and develop land for park and recreation facilities by 2043 to meet the community standard of 10 acres of developed parkland per 1,000 residents.
- 4.1.2 Provide high-quality athletic facilities to meet the needs of the growing community.
- 4.1.3 Identify potential locations for larger community parks to serve the entire community.
- 4.1.4 Site and open a permanent off-leash dog park.

4.1.5 Explore opportunities to provide river access for swimming and other water-based recreation activities.

POLICY NO. 4.2

Provide parks and trails that provide access to and connectivity between Canby's natural and riverfront areas.

Strategies

- 4.2.1 Develop pedestrian trails and bike lanes to connect parks, natural areas, and off-road bicycling opportunities.
- 4.2.2 Develop connections between Canby parks, trails, the Molalla River State Park and the Willamette River with a hub in Wait Park.
- 4.2.3 Create connections to county, regional, and state trail systems.
- 4.2.4 Pursue funding to expand the Logging Road pedestrian and bike trail beyond 13th Street.

POLICY NO. 4.3

Help ensure current and future programs, facilities, communication, etc. comply with the Americans with Disabilities Act (ADA) and are accessible and fully inclusive, regardless of ability.

Strategies

- 4.3.1 Improve park and recreation signage to include the location of ADA access.
- 4.3.2 Evaluate and improve as necessary the ease of physical access to facilities in compliance with ADA standards.

POLICY NO. 4.4

Foster a sense of safety and belonging to welcome community members of all demographics to enjoy parks and recreation facilities.

Strategies

- 4.4.1 Improve park and recreation signage and reservation forms to include the multiple languages spoken in the community.
- 4.4.2 Explore opportunities for City endorsed cultural events in the facilities.
- 4.4.3 Explore partnerships with local non-profits and the library for hosting outreach activities and resource fairs in local parks.
- 4.4.4 Improve the perceived level and actual safety of parks and recreation facilities.

STATEWIDE PLANNING GOAL 9—ECONOMIC DEVELOPMENT

Background

Consistent with the Statewide Planning Goal 9, this element provides economic development goals and policies for Canby.

Per Oregon Statewide Planning Goal 9 (Goal 9), the City of Canby is responsible for having “enough land available to realize economic growth and development opportunities”. The 2023 Economic Opportunities Analysis (EOA) fulfills the specific requirements for economic analysis under Goal 9 and findings from the EOA are incorporated, as appropriate, into the Canby Comprehensive Plan.

The City’s role in regional and statewide commerce is significant, in part because of its location on the Willamette River, proximity to Highway 99E and Interstates 5 and 205, and the Union Pacific Railway as these corridors serve as routes for the exchange of goods and services within the region. Metro has identified Canby as a Neighboring City which is defined as having a significant number of residents who work or shop in the Portland metropolitan area. Canby has several advantages for continued industrial and commercial expansion.

The existing conditions and trends from the EOA for several important categories of the city’s economic environment are summarized below:

Occupations: Canby workers are far more likely to be employed in manufacturing occupations as compared with the county and state. In 2019, nearly 22 percent of Canby’s jobs were in manufacturing, compared with 11 percent in the county and 10 percent in Oregon. Construction (15 percent), retail trade (11 percent), educational services (8 percent), accommodation and food service (8 percent), and health care (8 percent) also represent significant shares of jobs in Canby.

Income: Income levels for Canby’s residents tend to be below those of Clackamas County but well above statewide figures. Between 2010 and 2020, median household and family incomes for Canby residents increased measurably but were outpaced slightly by growth rates observed statewide and in Clackamas County. In 2020, the median household income within Canby was much higher for owner-occupied households (\$91,523) than for renter households (\$49,677).

Employment: Employment in Canby has increased significantly in recent years. The total number of jobs covered by unemployment insurance increased from 6,718 jobs in 2018 to 7,028 jobs in 2023. Half of Canby’s employment is in the strong and growing industrial sector, which added 1,348 jobs between 2014 and 2020. The services sector accounted for 38 percent of employment in the city, followed by the retail trade sector, which accounted for 11 percent of all jobs in 2020.

Employers: In 2020, there were 11 private employers in Canby that each employed between 100 and 350 workers. Canby has been successful at adding employers of all sizes. Between 2009 and 2020, the number of employer establishments in Canby increased from 481 to 616 (over 12 per year on average). Significant growth has occurred in small, medium, and very large business categories.

Target Business Clusters: The list of target industries for Canby includes several existing and emerging clusters, including:

- Advanced manufacturing: metals and machinery

- High tech manufacturing and testing: electrical components, battery storage, etc.
- Construction trades
- Wholesale trade
- Health services

In addition to these target industries, Canby is likely to attract additional demand for commercial retail, professional and business services, entertainment/recreation, business-to-business supply chains, and warehousing and distribution entities.

The EOA also provides an Industrial and Commercial/Office Land Need assessment. The industrial sector is anticipated to continue to grow as the City has 145 acres of available undeveloped industrial land, within proximity or adjacent to the Union Pacific mainline railroad, Oregon Pacific railroad, Highway 99E or the Pioneer Business Park. Commercial growth is anticipated to continue to grow in downtown and highway commercial zones, with 17 acres of undeveloped commercial land.

The adopted Community Development Mission Statement for the EOA is: Canby shall retain and enhance its unique sense of community and livable neighborhoods. Canby continues to be a great location for businesses to thrive and expand. Canby's downtown is inviting and safe, with innovative businesses that meet the community's needs. Canby's employment centers attract a diverse mix of businesses that offer quality jobs and benefits. The Highway 99E Corridor is designed as a safe and attractive gateway that invites visitors to explore Canby. The City of Canby proactively plans for and invests wisely in infrastructure and services that enable the community to manage growth in a sustainable manner.

The following goals and policies and strategies implement this community mission statement:

Goals, Policies, and Strategies

GOAL 1:

To promote increased industrial development at appropriate locations.

POLICY NO. 1

Plan for Industrial expansion areas east and north of Mulino Road.

Strategies

- 1.1.1 Plan for industrial expansion areas adjacent to the industrial park.
- 1.1.2 Identify and construct transportation, and other needed infrastructure that serve industrial business expansion.

POLICY NO. 1.2

Retain and attract businesses that provide quality jobs with high levels of employment per acre.

POLICY NO. 1.3

Support changes in zoning districts to best promote high wage jobs over the next 20-years.

POLICY NO. 1.4

Maintain or increase the requirement for employees per acres within the Pioneer Industrial Park.

POLICY NO. 1.5

Limit rezoning of employment land unless similar employment and higher wage jobs can be achieved as part of zone changes.

POLICY NO. 1.6

Protect employment land from conversion to residential uses in order to ensure an adequate supply of commercial and industrial land to meet 20-year employment projections.

Strategies

- 1.5.1 Review and develop funding opportunities for off-site infrastructure improvements to support expansion of businesses through the use of public, private and/or public-private financing methods for businesses that provide high wage jobs and/or a high number of jobs per acre.

POLICY NO. 1.6

Support expansion and diversity of health services.

Strategies

- 1.6.1 Work with local and regional health care providers to ensure that additional outpatient treatment facilities are available as the local population expands.

GOAL 2:

To encourage commercial development in downtown and other appropriate locations.

POLICY NO. 2.1

Expand lodging options.

Strategies

- 2.1.1 Identify potential locations for a future hotel along Highway 99E.
- 2.1.2 Help facilitate partnerships between land owners and hotel operators.

POLICY NO. 2.2

Attract downtown redevelopment with integrated mixed-use buildings.

Strategies

- 2.2.1 Ensure downtown Canby remains visually and functionally attractive.
- 2.2.2 Support compatible densification within the Downtown Canby Overlay zone that strengthens historic development patterns, and the coordination and connection between the commercial areas on both sides of Highway 99E.
- 2.2.3 Evaluate opportunities to incentivize vertical mixed-use developments using techniques such as public parking, advance financing of off-site infrastructure and limited multifamily tax abatement.
- 2.2.4 Pursue funding to support downtown improvements that enhance walkability.
- 2.2.5 Pursue funding to continue the façade improvement program.

POLICY NO. 2.3

Update design standards and provide incentives for building renovations.

Strategies

- 2.3.1 Implement effective design standards in core area and along Highway 99W.
- 2.3.2 Create development codes that promote attractive highway commercial development servicing the needs of the community.
- 2.3.3 Update development code standards to promote business consistent with design standards.

GOAL 3:

To encourage economic programs and projects which will lead to an increase in local employment opportunities.

POLICY NO. 3.1

Foster a positive business environment and permitting process.

POLICY NO. 3.2

Provide incentives for targeted job creation and major private investment.

Strategies

- 3.2.1 Support reasonable business incentive programs offered by Business Oregon, such as the Strategic Investment Program that provides limited tax abatement for major private investments.
- 3.2.2 Sponsor annual business summit meetings and events held by the Canby Chamber of Commerce.

POLICY NO. 3.3

Support workforce training and development.

Strategies

- 3.3.1 Work with the Clackamas Workforce Partnership to connect workforce training opportunities and programs with local community residents and businesses.

POLICY NO. 3.4

Expand opportunities for the development of workforce housing.

Strategies

- 3.4.1 Evaluate and implement code amendments that lower the barrier to the development of middle housing types, such as plexes, townhomes, courtyard apartments, cottage clusters, and accessory dwelling units.

POLICY NO. 3.5

Use innovative techniques to fund roads and infrastructure.

Strategies

- 3.5.1 Update local system development charges to fully fund capacity expansion projects.
- 3.5.2 Implement equitable transportation utility revenue generation that fully captures the impacts created by various business and industrial types on local streets and related maintenance costs.
- 3.5.3 Explore and create special assessments, such as local improvement districts to recapture the value created by major public or private investments in infrastructure.

POLICY NO. 3.6

Support arts & visitation, including heritage and bicycle-tourism.

Strategies

- 3.6.1 Implement master plan projects that include trails, pathways, parks, river access, and camping/RV facilities.
- 3.6.2 Work with partners, such as Clackamas County, the Canby Parks and Recreation Advisory Board and the Canby School District to explore feasibility for a new sports complex.
- 3.6.3 Expand funding resources and pursue state grants.
- 3.6.4 Support the growth and diversification of heritage tourism.

POLICY NO. 3.7

Support, monitor and participate in local and regional economic development organization activities that help Canby define its role within the larger region.

POLICY NO. 3.8

Play an active role in regional and state-sponsored economic planning processes to ensure that local business expansion needs are fully understood and can be addressed within the broader market area, if not within the Canby UGB.

STATEWIDE PLANNING GOAL 10 — HOUSING

Background

Oregon Statewide Planning Goal 10 (Goal 10) outlines the requirements of the City to meet compliance for the Housing Element and contribute to providing for the housing needs of the state. Goal 10 requires that the City conduct an inventory of its buildable lands. The City adopted its most recent buildable land inventory and Housing Needs Analysis (HNA) in 2024.

Housing Inventory

In 2019, Canby had 6,608 total housing units. The city offers a variety of housing types for a range of income levels, although the availability of middle housing options and affordable rental units is limited. Most existing housing units in Canby are single-family detached homes (63 percent). This also reflects current trends in new housing construction, as about two-thirds of new housing construction between 2010 and 2022 were for new detached homes, while only about one-third of new construction were for middle housing options, including townhomes, duplexes, multifamily apartments, and manufactured homes.

Tenancy

Of the existing 6,608 housing units in 2019, most of the occupied housing units are by owners (68 percent), while renter-occupied units account for 32 percent of housing units. Owner-occupied units tend to be single-family detached and manufactured homes. Meanwhile, renter-occupied units tend to be townhomes, multiplex homes, and multifamily units.

Housing Attainability and Affordability

Housing attainability for households earning at or below the local median family income (MFI) levels were evaluated using U.S. Department of Housing and Urban Development (HUD) guidelines, assuming that the median family income (MFI) for Clackamas County was \$80,484 as of 2019. In Canby, a household earning 80 percent to 120 percent of the MFI should be able to afford between \$1,610 to \$2,415 in monthly rent and between \$279,000 to \$419,000 for a mortgage when spending 30% of their income on housing.

Home values in Canby have increased significantly in recent years and continue to rise. As of December 2022, the median home sales price in Canby was \$582,000, which is comparable to other cities in the region, but is well above mortgage attainability for the 80 percent to 120 percent MFI income levels.

HUD considers households to be cost burdened if they pay more than 30 percent of their income on housing, and severely cost burdened if they pay more than 50 percent of their income on housing. According to the HNA, over half (52 percent) of renter households in Canby are cost burdened.

Residential Land Use and Buildable Land

There are 2,187 acres zoned for residential use in the city. Properties intended for residential development in the city include the following comprehensive land use designations:

- Rural Residential: 308 acres
- Low Density (LDR): 1,453 acres
- Medium Density (MDR): 149 acres

- High Density (HDR): 230 acres
- Residential Commercial (RC): 11 acres
- Downtown Commercial (DC): 38 acres

The 2024 residential buildable land inventory found that, of the 1,746 acres designated for residential use (including mixed-use designations that allow housing), 1,461 acres are developed and 285 acres are buildable. Total buildable vacant land includes 115 acres of partially constrained vacant land, 2.3 acres of buildable vacant land, 163.9 acres of partially vacant buildable land, and 3.4 acres of redevelopable land.

The following goals, policies and strategies are reflective of this community vision and the adopted 2024 Housing Needs Analysis.

Goals, Policies, and Strategies

GOAL 1:

To provide for the housing needs of the citizens of Canby.

POLICY NO. 1

Monitor residential land development maintain a 20-year residential land supply sufficient to accommodate growth and provide needed housing.

POLICY NO. 2

Manage residential development in coordination with the provision of utilities, public facilities, and a functional transportation network.

POLICY NO. 3

Encourage the development of housing for renters, the elderly, those living with disabilities, and low income community members, and integrate the housing into a variety of residential areas throughout the city.

Strategies

- 3.1 Maintain clear and objective housing development standards and criteria for a range of housing types to meet housing needs.
- 3.2 Encourage development of smaller, more attainable units that provide opportunities for first-time homebuyers.
- 3.3 Implement open space requirements as permitted by state law for multifamily housing developments.
- 3.4 Support changes in residential zoning districts and development standards to best accommodate needed housing over the next 20-years.

POLICY NO. 4

Develop criteria and a process for identifying land to rezone to meet the deficit of land for multifamily housing development.

Strategies

- 4.1 Upzone parcels in Area J to allow more medium and high density housing.

- 4.2 Identify priority areas for upzoning, such as sites along transportation corridors, with sufficient utilities capacity, within and adjacent to downtown, and near community amenities, like schools and parks.

POLICY NO. 5

Identify opportunities to streamline the process and standards for designing and approving planned developments.

POLICY NO. 6

Provide incentives to encourage developers to build planned unit developments with a variety of housing types including incentives to support the development of income-restricted housing.

Strategies

- 6.1 Modify system development charge (SDC) fee schedules with scaled charges based on home size.
- 6.2 Pursue a variety of amendments to remove regulatory barriers, including reducing minimum lot sizes, increasing building heights, updating allowed uses in residential zones, and updating design standards.
- 6.3 Provide a 10-year SDC Payment Plan option for developers using the Bancroft Bonding Act which allows local governments to finance public improvements through bonding for up to 10 years.
- 6.4 Offer a full or partial SDC waiver for regulated affordable housing.
- 6.5 Allocate some Construction Excise Tax funds to support the provision of affordable housing.

POLICY NO. 7

Inventory and encourage preservation of naturally occurring affordable housing.

Strategies

- 7.1 Prepare an inventory of subsidized and naturally occurring affordable housing to support proactive policies intended to preserve the affordable housing stock.
- 7.2 Preserve and support development of existing manufactured housing parks.

POLICY NO. 8

Work with the Clackamas County Housing Authority and other public, private, and nonprofit partners to address supply of affordable housing and to assist those experiencing homelessness.

STATEWIDE PLANNING GOAL 11 — PUBLIC FACILITIES AND SERVICES

Background

The City of Canby is committed to providing its residents with safe and accessible public facilities and services to support the community's growth and quality of life. The City's ability to deliver services in a timely, orderly, and efficient manner has a direct impact on future growth of the city. Not all of the community's public facilities and services are provided by the City, as some services are provided by Canby Utility and private utilities.

Per Oregon Statewide Planning Goal 11, cities are responsible for creating facility master plans to meet current and long-range needs within the UGB. The plans should be used supplementally to support the public facilities policies identified in the comprehensive plan. The public facility plans should plan for public services to urbanizable areas that don't yet have facilities. Cities should provide facilities including: police protection, sanitary facilities, storm drainage facilities, energy and communication services, and community governmental services. Elements required in the public facility plan include an inventory of all significant public facility systems, a list of public facility projects to support the comprehensive plan, cost estimates of each public facility project, a map or description of each project's general location, a statement identifying the provider of each system, an estimated timeline for implementation, and a discussion of available funding mechanisms.

Consistent with Oregon Statewide Planning Goal 11, this Element focuses on the following facilities and services provided by the City or in close partnership with local utilities:

- Water
- Wastewater
- Storm drainage
- Fire protection and emergency services
- Police protection
- Library services
- Utilities (natural gas, telephone, and broadband)
- Electricity

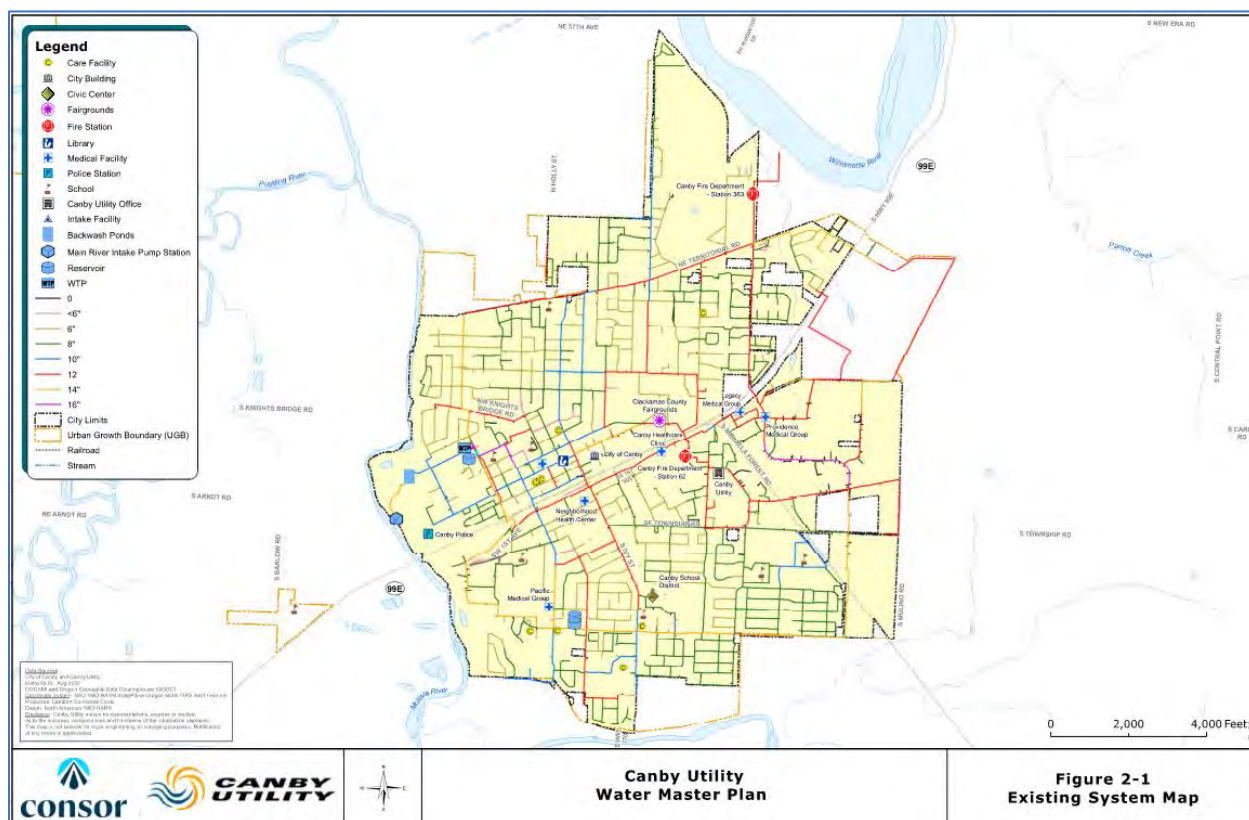
The City plans for and regulates many public facilities and services through capital facilities plans and public works design standards and specifications. A variety of streams are used to pay for new and improved facilities.

Water

Canby Utility, a public utility board, provides water services to all areas within Canby city limits and the urban growth boundary (UGB). The Molalla River is the community's primary water source. Groundwater is sourced from the Springs Gallery. According to the 2023 Water System Master Plan, Canby Utility's Molalla water treatment plant has the capacity to treat 8 million gallons per day (mgd). Storage is provided by three ground level finished drinking water storage reservoirs with a total usable capacity of 4.6 million gallons. The service area is comprised of a single pressure zone. Canby Utility operates two distribution system pump stations, the Cedar Treatment Plant Pump Station and the 13th Avenue Pump Station. The distribution system consists of approximately 87 miles of pipe ranging in diameter from 4 to 16-inch, with 6 and 8-inch diameter pipes being most numerous.

The Master Plan forecasts a maximum daily demand of more than 9 million gallons per day (mgd) by 2045 with an ultimate buildout demand of nearly 17 mgd, a figure based on a projected population of 46,420 in the Canby Utility water service area (current UGB). While Canby Utility has water rights to the Molalla River and adequate intake capacity, the Molalla River's ability to meet long-term demands is limited due to low summer water levels. Therefore, Canby Utility is exploring other long-term supply options. Over the 20-year planning horizon, there is an anticipated storage deficit of nearly two million gallons, requiring additional storage capacity. Improvements to water treatment facilities will also be required to support the urban area.

Canby Water Pump System Map



Source Canby Utility Water Master Plan (2023), pg. 2-2.

Wastewater

The sanitary sewer and stormwater systems are owned by the City of Canby, and one bill is provided to customers for both services. According to the 2020 Wastewater Facilities Plan Update, the existing collection system consists of approximately 21 miles of gravity sewer lines ranging from 6 to 30 inches. The city has eight sewage pumping stations, seven are owned and operated by the City of Canby and one is under private ownership. The Wastewater Treatment Facility was installed in 2014. Based on the average wastewater flow per capita (including residential, commercial, and industrial sources) of 60 gallons per day, and the 2040 population projection of 25,748 people, the wastewater collection and treatments systems will not exceed their current capacity within the 20-year planning window. Amendments to the UGB will require an updated evaluation of wastewater system demands and capacity.

Stormwater

The 2022 Stormwater Master Plan includes details on the existing stormwater system and provides planning for the provision of stormwater collection, disposal and funding to implement the Plan. There are currently 435 drywells and approximately 125,000 feet of storm pipeline within the Canby stormwater system. There are eight drainage basins within city limits, six of which are under the City's jurisdiction with discharge to the Molalla River and the Willamette River; the remaining two basins are under the jurisdiction of the Oregon Department of Transportation.

The City of Canby does not currently have stormwater water quality treatment requirements and the City is not a "regulated" small Municipal Storm Sewer System (MS4) subject to the EPA Phase II Stormwater Rule. Projects to improve stormwater collection and disposal deficiencies in the system are included in the City's Five-Year Capital Improvement Plan.

Power

(To be updated with new information from Canby Utility in December 2025)

Canby Utility owns and operates the electric distribution facilities serving customers within the Canby area. The Canby Utility electrical service is surrounded by the service territory of Portland General Electric (PGE). All electric power sold by Canby Utility is provided by the Bonneville Power Authority with transmission service provided by PGE. All major equipment in the Canby Utility system is less than 20 years old.

Historically, the electric system in Canby is a winter-peaking system caused by cold weather events; however, summer peaks have been growing consistently over the last 10 years as extreme heat events occur more frequently. The 2019 Canby Utility Electric System Five-Year Planning Study found that the system has enough transformer and distribution system capacity to serve historic and projected peak demand over 5 years. The 5-year plan includes specific recommendations for system improvements and plans for maintenance of existing infrastructure to support the needs of a growing population.

Northwest Natural is the regional natural gas service provider and primary service provider in Canby. The distribution system comprises both larger main lines and smaller service lines that ultimately connect to individual residences and businesses. NW Natural collaborates with developers and contractors for installing gas mains in subdivisions and service lines to buildings.

Emergency Services

The Canby Fire District (officially Canby Rural Fire Protection District #62) is a special service district in Clackamas County, Oregon, that provides fire, rescue, and advanced life support (ALS) ambulance transport services to the cities of Canby and Barlow, as well as surrounding rural areas. A fire substation was constructed in 2022 on the north side of the city to account for access and emergency response issues created by trains. The Canby Fire District has a total of approximately 55 career and volunteer firefighters and medics, supported by additional administrative and command staff.

The Canby Police Department provides the Canby community with a full range of police services 24 hours a day, seven days a week. The Department is located on the west side of Canby. The Clackamas County Department of Communications, also known as C-COM, provides 9-1-1 Emergency and Non-Emergency dispatch services to Canby officers. The Canby Police Department has an authorized force of 30 sworn police officer positions, which includes the Chief and two Captains, and six non-sworn positions.

Library

Canby Public Library is a department of the City of Canby and member of the Libraries in Clackamas County (LINCC) consortium. The building that currently houses the combined Canby Public Library and City Hall (known as the Canby Civic Center and Public Library) was completed in fall 2016. The library provides information, resources, assistance, programming, and access to technology. The 2024-2027 Strategic Plan does not identify any facility needs.

Supportive Public Facilities Services

Other public facilities available within the UGB that are privately owned and operated include natural gas, telephone, and broadband. Essential agencies in the city to support the public facilities includes: bridges, Canby Disposal, Canby Ferry, communication towers, gas lines, NW Natural pipeline, telephone fiber, Pacific Pride storage tanks, power lines, railroads, transportation networks, and water/wastewater systems.

Goals, Policies, and Strategies

GOAL 1:

To ensure the adequate provision of water services to meet the needs of the residents and property owners of Canby.

POLICY NO. 1.1

Work with Canby Utility to ensure the maintenance, repair, or replacement of water system elements to provide an adequate level of water service.

POLICY NO. 1.2

Work with Canby Utility to adopt and periodically update a capital improvement program for major water projects and utilize all feasible means to finance needed water system improvements in an equitable manner.

POLICY NO. 1.3

Work with Canby Public Utility to plan for and acquire water sources sufficient to support population growth.

GOAL 2:

To ensure the adequate provision of wastewater services to meet the needs of the residents and property owners of Canby.

POLICY NO. 2.1

Maintain, repair, or replace all current wastewater system elements to provide an adequate level of wastewater service.

Strategies

- 2.1.1 Replace or repair deteriorating collection systems.
- 2.1.2 Improve or replace other existing facilities as needed in the future to ensure their reliability.
- 2.1.3 Construct new trunk and major sewers.
- 2.1.4 Construct new pump stations, consistent with the City's Public Facilities Plan.

- 2.1.5 Relocate, upgrade and/or expand pump stations in areas where additional capacity is needed.
- 2.1.6 Require the owners of any failing septic systems within the City to connect to the City's sewer system.
- 2.1.7 Use the City's adopted industrial wastewater discharge permit process to comply with city, state and federal clean water standards.

POLICY NO. 2.2

Adopt and periodically update a capital improvement program for major wastewater projects and utilize all feasible means of financing needed wastewater system improvements in an equitable manner.

Strategies

- 2.2.1 Continue to update a Wastewater Master Plan that provides a capital improvement plan for the wastewater system.
- 2.2.2 Utilize user rates to pay for the operation and maintenance of existing facilities and to replace, upgrade and/or expand these facilities when necessary. Private development will pay for the majority of new collection facilities through system development charges and the construction of infrastructure.

GOAL 3:

To ensure the adequate provision of storm drainage services to meet the needs of the residents and property owners of Canby.

POLICY NO. 3.1

Prioritize on-site stormwater management except where the City determines it to be inefficient or infeasible.

Strategies

- 3.1.1 Provide regional treatment and monitoring facilities as needed.
- 3.1.2 Maintain, expand or replace existing local facilities as needed, to ensure they continue to function reliably.
- 3.1.3 Develop standards and requirements for on-site storm drainage facilities; incorporate into City development, public facility and other ordinances.

POLICY NO. 3.2

Maintain, repair, replace or expand its storm drainage facilities in the public right of way to meet future storm drainage service needs.

Strategies

- 3.2.1 Decommission unacceptable drywells and water wells not meeting city adopted standards.
- 3.2.2 Implement a catch basin and drywell best management practices (BMP) plan.

POLICY NO. 3.3

Adopt and periodically update a capital improvement program for major storm drainage projects and utilize all feasible means of financing needed storm drainage system improvements in an equitable manner.

Strategies

- 3.3.1 Develop a Storm Drainage Master Plan that provides a capital improvement plan for the storm drainage system.

GOAL 4:

To ensure the provision of a full range of public facilities and services to meet the needs of the residents and property owners of Canby.

POLICY NO. 4.1

Work closely and cooperate with all entities and agencies providing public facilities and services and ensure that they are provided concurrently with future development.

Strategies

- 4.1.1 Work with land developers, property owners and other service providers to ensure that adequate public facilities and services are in place to meet the needs of new residents and businesses prior to approval and/or construction of new development.
- 4.1.2 To minimize the cost of providing public services and infrastructure, discourage urban development that lacks adequate public services and promote efficient use of urban and urbanizable land within the City's urban growth boundary.
- 4.1.3 Support only development that is compatible with the City's ability to provide adequate public facilities and services.

POLICY NO. 4.2

As part of its annual budgeting process, review the public facilities plan to ensure the adequate provision of public services and facilities.

Strategies

- 4.2.1 Planning, Public Works and other department directors should review the public facilities plan for consistency with annual budgets and capital improvement plans.
- 4.2.2 Define annual budgets or improvement plans as needed to ensure consistency on recommended changes to the public facilities plan.

POLICY NO. 4.3

Utilize all feasible means of financing needed public improvements and do so in an equitable manner.

Strategies

- 4.3.1 Allow for the creation of Local Improvement Districts and Advanced Financing Districts as a means of financing needed improvements where supported by local residents.
- 4.3.2 Use SDCs to pay for the costs of public facilities and services needed to serve new development.
- 4.3.3 Use general obligation and revenue bonds, as appropriate, to help finance long-term capital improvements.
- 4.3.4 Consider establishing additional special districts, if needed, to cover the cost of facilities or services that cannot be financed through user fees, SDCs, tax revenues or other existing funding mechanisms.
- 4.3.5 Use fees to recover the cost of services to the greatest extent possible where services or facilities directly benefit users.

- 4.3.6 Incorporate additional changes to the CIP as needed as individual master plans are updated.

POLICY NO. 4.4

Support the retention of Canby School District schools within city limits and within walking distance of residential neighborhoods and downtown to encourage multi-modal trips, support the city's commercial core, and reinforce community character.

STATEWIDE PLANNING GOAL 12 — TRANSPORTATION

Background

Transportation infrastructure is key to the future growth of the city as it provides for the flow of goods, services, and people throughout Canby and the region.

In compliance with Statewide Goal 12 (*Transportation*), the City of Canby Transportation Element in combination with the 2025 Transportation System Plan (TSP) guides development and management of the city's transportation facilities for the next 20 years. Taken together, the city's transportation plan is required by Goal 12 to meet the following requirements:

- Considers all modes of transportation;
- Is based on an inventory of transportation needs;
- Considers social consequences of using different transportation modes;
- Avoids principal reliance upon any one mode of transportation;
- Minimizes adverse social, economic and environmental impacts and costs;
- Conserves energy;
- Meets the needs of the transportation disadvantaged by improving transportation services;
- Facilitates the flow of goods and services; and
- Conforms with comprehensive land use plans.

The City's Urban Growth Boundary (UGB) has about 80 lane miles of streets, eight traffic signals, 46 lane miles of bike lanes, 100 linear miles of sidewalks and two miles of paved trails for walking and biking.

Key Streets

Major streets within the Canby UGB include:

- OR 99E (ODOT facility), which runs east-west through the center of the city. The road provides a major connection with Oregon City and Portland to the north, and Woodburn and Salem to the south.
- Territorial Road (Canby jurisdiction) runs east-west through the northern portion of the city. It connects to OR 99E in the northeast corner of the Canby UGB.
- Sequoia Parkway (Canby jurisdiction) runs north-south connecting the Pioneer Industrial Park to OR 99E.
- Knights Bridge Road (Canby jurisdiction) runs east-west from the western city limits to N Holly Street. West of Canby, Knights Bridge Road connects to Arndt Rd and then to I-5.

Other key streets that connect to OR 99E and/or provide access to neighborhoods are Holly Street, Ivy Street, SW 13th Avenue, Redwood Street, Pine Street, Mulino Road, and Township Road.

Commuter Trips

Much of the traffic in the Canby UGB, especially during the more congested weekday peak times, is related to employment. Residents in Canby who are employed predominantly commute to work outside

of the UGB (85 percent), while jobs in Canby are overwhelmingly filled by people who live outside of the UGB (82 percent).¹

On average, about 73 percent of employed residents in Canby commute to work using single-occupant motor vehicles. About 7 percent of residents carpool to work and the remaining 20 percent work from home, walk, take transit, or use some other means of travel.

Pedestrian Conditions

The sidewalk network is relatively complete within the current city limits. Most new residential developments have a full sidewalk system with relatively few gaps. There are still major gaps in the system where there are sidewalks only on one side of the road or no sidewalks at all. Critical sidewalk gaps in the Canby UGB are found along a few segments of OR 99E.

Of the streets within one-quarter mile of existing transit service, about 11 of the total 55 street miles lack a sidewalk (or 20 percent of the street miles). There are also about 33 miles of missing sidewalk near community amenities (including places of commerce, schools, parks, and libraries), which is about 21 percent of all potential sidewalks in these areas. Notably, there is a gap in the sidewalk near Eccles and William Knight Elementary School as well as Canby Community Preschool.

There is a 2.5-mile paved trail within Canby referred to as the Logging Forest Trail or Molalla Forest Road Trail which serves both pedestrians and bicyclists. Vehicle traffic is not allowed on the trail.

Bicycle Network

Most local streets in Canby have slow speeds and few vehicles on them. When traffic is light and speeds are slow, most people feel most comfortable bicycling in the shared roadway. Of the approximately 90 lane miles of potential bikeways along arterials and collectors in the Canby UGB, there are currently about 46 lane miles of bike lanes, and about 44 lane miles without bike facilities. The northwest part of the city, west of Ivy Street and north of OR 99E, has the lowest share of bikeways complete.

Transit

Canby is served by three transit agencies: Canby Area Transit (CAT), South Clackamas Transportation District (SCTD) and South Metro Area Regional transit (SMART), offering four fixed bus routes and two types of paratransit service. These bus routes connect Canby to Woodburn, Oregon City, Wilsonville, Molalla, and the greater Portland Metro area via TriMet. CAT's Canby Loop, which is free to ride, includes 32 stops throughout Canby and operates Monday-Saturday. The Canby Loop service is funded from a combination of state grants and financial support from local businesses. The City's main transit facility is the Canby Transit Center.

About 73 percent of the total households in the Canby UGB have access to one of these routes. Access to a bus route is defined as living within 1/4 mile of a bus stop. Households that lack access are outside of city limits in the northwestern and southeastern portions of the UGB. About 65 percent of households in the current City limits have access to Canby Area Transit Routes.

¹ US Census Bureau, OnTheMap. Home/Work Distance/Direction Analysis, 2020.

Rail Crossings

There are two rail lines in Canby: Union Pacific railroad tracks parallel OR 99E and the Oregon Pacific Railroad line that run southeast-northwest through Canby parallel to the Logging Road Trail. All railroad crossings have lights and gates that activate when trains approach, and some have additional overhead warning lights. These crossings do not have physical barriers providing protection for people walking and biking on sidewalks and bike lanes. The Union Pacific crossings typically see about 15 daily train movements,² including 9 freight trains and 6 passenger trains each day.

The long train lengths block the road, pedestrian, and bikeway crossings at times during the day, making it difficult for people to get around them and creating long delays for people. This blockage creates a barrier between the northern and southern sides of Canby, especially because there are no grade-separated crossings of the Union Pacific tracks in the City.

Goals, Policies, and Strategies

GOAL 1:

To provide and encourage a safe, convenient, and economic transportation system.

POLICY NO. 1

Provide a transportation system that is convenient, accessible, and connects people to destinations throughout the city and beyond.

Strategies

- 1.1 Provide direct, continuous, and connected transportation facilities to minimize out-of-direction travel and decrease travel times for all users.
- 1.2 Increase the proportion of trips made by walking, bicycling, transit and carpooling.
- 1.3 Complete all gaps in the bicycle and pedestrian networks, including trails.
- 1.4 Increase household and job access to transit.
- 1.5 Increase household and job access to low stress bike and walk networks.
- 1.6 Increase travel options that serve popular destinations, such as schools, services, and parks.

POLICY NO. 2

Provide a transportation system that is safe and secure for people of all ages and abilities.

Strategies

- 2.1 Reduce fatal and serious injury crashes for all modes of travel.
- 2.2 Reduce crashes involving pedestrians and bicyclists by improving conditions along and across streets and at other conflict points with motor vehicles.
- 2.3 Ensure the pedestrian and bike throughways are well maintained and clear of debris, obstacles, and obstructions.
- 2.4 Provide attractive streetscapes that encourage active transportation, appropriate traffic volumes, vehicle speeds, and safety for all users.

² Crossing Inventory Report, U.S. Department of Transportation, Federal Railroad Administration; <https://railroads.dot.gov/safety-data/crossing-and-inventory-data/crossing-inventory-lookup>

- 2.5 Reduce the transportation system's vulnerability to natural disasters and climate change.

POLICY NO. 3

Protect the natural, cultural, and developed environments and encourage healthy and active living for all through comfortable and convenient, lower-polluting transportation alternatives.

Strategies

- 3.1 Reduce vehicle miles traveled per capita
- 3.2 Improve public health by promoting and providing safe, comfortable, and convenient active transportation options to meet daily needs and access services.
- 3.3 Design all transportation facilities to be welcoming and attractive for all people walking and bicycling, including the provision of street trees and buffering from vehicles.
- 3.4 Increase household access to parks, open spaces, and natural areas, including street tree and tree canopy preservation.
- 3.5 Use sensitive design and mitigation approaches to natural, cultural, and developed resources.
- 3.6 Reduce transportation-related air pollutants.

POLICY NO. 4

Eliminate transportation related disparities and barriers and make affordable for all users.

Strategies

- 4.1 Reduce household transportation costs by providing walkable neighborhoods, active transportation options, and reduced reliance on motor vehicle travel.
- 4.2 Develop a multimodal transportation system that allows all users to access employment, education, and services.
- 4.3 Develop a low stress bike and walk network for users of all ages and abilities.
- 4.4 Promote transportation investments that offer system connectivity and efficiency benefits and avoid, minimize, and mitigate negative impacts.
- 4.5 Prioritize infrastructure investments that serve those with the least access to transportation resources and with the greatest mobility needs.

POLICY NO. 5

Manage and optimize the transportation system to ease congestion so people and goods can affordably, reliably, and efficiently reach their destinations.

Strategies

- 5.1 Build an integrated and connected system of roadways, freight routes, transit and bicycle and pedestrian facilities.
- 5.2 Build infrastructure and capacity to support emerging technologies to increase travel options.
- 5.3 Leverage technological advances to increase efficiency of travel across all modes for all road users.
- 5.4 Increase the number of people and businesses with access to travel information.
- 5.5 Increase the number of households and businesses with access to outreach, education, incentives, and other tools that increase shared trips and use of travel options.

POLICY NO. 6

Strategically design, operate and maintain the transportation system to maximize assets, minimize costs, and enhance the surrounding community through right sized infrastructure.

Strategies

- 6.1 Preserve and maintain transportation system assets to maximize their useful life and minimize project construction and maintenance costs.
- 6.2 Build transportation infrastructure that is sized appropriately and that encourages economical operation and maintenance.
- 6.3 Align the function of transportation facilities with evolving character and design of the cross-section to enhance the adjacent land uses through right sized infrastructure, including parking for all users.
- 6.4 Develop new revenue sources to prepare for increased travel demand, that balance fairness and equity across the community.
- 6.5 Coordinate with ODOT and their State Transportation Improvement Plan for Highway 99W to understand road improvement plans and timelines for the state controlled highway.

POLICY NO. 7

The transportation system decisions are made in a transparent and collaborative manner, and the benefits and burdens of investments are distributed equally among all users.

Strategies

- 7.1 Create a multimodal transportation system that seamlessly connects to existing and planned infrastructure in surrounding communities.
- 7.2 Make transportation investment decisions using a performance-based planning and programming framework that is aligned with local goals and supported by meaningful public engagement, multimodal data, and analysis.
- 7.3 Improve coordination and cooperation among the owners and operators of the transportation system to enhance the efficiency of roadways and multimodal facilities and encourage improved transit service.
- 7.4 Engage a wider diversity of people to provide input at all stages of developing and maintaining the transportation system and services.

STATEWIDE PLANNING GOAL 13 – ENERGY CONSERVATION

Background

Canby's role in contributing to energy conservation and sustainable development is guided by Oregon Statewide Planning Goal 13 (Goal 13). According to Goal 13, land use plans should consider measures that maximize energy efficiency, minimize the depletion of non-renewable energy sources, encourage recycling and re-use of vacant land, and plan increasing density gradients along high-capacity transportation corridors. Land use plans should use techniques that can impact energy efficiency, including lot size, dimensions, and siting controls; building height bulk and surface area; density of uses; availability of light, wind, and air; compatibility of and competition between land use activities; and systems and incentives for the collection, re-use, and recycling of metallic and nonmetallic waste. In addition, the City should consider the existing and potential capacity of renewable energy sources to yield useful energy output, such as water, solar, wind, geothermal heat, and municipal, forest, and farm waste.

The City of Canby recognizes that energy consumption is affected by many factors including land use patterns, building location and orientation, transportation modes, and protection of natural resources. In compliance with Statewide Goal 13 the City is committed to energy conservation, especially with the continued rise in cost of non-renewable energy sources and the continued decrease in cost paired with the increased availability of renewable energy sources.

Utilities

The electrical system in Canby is owned and managed by Canby Utility. The utility buys its power from the Bonneville Power Administration. There is generally a proportional linear relationship between the customer count growth of the electricity system and the overall growth in energy use. The energy sales per residential customer during this timeframe remained relatively stable, with small fluctuations year-over-year.

Historically, the electric system in Canby is a winter-peaking system caused by cold weather events. However, summer peaks have been growing consistently over the last 10 years as extreme heat events occur more frequently. The summer peak energy use has grown from 2009 to 2018, reflecting the increased use of air conditioning and hotter weather.

The study of Canby Utility's use and load growth does not include an analysis of the potential for solar energy growth. Additionally, the City has adopted the Oregon State Structural Safety Code which sets insulation standards for buildings to conserve energy.

Built Environment

As stated in Goal 13, an important aspect for cities to include for energy conservation and sustainable development practices is the re-use and development of vacant land. The efficient use of land and the type of development that will occur on vacant lands is considered in the Land Use Element to ensure sustainable growth patterns supporting the projected population and economic growth over 20 years. Efficient land use is more sustainable and promotes energy efficiency.

Transportation

Transportation is a major factor in Canby's energy consumption, due in part to the large number of commuters. The Transportation System Plan (TSP) notes that use of personal motor vehicles is the predominant transport mode in Canby. The TSP also notes that freight traffic plays a critical role in Canby's economy and designated truck routes in the transportation system contribute to a more efficient system.

Goals, Policies, and Strategies

GOAL 1:

To conserve energy and encourage the use of renewable resources in place of non-renewable resources.

POLICY NO. 1.1

Reduce land use patterns that increase the amount of vehicle trips and miles traveled.

Strategies

- 1.1.1 Promote higher density residential comprehensive plan designations based on access to transportation, access to and capacity of infrastructure, site size, development constraints, and other relevant criteria.
- 1.1.2 Provide adequate land for industrial and commercial development to expand local employment opportunities and reduce the need for commuting.
- 1.1.3 Promote creative solutions to current electrical transmission challenges by supporting Battery Energy Storage System for industrial use to promote industrial development.
- 1.1.4 Support efforts to provide Canby residents with transit options to access jobs, schools, parks, shopping, and other destinations in Canby and neighboring cities.
- 1.1.5 Invest in infrastructure projects that facilitate active modes of transportation, including walking and biking.
- 1.1.6 Encourage medium and high density residential zone designations to areas being annexed by the city.

POLICY NO. 1.2

Promote energy efficiency and the use of renewable resources.

Strategies

- 1.1.1 Promote the use of solar panels for industrial development to reduce the need for electrical power reliance from Portland General Electric and the Bonneville Power Administration.
- 1.1.2 Encourage the use of Canby Utility rebate and energy conservation programs in supporting the repair and rehabilitation of buildings.

STATEWIDE PLANNING GOAL 14 – URBAN GROWTH

Background

The City of Canby's Urban Growth Boundary (UGB) is based on requirements of Statewide Planning Goal 14 (Goal 14). The UGB must accommodate 20-years of population growth and land needed for housing, employment opportunities, and livability or public use. The UGB separates urban from rural areas. The UGB identifies the general area in which city facilities and services will be extended and the general area in which annexation will occur from the present through the 20-year planning period. The UGB does not require that all land within the boundary be annexed during the planning period. Rather, it shows the City's willingness to supply urban services to the area if annexation criteria are met. Canby's UGB is based partially on the other Comprehensive Plan element policies that assure maximum efficiency of land use within and on the fringe of existing city limits. Goal 14 includes provisions that prevent "leapfrog" development by assuring that urbanization occurs in a logical process. The City's role in guiding urban land use and implementing urban expansion includes:

- A) Use the type, location, and phasing of public facilities and major transportation facilities to direct urban expansion;
- B) Provide financial incentives to assist maintaining the use and character of lands adjacent to urban areas;
- C) Adopt and maintain local land use controls and ordinances to accommodate increased public demands as urbanizable lands become more urbanized; and
- D) Provide a detailed management program to assign implementation roles and responsibilities to government bodies.

A major factor in the City's selection of properties included within the UGB has been the long-term potential for continued agricultural productivity. The City of Canby recognizes the importance of agriculture and forestry within the Willamette Valley and will, through the implementation of this Plan, attempt to minimize the adverse impacts of urban growth. Some farmlands will inevitably be converted to urban use in the natural course of City growth, but this Element is meant to guide the course of growth away from the most valuable agricultural and forest lands. The City has held to a policy of not extending urban services (e.g., sanitary sewer) to developments beyond the city limits without a covenant to annex in two years.

The land available within the Canby UGB is an important aspect of the Urban Growth Element to ensure that the city has adequate land to support long-term growth and urbanization while protecting existing rural lands. The UGB was established in its current form to consider the flood-prone and steeply sloping properties along the Molalla and Willamette Rivers. Additionally, the UGB preserves potential agricultural productivity to the northwest of the city. Additional properties have been excluded from the UGB due to the difficult nature of providing public services due to the natural topography.

In 1992, the City of Canby entered an Urban Growth Management Agreement (UGMA) with Clackamas County. The UGMA coordinates the management of land brought in by modifications to the UGB or Urban Reserve Areas (URA) through amendments to the City and County's Comprehensive Plans.

Canby has an estimated deficit of 630 to 645 acres of land in the UGB to support residential, parks, and employment needs combined for the 20-year population and employment forecasts.

Virtually all of the land around Canby is agricultural, with Class I and II soils and a history of good productivity. Nearly all of the surrounding land has been actively farmed at some point in the past, and much of it continues to be farmed.

Goals, Policies, and Strategies

GOAL 1:

To ensure the transition from rural to urban uses occurs in an orderly manner.

POLICY NO. 1.1

Coordinate growth and development plans with Clackamas County as defined in the Clackamas County-City of Canby Urban Growth Management Agreement (UGMA), and other government and tribal agencies.

Strategies

- 1.1.1 Periodically review and update the UGMA. Proposed changes to the urban growth management area shall be based upon an analysis of both short-term and long-term need for urban expansion in accordance with state law. This area, lying immediately outside the Urban Growth Boundary, represents the general geographical area where Canby and Clackamas County will continue to coordinate planning activities, including those pertaining to requests for changes in land use.
- 1.1.2 Provide the County with the opportunity to review and comment on proposed land use actions as described in the UGMA.
- 1.1.3 Take an active role in the land use planning and development process for lands located in the urban growth management area. Intergovernmental agreements with Clackamas County will be used for planning, land division, land uses, and management of land uses and provision of public facilities and services within the area of interest.

POLICY NO 1.2

Use accepted growth management techniques in a manner that will implement the Comprehensive Plan vision, goals, and policies.

Strategies

- 1.2.1 Update and amend the Urban Growth Boundary when conditions satisfy adopted local and state standards for urban growth boundary amendments.
- 1.2.2 OAR 660 Division 21 authorizes planning for areas outside urban growth boundaries to be reserved for eventual inclusion of an urban growth boundary and to be protected from patterns of development which would impede urbanization. This provides the City with a mechanism through which it can influence and affect the pattern of development outside the urban growth boundary, so that it does not conflict with the City's long-term plans for urbanization.
- 1.2.3 Prepare development concept plans (DCPs) for areas within the UGB prior to annexation. At a minimum, DCPs should include land uses, transportation facilities, public utilities, natural resources, and parks, trails, and open space.

- 1.2.4 Areas eligible for annexation should be located within the Canby Urban Growth Boundary and contiguous to the existing city limits.
- 1.2.5 An adequate quantity and quality of urban services must be available to serve the subject site, or have evidence that it is feasible that adequate urban services can be made available within a reasonable period of time after annexation. Increased levels of urban service shall not place unreasonable burdens on the service providers or existing users. An adequate level of urban services shall be defined as:
- Municipal sanitary sewer and water service
 - Power and other private utility service
 - Multimodal roads with an adequate design capacity for the proposed use and projected future uses
 - Police and Fire
 - School facilities and services
- The burden of providing the above findings is placed upon the applicant.
- 1.2.6 Where such public facilities as sewer and water lines are provided within a road right-of-way, annexation should be encouraged simultaneously on both sides of the road to assure maximum efficiency in the use of those services and to reduce development costs.

POLICY NO. 1.3

Ensure the efficient and effective provision of infrastructure to serve newly annexed areas.

Strategies

- 1.3.1 Canby's Annexation Development Map should be used to identify properties required to adopt a Development Concept Plan (DCP) or Development Agreement (DA) prior to annexation.



PROCLAMATION

WHEREAS, the City of Canby, Oregon, celebrates our local small businesses and the contributions they make to our local economy and community;

WHEREAS, according to the United States Small Business Administration, there are 34.85 million small businesses in the United States, small businesses represent 99.9% of firms with paid employees, small businesses are responsible for 61.1% of net new jobs created since 1995, and small businesses employ 45.9% of the employees in the private sector in the United States;

WHEREAS, 68 cents of every dollar spent at a small business in the U.S. stays in the local community and every dollar spent at small businesses creates an additional 48 cents in local business activity as a result of employees and local businesses purchasing local goods and services;

WHEREAS, 64% of U.S. consumers aware of Small Business Saturday shopped or ate at a small, independently owned retailer or restaurant on Small Business Saturday 2024;

WHEREAS, Canby, Oregon, supports our local businesses that create jobs, boost our local economy, and preserve our communities;

WHEREAS, the City of Canby acknowledges the importance of shopping locally throughout the holiday season with the Shop Local Canby program, set to run from November 29, 2025 through February 5, 2025; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

NOW, THEREFORE, I, Mayor Hodson, Mayor of Canby, Oregon, do hereby proclaim, November 29, 2025, as

SMALL BUSINESS SATURDAY

And urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday – celebrating its 16th year in 2025 – and Shop Small throughout the year.

Dated this 19th day of November, 2025.

Brian Hodson
Mayor

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
October 15, 2025**

PRESIDING: Brian Hodson

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

STAFF PRESENT: Randy Ealy, Interim City Administrator; Emily Guimont, City Attorney; Teresa Ridgley, Deputy City Recorder; Don Hardy, Planning Director; Emma Porricolo, Associate Planner; Jamie Stickel, Economic Development Director/Communications Specialist; and Jerry Nelzen, Public Works Director.

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:04 p.m.

NEW EMPLOYEE INTRODUCTIONS: None.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: Don Perman, Canby business owner, discussed the property on SE 3rd Court and how it was valuable for public parking to access the Logging Road on the south side of town. He provided the plat and schematic of how it could be developed.

CONSENT AGENDA: ****Council President Hensley moved to approve the Consent Agenda that included approval of the September 17, 2025, City Council Regular Meeting minutes. Motion was seconded by Councilor Padden and passed 6-0.**

ORDINANCES AND RESOLUTIONS:

Ordinance 1657 – ****Councilor Davis moved to adopt ORDINANCE 1657, AN ORDINANCE CONSIDERING A CONTRACT EXTENSION WITH INTERIM CITY ADMINISTRATOR RANDY EALY AND DECLARING AN EMERGENCY. Motion was seconded by Council President Hensley and passed 6-0 by roll call vote.**

Resolution 1444 – Jerry Nelzen, Public Works Director, said this resolution would allow the City to take jurisdiction of N Pine Street from Territorial to the train depot on Fourth Avenue. The County was providing \$513,000 to take the road over with a PIC rating of 40. He explained how the sewer lines would be extended to this area.

****Councilor Padden moved to adopt RESOLUTION 1444, A RESOLUTION AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH CLACKAMAS COUNTY RELATED TO THE TRANSFER OF JURISDICTION OVER A PORTION OF N. PINE STREET. Motion was seconded by Councilor Davis and passed 6-0.**

Resolution 1445 – Don Hardy, Planning Director, said this was a Housing Production Strategy item and was an important tool for housing development.

Emma Porricolo, Associate Planner, said this was a request to formally grant the City Administrator the ability to approve Bancroft financing plans for development projects. The City Administrator could choose to defer the decision to Council. She gave a background on this financing option and explained the Bancroft financing-SDC payment plan minimum requirements, housing production tools, input from local developers, and example of what a payment plan would look like. Staff recommended approval.

There was discussion regarding the duration of the payment plan which was up to ten years, how the interest collected would stay in the SDC fund, how the Administrator would decide the parameters or it could be deferred to Council, putting a lien on a separate property, and adding a fee to cover the administration costs.

There was consensus to add an administration fee to the master fee schedule which would be done through a separate resolution. Staff would come back with an annual review fee and loan origination fee.

****Councilor Davis moved to adopt RESOLUTION 1445, A RESOLUTION GRANTING AUTHORITY TO THE CITY ADMINISTRATOR TO APPROVE INDIVIDUAL BANCROFT FINANCING REQUESTS FOR SYSTEM DEVELOPMENT CHARGES (SDC). Motion was seconded by Councilor Waterman and passed 6-0.**

OLD BUSINESS: None.

NEW BUSINESS: None.

MAYOR'S BUSINESS: Mayor Hodson thanked the County for finishing Knights Bridge on time. He reported on the C4 meeting where the transportation bill and emergency response routes were discussed. Councilor Padden thought there should be an agreement with ODOT in an emergency that the Fire and Police Departments could have more say on what happened on 99E.

Mayor Hodson said the Fairgrounds had received a grant to replace the wood planking in the rodeo arena with all aluminum seating.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Waterman reported on the Bike and Pedestrian Committee who received a letter from a citizen about electric bike speeding on the Logging Road and need for signage. A new Committee member would be approved at the next meeting.

Councilor Stearns reported on the Canby Utility Board meeting where they approved a long-term contract with BPA.

Councilor Davis reported the next Parks and Recreation Advisory Board meeting would be next week. The Adult Center was holding their annual strategic planning process this week. The director of C-Com passed away unexpectedly.

Council President Hensley attended the League of Oregon Cities Conference. The Traffic Safety Commission discussed 2nd and Grant site obstruction, red light cameras, and construction vehicle

queuing on Sequioa Parkway. She attended the Chamber Luncheon. The Suicide Prevention Task Force was hosting QPR training at the Library on October 22. It was Breast Cancer Awareness Month and Domestic Violence Awareness Month.

Councilor Maldonado thanked the library for their recent events.

Councilor Padden said it was girls' volleyball season. He reminded people not to speed on Knights Bridge Road. There was a Council goals and operating guidelines meeting a couple weeks ago with a target of coming back to the Council in November.

CITY ADMINISTRATOR'S BUSINESS: Randy Ealy, Interim City Administrator, shared information about a meeting that was held with PGE and Canby Utility. They talked about meeting regularly going forward and the deliverable they asked of the City was to let them know the developments that had been approved over the last three years, what was in process, and the growth projected in the Urban Growth Boundary expansion.

Mr. Hardy reviewed the summary of outstanding projects without approved or guaranteed electrical service. These included outstanding projects with approved design review, outstanding subdivisions, projects currently under review, outstanding pre-app projects, and individual sub lots.

Councilor Padden suggested getting an update to the document on a regular basis. This document would be valuable to the Planning Commission as well. He was still upset that PGE said they needed this information as they were supposed to be planning growth for cities.

Councilor Stearns asked if they were asking projects how much power they needed. Mr. Hardy said that would be the next step. Canby Utility would have to assign some assumptions as to the power needed and the load growth.

Councilor Stearns asked about a moratorium. Mr. Hardy said gathering this information would help them determine if there should be a moratorium filed. They had to be specific about what they could and could not serve.

Councilor Waterman asked if there were electrical SDCs. Mr. Ealy said there was not one for electricity. They had a franchise fee with Canby Utility instead.

Councilor Padden asked if they could charge electricity SDCs. Mr. Hardy said it was not a City service.

Councilor Padden asked about creating a power grid fee where every development paid into a fund to purchase a new power line. Emily Guimont, City Attorney, did not think that was allowed due to the takings clause of the Fifth Amendment that put limits onto the types of fees that tied into development.

Council President Hensley wanted to know what other jurisdictions did.

Councilor Waterman said they had to pay for infrastructure for development, but there was one type of infrastructure that was out of the loop. He asked what Canby Utility had in place for developing infrastructure.

Councilor Stearns thought there was not a difference between a pipe and a wire.

Mr. Ealy said in lieu of taxes, Canby Utility paid the City around \$1 million in franchise fees. The Council would like more clarification on this issue.

Mr. Ealy said there would be a Work Session on SDCs in November and a public hearing in January, the Comprehensive Plan update would come to Council for adoption in February, and the Transportation System Plan would come to Council in March. They were working on the background check for the new Finance Director. They would be paving Tenth Avenue next week.

Mayor Hodson asked about using ARPA funds for Walnut Street and if they would meet the deadline of December 2026. Mr. Nelzen said they were on schedule to meet the deadline. It would be an ODOT signal at the intersection. He gave an update on the S Ivy project, and how striping was scheduled for this Friday and Saturday.

Mr. Ealy explained the budget for the Walnut Street project.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Ordinance 1657.
3. Adopted Resolutions 1444 and 1445.

The Mayor adjourned the meeting at 8:34 p.m.

Maya Benham, CMC
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood



CITY COUNCIL Staff Report

Meeting Date: 11/19/2025
To: The Honorable Mayor Hodson & City Council
Thru: Randy Ealy, Interim City Administrator
From: Todd M. Wood, Transit/Fleet/IT
Agenda Item: Consider **Ordinance No. 1658:** An Ordinance Authorizing the Interim City Administrator to Execute a Service Agreement with Directlink for the Renewal of Voiceconnect Services for the City of Canby. (*Second Reading*)
Goal:
Objective:

Summary

This report summarizes the renewal of the City's VoiceConnect communications service agreement with DirectLink for the continued provision of citywide telephone and unified communications services.

Background

The City of Canby utilizes a unified communications and voice-over-IP (VoIP) system, branded as VoiceConnect, to support telephone, voicemail, and related communication needs across all City departments and facilities.

The City's existing contract with DirectLink, a local provider based in Canby, has reached the end of its current term. The service provides essential connectivity between City Hall, Police, Public Works, Library, and other municipal locations, and is integral to daily operations and public contact.

The renewal proposal from DirectLink includes both hardware and software upgrades to the City's existing VoiceConnect system. This renewal will modernize outdated desk and conference phones, streamline voicemail and call routing features, and enhance reliability and security of voice services.

Discussion

The proposed VoiceConnect Service Renewal Agreement provides a 60-month (five-year) term for continued service with updated equipment, programming, and features. DirectLink will provide and install new Yealink color SIP phones, updated software programming, and enhanced support features such as call recording and collaboration tools.

The renewal agreement also includes:

- Replacement of outdated Mitel and Aastra phone hardware with new Yealink models
- Updated voicemail and call flow programming
- Inclusion of Collaboration Pro call recording and UCaaS application licenses
- Full system programming and training for staff
- No upfront installation cost (installation fees waived per Exhibit A)

The renewal ensures continued reliability and consistent service while keeping the City's communication technology current and supported. The Information Technology Department reviewed the renewal proposal and found it to be cost-effective, fully compatible with current infrastructure, and beneficial for long-term service continuity.

If approved, DirectLink will begin installation and service implementation in December 2025.

Attachments

- Ordinance No. 1658
- VoiceConnect Service Renewal Agreement (DirectLink)
- Exhibit A – VoiceConnect Services and Equipment
- Exhibit B – Statement of Work and Equipment List

Financial Impact

The total monthly recurring cost for VoiceConnect services under the renewal agreement is \$2,435.92 per month, resulting in a total cost of approximately \$146,150 over the five-year period. This agreement will save us nearly \$60,000 over our existing contract.

Installation fees are fully waived under this renewal. The cost is covered in the Information Technology budget and includes service, maintenance, and support over the term of the agreement.

Recommendation

Staff recommends that the City Council authorize the Interim City Administrator, Randy Ealy, to execute the VoiceConnect Service Renewal Agreement with DirectLink for continued VoiceConnect services for a period of five years.

Proposed Motion:

"I move to adopt **Ordinance No. 1658**: An Ordinance Authorizing the Interim City Administrator to Execute A Service Agreement With Directlink for the Renewal Of Voiceconnect Services for the City of Canby."

ORDINANCE NO. 1658

AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO EXECUTE A SERVICE AGREEMENT WITH DIRECTLINK FOR THE RENEWAL OF VOICECONNECT SERVICES FOR THE CITY OF CANBY.

WHEREAS, the City of Canby has identified the need to renew its existing VoiceConnect telephone and unified communications system services to ensure reliable voice and communication infrastructure for all City facilities;

WHEREAS, the City received three separate quotes for service with Direct Link as the lowest price;

WHEREAS, the proposed Service Renewal Agreement provides for updated hardware, programming, and licenses as detailed in Exhibit “A” of the Agreement, with installation and service to commence in December 2025; and

WHEREAS, the renewal terms were reviewed by the City’s Information Technology Department and found to provide continued value, reliability, and compatibility with existing City infrastructure.

NOW, THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:

The Interim City Administrator, Randy Ealy, is hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, a Service Renewal Agreement with DirectLink for the renewal and continued provision of VoiceConnect services. A copy of said agreement is attached hereto as Exhibit “A” and by this reference incorporated herein.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, November 5, 2025 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter, to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, November 19, 2025, commencing at the hour of 7:00 PM in the City Council Chambers, located at 222 NE 2nd Avenue, 1st Floor, Canby, Oregon.

Maya Benham, CMC
City Recorder

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on the 19th, day of November 2025, by the following vote:

YEAS_____ NAYS_____

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

Voice Connect Service Renewal Agreement

This Service Agreement entered into by and between Canby Telephone Association d/b/a DirectLink, hereinafter referred to as "COMPANY" and City of Canby, hereinafter referred to as "CUSTOMER", each a party and collectively the "PARTIES" and is in full force and effect the date executed by the PARTIES below.

The PARTIES hereto are mutually covenant and agree as follows:

1. DEFINITIONS: As hereinafter used, the following terms shall have the meanings indicated:
 - (a) "SERVICE AGREEMENT" and/or "SERVICE RENEWAL AGREEMENT" The fixed period of time in months agreed to by CUSTOMER and COMPANY during which COMPANY will provide Services to the CUSTOMER.
 - (b) "EXHIBIT(s)" Each document marked "Exhibit" attached to this Agreement, the contents thereof which are incorporated herein as if fully set forth.
 - (c) "SERVICE(s)" Means any service and items of equipment listed in the exhibit(s).
 - (d) "MONTHLY RECURRING FEE" That recurring monthly charge which the CUSTOMER pays for the Service(s).
 - (e) "ONE-TIME INSTALLATION FEE" The charge which the CUSTOMER pays for the installation of the Service(s).
2. TERM: The term of this Agreement is 60 months beginning the effective date of the SERVICE(s) as reflected on CUSTOMER's monthly statement following installation of the SERVICE(s), "TERM".
3. INSTALLATION: COMPANY shall provide and install the SERVICES(s) on the CUSTOMER'S premises. The equipment will be in service at the premises on the estimated in-service date specified in Exhibit A.
4. SERVICES: COMPANY will use its best efforts and due diligence in its performance of the Services and will provide such personnel, materials, supplies, and equipment as are necessary to successfully provide the Services. All COMPANY personnel designated to install and support the Services shall be properly trained and fully licensed to undertake any activities pursuant to this Agreement, and COMPANY shall have all requisite permits, licenses and other authorizations necessary to provide the Services.
5. MAINTENANCE: Unless otherwise stated, all installed Service(s) shall be new and current model equipment and carry full manufacturer warranties. COMPANY represents and warrants that, to the best of its knowledge, it owns all rights, title, and interest in the Service(s) provided, the Service(s) are free from all liens, charges, encumbrances, or claims of any person or entity, and the Service(s) furnished do not infringe on any patent, registered service mark, trademark, trade dress, copyright, or other intellectual property rights. COMPANY agrees to save, hold harmless, and indemnify the CUSTOMER in the event of any claim infringement, to the extent

found to have been caused by the actions, errors, or omissions of COMPANY. Further, COMPANY represents and warrants that the Service(s) are free from defects in material and workmanship. During the Agreement COMPANY shall maintain the Service(s) in good working condition and will make all adjustments, repairs and parts replacements necessary to fulfill this obligation without additional cost to CUSTOMER.

6. RATES: CUSTOMER shall pay on or before the 30th day of each month the appropriate monthly charges specified in Exhibit A or any additional exhibits executed during the term of this Agreement.
7. EQUIPMENT: The equipment shall at all times remain the property of COMPANY. In the provisioning, support and maintenance of the SERVICE(s), COMPANY reserves the right to substitute like equipment having essential functional equivalency to equipment demonstrated prior to execution of this SERVICE AGREEMENT, equipment as installed, or as equipment listed in this SERVICE AGREEMENT or any Exhibit thereto.
8. RISK OF LOSS: CUSTOMER shall assume responsibility for any loss of or damage to the equipment on its premises where such loss or damage is due to CUSTOMER negligence.
9. LIMITATION OF LIABILITY:
 - (a) EXCEPT AS OTHERWISE PROVIDED IN THIS AGREEMENT, NEITHER PARTY WILL BE LIABLE TO THE OTHER FOR ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, WHETHER OR NOT FORESEEABLE, OF ANY KIND INCLUDING BUT NOT LIMITED TO ANY LOSS REVENUE, LOSS OF USE, LOSS OF BUSINESS OR LOSS OF PROFIT, WHETHER SUCH ALLEGED LIABILITY ARISES IN CONTRACT OR TORT.
 - (b) THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PURPOSE, TITLE AND NONINFRINGEMENT WITH RESPECT TO THE SERVICES, DIRECTLINK EQUIPMENT, OR LICENSED SOFTWARE. ALL SUCH WARRANTIES ARE HEREBY EXPRESSLY DISCLAIMED TO THE MAXIMUM EXTENT ALLOWED BY LAW. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, DIRECTLINK DOES NOT WARRANT THAT THE SERVICES, DIRECTLINK EQUIPMENT, OR LICENSED SOFTWARE WILL BE UNINTERRUPTED, ERROR-FREE, OR FREE OF LATENCY OR DELAY, OR THAT THE SERVICES, DIRECTLINK EQUIPMENT, OR LICENSED SOFTWARE WILL MEET YOUR REQUIREMENTS, OR THAT THE SERVICES, DIRECTLINK EQUIPMENT, OR LICENSED SOFTWARE WILL PREVENT UNAUTHORIZED ACCESS BY THIRD PARTIES.
 - (c) DIRECTLINK MAKES NO WARRANTIES OR REPRESENTATIONS WITH RESPECT TO THE SERVICES, DIRECTLINK EQUIPMENT, OR LICENSED SOFTWARE FOR USE BY THIRD PARTIES.

(d) IN NO EVENT SHALL DIRECTLINK, OR ITS ASSOCIATED PARTIES, SUPPLIERS, CONTRACTORS OR LICENSORS BE LIABLE FOR ANY LOSS, DAMAGE OR CLAIM ARISING OUT OF OR RELATED TO: (i) STORED, TRANSMITTED, OR RECORDED DATA, FILES, OR SOFTWARE; (ii) ANY ACT OR OMISSION OF CUSTOMER, ITS USERS OR THIRD PARTIES; (iii) INTEROPERABILITY, INTERACTION OR INTERCONNECTION OF THE SERVICES WITH APPLICATIONS, EQUIPMENT, SERVICES OR NETWORKS PROVIDED BY CUSTOMER OR THIRD PARTIES; OR (iv) LOSS OR DESTRUCTION OF ANY CUSTOMER HARDWARE, SOFTWARE, FILES OR DATA RESULTING FROM ANY VIRUS OR OTHER HARMFUL FEATURE OR FROM ANY ATTEMPT TO REMOVE IT.

10. ADDITIONAL SERVICE: The CUSTOMER may add additional SERVICE(s) by executing additional Exhibits pursuant to this agreement. As a convenience to the CUSTOMER, COMPANY may elect to provide service in response to a CUSTOMER order without a CUSTOMER signature on an appropriate EXHIBIT. Such additions of lines, telephones and features during the TERM will be at the contract rate with installation charges specified in the then applicable price lists of COMPANY.
11. EARLY TERMINATION: When by COMPANY for cause, or by CUSTOMER without cause, CUSTOMER shall pay all accrued and unpaid charges for SERVICE(s) up to the date of disconnection plus an early termination charge as liquidated damages, and not as a penalty, calculated as follows:
Remaining Term Great than Twenty-Four (24) Months. The early termination fee shall equal to one hundred percent (100%) of the monthly recurring charge for the SERVICE(s) multiplied by the number of months remaining in the Term.
Remaining Term Greater Than Twelve (12) Months but Twenty-Four (24) Months or Fewer. The early termination fee shall equal seventy-five percent (75%) of the Monthly Recurring Charge multiplied by the number of months remaining in the Term.
Remaining Term Twelve (12) Months or Fewer. The early termination fee shall equal fifty percent (50%) of the Monthly Recurring Charge multiplied by the number of months, or fraction thereof, remaining in the Term. Customer shall also pay COMPANY'S reasonable costs of removal and disposition of COMPANY'S equipment installed on CUSTOMER'S premises.
12. CONTINUED USE OF SERVICE(s) AFTER EXPIRATION OF TERM: CUSTOMER may continue to use the equipment after the expiration of the TERM applicable to such equipment; provided however, (1) that the CUSTOMER continues to pay the appropriate monthly charges as provided by applicable price lists, and (2) that COMPANY'S only obligation shall be to keep the equipment in good working condition subject to the availability of materials.
13. ACCESS TO CUSTOMER'S PREMISES: CUSTOMER hereby authorizes COMPANY employees to enter CUSTOMER'S premises at all reasonable hours, with COMPANY'S prior notification, for the purpose of installing, testing, inspecting, repairing and maintaining the equipment and otherwise performing its commitments under this agreement. CUSTOMER shall furnish secured

areas and necessary power as needed for the Service without cost to COMPANY. COMPANY will remove any and all of its property located on the CUSTOMER'S premises within 10 days of the termination of service.

14. ASSIGNMENT: During the TERM of this agreement, CUSTOMER may assign its rights hereunder, subject however, to the proposed assignee establishing satisfactory financial responsibility with COMPANY.
15. DEFAULT: If CUSTOMER defaults in making any payments hereunder, or default in any of its covenants under this agreement, and CUSTOMER does not cure such default within 60 days after having received written notice from COMPANY of the nature of such default, COMPANY may, at its sole discretion, terminate this agreement or any Exhibit hereunder or remove any item of equipment listed on any Exhibit in which event the charges to CUSTOMER referred to in paragraph 10 shall apply.
16. NON-WAIVER: The failure of COMPANY to insist upon strict performance of the terms, covenants or conditions of this agreement in any one or more instances shall not be construed as a further waiver or relinquishment of any such terms, covenants or conditions, but the same shall be and remain in full force and effect.
17. MOVES, CHANGES, AND REARRANGEMENTS: At the CUSTOMER'S request, equipment will be moved, changed or rearranged by COMPANY within the CUSTOMER'S premises specified in the applicable Exhibit. Charges for said moves, changes and rearrangements will be the charges specified in the applicable price lists of COMPANY. Where no price lists apply, CUSTOMER shall pay a charge based upon actual costs incurred by COMPANY. No Service shall be moved, changed, or rearranged except by COMPANY employees or as provided in an applicable Exhibit. Additional trunks, lines and equipment will be priced at the SERVICE AGREEMENT level.
18. TAXES, SURCHARGES AND OTHER GOVERNMENT-RELATED COSTS AND FEES: DirectLink reserves the right to invoice CUSTOMER for any fees or payment obligations in connection with the SERVICE(s) imposed by governmental or quasi-governmental bodies in connection with the sale, installation, use, or provision of the SERVICES(s), including, without limitation, applicable franchise fees (if any), regardless of whether COMPANY or its affiliates pay the taxes directly or are required by an order, rule, or regulation of a taxing jurisdiction to collect them from CUSTOMER. These obligations may include those imposed on COMPANY or its affiliates by an order, rule, or regulation of a regulatory body or a court of competent jurisdiction, as well as those that COMPANY or its affiliates are required to collect from the CUSTOMER or to pay to others in support of statutory or regulatory programs. For example, voice customers are charged a monthly regulatory recovery fee to help defray COMPANY's contributions to municipal, state, and federal programs including, without limitation, universal service, telecom relay services for the visually/hearing impaired, and E911 programs and infrastructure. This regulatory recovery fee is not a tax, and it is not government-mandated. Taxes and other government-related fees and surcharges may be changed with or without notice.

19. REINSTALLATION: In the event of a change of CUSTOMER premises, COMPANY shall relocate, reinstall, and service if technically and economically feasible. CUSTOMER shall pay full installation charges, under the current service level, as described in the prevailing COMPANY price lists.
20. APPLICATION PRICE LISTS: Except as provided in this SERVICE AGREEMENT, the SERVICE(s) furnished hereunder shall be subject to all applicable price lists of COMPANY. This agreement and COMPANY applicable price lists represent the entire agreement between the PARTIES, and supersede all prior negotiations, discussions and writing. Price lists may require pricing adjustments during the TERM.

IN WITNESS WHEREOF, the PARTIES hereto affix their signatures:

COMPANY: **DirectLink**

CUSTOMER: **City of Canby**

Company By: Janet Bailey

Customer By: Randy Ealy

(Signature)

(Signature)

Title: CSO, VP Member Services

Title: Interim City Administrator

Date: _____

Date: _____

Exhibit A

VoiceConnect Services and Equipment

Estimated Installation Date: 12/15/2025

Quantity	Description	Monthly Charge
1	VoiceConnect Main Pilot/Trunk*	\$25.00
9	VoiceConnect Pilot Number* @\$5/ea	\$45.00
	VoiceConnect Court 266-4027 Shared	
1	Line*	\$20.00
1	2,000 Nationwide LD Minutes*	\$19.00
6	Premium Attendant @\$25/ea	\$150.00
3	Paging Line @\$12/ea	\$36.00
27	Standalone Voicemail @\$5.95/ea	\$160.65
23	Analog Lines @\$25/ea	\$575.00
1	Remote Call Forward	\$28.92
	VoiceConnect Circuits For Each	
9	Premise*	\$0.00
8	CPD Conf. Room Phones \$12.40/ea*	\$99.20
93	Full Color SIP Phones \$4/ea*	\$372.00
101	VoiceConnect Seats \$5/ea*	\$505.00
1	eFax Number & Service*	\$6.00
	Collaboration Pro Call Recording	
5	License @\$19/ea*	\$95.00
25	MAX UCaaS App Licences \$4/ea*	\$100.00
	Side Car Expansion Modules	
4	\$6.10/ea*	\$24.40
	Router/Switch Equipment*	\$431.00
	Battery Backup – UPS	\$40.00
	Renewal Equipment Discount*	-\$296.25
15	EOC Lines (comped)	\$0.00
	Total Monthly Charges	\$2,435.92

Installation Charges:

Phone Programming / Replacement	
Install	\$5,520.00
Install Discount	-\$5,520.00

Total Installation Charges \$0.00 (WAIVED)

Charges above do not include usage, federal, state, county or municipal taxes, surcharges or fees.

*Note: Services followed by an asterisk comprise the VoiceConnect system and are subject to the provisions of paragraph 11, "Early Termination"

Company Initials _____

Customer Initials _____

Exhibit B

Statement of Work and VoiceConnect Equipment List

Statement of Work:

DirectLink is to provide UCaaS, VoIP, and SIP Voice services with revamped programming on the current platform and mostly new phones to replace outdated models currently in use with existing phone system. Updated programming for new replacement phones will require new key mapping and in some instances updates to call flows, voicemail greetings / announcement recordings, PIN/passwords for end users and phone softkey programming at the time of installation. Requests for customization must be submitted to DirectLink at least 3 business days prior to the installation date(s) stipulated within Statement of Work Timeline. Any changes to configuration or customization requests submitted must be approved by COMPANY at least 3 business days prior to installation otherwise will be considered a change order which may result in adjusted timelines and/or additional charges. Installation details and floorplan, configuration details and phone programming will be documented by DirectLink in the form of a Business Group Worksheet prior to installation and is available upon request for review. Business Group Worksheet is to be presented to the City of Canby at time of final installation in the form of hard copy for the purposes of retaining a local copy for memorializing the original VoiceConnect installation and configuration details.

Additional Notes & Deliverables:

DirectLink will utilize existing CAT5e/CAT6 cabling for equipment locations, program and install/configure the following:

- Replace Aastra and Mitel SIP Phones with 93 new Yealink Full Color Desk Phones and 8 Yealink Conference Phones
- Program new Yealink Phones with softkey configurations set by each department
- Utilize existing routers, switches, cabling, circuits, and battery backup (UPS) at each location.
- Install & configure new UCaaS Collaboration Pro Call Recording Licenses and provide staff training
- Conduct full preliminary audit of each location and configure template user key mapping
- Maintain Multi-Line Hunt Groups as-is, unless otherwise directed in advance
- Test newly installed VoiceConnect Phones and Equipment at the time of install.
- Provide admin and end user training at time of install unless alternative future training date(s) are requested, with option of utilizing follow-up training up to 4 weeks after initial installation.

System Administration:

VoiceConnect system will be administered by City of Canby Information Technology Department, training and reference materials to be provided at time of installation. All future Moves/Add/Changes to equipment will be conducted by DirectLink upon request at a cost and date/time to be agreed upon if/when such a request is made.

Timeline:

Work as outlined above is to be completed within 8 hour work days 8am to 5pm, beginning on 12/15/2025 which includes installation of updated equipment with new key mapping for all phones per requested details and direction of City of Canby IT by 12/1/25. Any changes to the scope of work will require scheduling additional installation day(s) and will delay the timeline for final installation. In the event there are unexpected discoveries pertaining to the VoiceConnect and CloudConnect UCaaS Phone System installation, a modified Statement of Work and Timeline will be provided to City of Canby at the time of discovery.

Company Initials _____

Customer Initials _____



CITY COUNCIL Staff Report

Meeting Date: 11/19/2025
To: The Honorable Mayor Hodson & City Council
Thru: Randy Ealy, Interim City Administrator
From: Emily Guimont, City Attorney
Agenda Item: Consider **Ordinance No. 1659:** An Ordinance Amending Chapter 2.04 of the Canby Municipal Code.

Goal:

Objective:

Background

The City Charter requires the Council to adopt rules for “the government of its members and proceedings.” The Council last adopted such rules via the Policies & Operating Guidelines document in December of 2018. In 2024, Council identified a need to review its rules to determine whether any revisions were needed. Since then, the City Council, the Council Rules Subcommittee, and staff have worked to revise these rules.

As part of this revision, the Council would like the ability to hold Council meetings outside of City Hall as may be convenient for the Council and for the purpose of community engagement. For example, the Council would like to be able to hold Council meetings at schools within the City’s jurisdiction to promote government transparency and community involvement. State law permits the Council to do this, subject to certain requirements. ORS 192.630.

Through the revision process, staff identified that Chapter 2.04 of the Canby Municipal Code (CMC) requires Council to conduct its meetings at City Hall. Because the CMC supersedes Council rules, Chapter 2.04 of the CMC must be amended to allow Council to hold meetings outside of City Hall. Ordinance No. 1659 amends the CMC Chapter 2.04 for this purpose.

Attachments

None

Fiscal Impact

None

Options

1. Vote to adopt Ordinance No. 1659, Amending Chapter 2.04 of the Canby Municipal Code
2. Vote not to adopt Ordinance No. 1659, Amending Chapter 2.04 of the Canby Municipal Code
3. Remand the matter to staff for further action.

Recommendation

Vote to adopt Ordinance No. 1659, Amending Chapter 2.04 of the Canby Municipal Code

Proposed Motion

"I move to adopt Vote to adopt Ordinance No. 1659: An Ordinance Amending Chapter 2.04 of the Canby Municipal Code."

ORDINANCE NO. 1659

AN ORDINANCE AMENDING CHAPTER 2.04 OF THE CANBY MUNICIPAL CODE

WHEREAS, the City of Canby City Charter requires the City Council to adopt “rules for the government of its members and proceedings”;

WHEREAS, the City Council last adopted such rules via the Policies & Operating Guidelines document in December of 2018 and in 2024, Council identified a need to review its rules to determine whether any revisions were needed and, since then, the City Council, the Council Rules Subcommittee, and staff have worked to revise these rules;

WHEREAS, as part of this revision, the City Council would like the ability to hold City Council meetings outside of City Hall as may be convenient for the Council and for the purpose of community engagement and in compliance with state law; and

WHEREAS, Chapter 2.04 of the Canby Municipal Code (CMC) requires the City Council to hold its meetings at City Hall and Council rules cannot supersede the CMC, Chapter 2.04 of the CMC must be amended to allow Council to hold meetings outside of City Hall.

NOW, THEREFORE, THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The City Council hereby amends Chapter 2.04 of the CMC as described in Exhibit A to this Ordinance, attached hereto and incorporated herein by this reference.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, November 19, 2025, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, December 3, 2025, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

Maya Benham, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 3rd day of December, 2025 by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

EXHIBIT A
ORDINANCE 1659

CHAPTER 2.04: COUNCIL MEETINGS

Section

2.04.010 Regular meetings.

2.04.020 Special meetings.

§ 2.04.010 Regular meetings.

Regular meetings of the Council shall be held on the first and third Wednesdays of every month ~~in the council chambers of the City Hall~~ at a time and location to be set by the Canby City Council. In the event that the first or third Wednesday of the month is a holiday, the Council meeting shall be held on the following day.

~~(Am. Ord. 1474, passed 4-4-2018; Am. Ord. 1543, passed 2-17-2021)~~

§ 2.04.020 Special meetings.

Special meetings of the Council may be called by the Mayor or at the request of any 3 members of the Council on 24 hours' reasonable notice to the public and at least 24 hours' actual notice to the Council members.



CITY COUNCIL Staff Report

Meeting Date: 11/19/2025
To: The Honorable Mayor Hodson & City Council
Thru: Randy Ealy, Interim City Administrator
From: Emily Guimont, City Attorney
Agenda Item: Consider **Resolution No. 1448A and Resolution 1448B:** A Resolution Repealing the Canby City Council's Policies & Operating Guidelines Adopted in December of 2018 and Adopting New Policies & Operating Guidelines, Option A or B.
Goal:
Objective:

Background

The City Charter requires the Council to adopt rules for "the government of its members and proceedings." The City Council last adopted such rules via the Policies & Operating Guidelines document in December of 2018. In 2024, Council identified a need to review its rules to determine whether any revisions were needed. Since then, a Council Rules Subcommittee comprised of Council President Hensley, Councilor Davis, and Councilor Padden has met with staff to conduct such review and revision.

The Council Rules Subcommittee used the CIS model rules as a starting point to conduct its review. The CIS model rules are generally a good starting point because they are comprehensive and tailorable. The Council Rules Subcommittee drafted revisions to the model rules based on the particular needs of the City and advice of staff. On November 12, 2025, the Council met in work session to discuss and review the Council Rules Subcommittee's draft. Council then directed staff to revise the draft based on its discussion and bring the revised draft back to Council for consideration for adoption.

The proposed new Policies & Operating Guidelines attached to this staff report reflects those changes. There are two versions attached to this staff report, Option A and Option B. Option A and Option B differ from each other one in aspect: Option A retains the language in Chapter 8, Section III(A) and Option B strikes that language and numbers the following subsection accordingly.

The reason for this difference is because, at its work session, the Mayor discussed the point that, in the course of his meetings with organizations as the City's representative to that organization, he is asked to represent the official position of the City in situations like, for example, signing onto a letter to the legislature that presents a certain position. The question discussed was whether there could be some flexibility in this Section III(A) to allow the Mayor to represent the City in these situations without first obtaining the Council's authorization, which would take time. Direction to legal counsel was to explore possible language to allow such flexibility. Unfortunately, after consulting with others, it was concluded that there isn't language suitable for this middle ground. With that conclusion, the staff presents Council with Option A and Option B for its selection. Each option is accompanied by a separate resolution that is also marked A and B.

The following is a table of contents for the proposed new Policies & Operating Guidelines with brief summaries for each chapter:

- Chapter 1: General Governance
 - Establishes rules of procedure, Council roles, agenda procedures, and order of business.
 - Sets guidelines for public comments, hearing procedures, and written communications to Council.
- Chapter 2: Meeting Time, Location, and Frequency
 - Establishes meeting times, frequencies, and locations.
 - Establishes procedure for calling special and emergency meetings and work sessions.
 - Establishes procedure and attendance rules for executive sessions.
- Chapter 3: Ordinances and Resolutions
 - Restates Charter-established processes for adopting resolutions and ordinances.
 - Establishes process consistent with the Charter.
- Chapter 4: Motions, Debate, and Voting
 - Establishes process for making, debating, and voting upon motions.
- Chapter 5: Minutes
 - Establishes rules for the taking and approving of minutes.
- Chapter 6: Appointments
 - Establishes process for appointing staff positions that are appointed by Council under the Charter.
 - Establishes process for appointing members to boards, committees, and/or commissions.
- Chapter 7: Filling of Vacant Council Position
 - Establishes process for filling vacant Council positions consistent with Charter requirements.
- Chapter 8: Ethics, Decorum, Outside Statements
 - Establishes ethical obligations in addition to Oregon government ethics law.
 - Establishes standards for decorum.
 - Establishes rules regarding statements to media and other organizations.
- Chapter 9: Interactions with Staff
 - Establishes rules to govern Council interactions with City staff.
- Chapter 10: Council Accountability
 - Establishes process for addressing Council accountability.
- Chapter 11: Review, Amendment, and Repeal
 - Establishes process and timelines for review and amendment of rules.

Attachments

Exhibit A: The proposed new Policies & Operating Guidelines, Options A and B

Fiscal Impact

None

Options

1. Vote to adopt Resolution No. 1448A, repealing the Policies & Operating Guidelines document adopted in December of 2018, and adopting the new Policies & Operating Guidelines, Option A, attached as Exhibit A to this staff report and attached as Exhibit A to the Resolution.
2. Vote to adopt Resolution No. 1448B, repealing the Policies & Operating Guidelines document adopted in December of 2018, and adopting the new Policies & Operating Guidelines, Option B, attached as Exhibit A to this staff report and attached as Exhibit A to the Resolution.
3. Adopt neither resolution and remand matter to staff for further action.

Recommendation

Vote to adopt Resolution No. 1448A, repealing the Policies & Operating Guidelines document adopted in December of 2018, and adopting the new Policies & Operating Guidelines, Option A, attached as Exhibit A to this staff report and attached as Exhibit A to the Resolution.

Proposed Motion

"I move to adopt Resolution No. 1448A, A Resolution Repealing the Canby City Council's Policies & Operating Guidelines Adopted in December of 2018 and Adopting New Policies & Operating Guidelines, Option A."

OR

"I move to adopt Resolution No. 1448B, A Resolution Repealing the Canby City Council's Policies & Operating Guidelines Adopted in December of 2018 and Adopting New Policies & Operating Guidelines, Option B."

RESOLUTION NO. 1448A

A RESOLUTION REPEALING THE CANBY CITY COUNCIL’S POLICIES & OPERATING GUIDELINES ADOPTED IN DECEMBER OF 2018 AND ADOPTING NEW POLICIES & OPERATING GUIDELINES, OPTION A

WHEREAS, the City of Canby (City) City Charter requires the City Council to adopt rules to govern the conduct of its business;

WHEREAS, the City Council desires to update its Policies & Operating Guidelines, adopted December of 2018;

WHEREAS, the Council Rules Subcommittee, comprised of members of the City Council, has developed a proposed updated Policies & Operating Guidelines; and

WHEREAS, the City Council desires to repeal its Policies & Operating Guidelines adopted in December of 2018 and adopt the new Policies & Operating Guidelines, Option A, attached to this Resolution as Exhibit A.

NOW THEREFORE, IT IS HEREBY RESOLVED by the City of Canby City Council as follows:

1. The City Council repeals the Policies & Operating Guidelines adopted in December of 2018.
2. The City Council adopts the Policies & Operating Guidelines, Option A, attached to this Resolution as Exhibit A.
3. The City Council authorizes the Interim City Administrator or designee to administratively take all actions necessary to correct any typographical errors, scrivener’s errors, or formatting errors in the Policies & Operating Guidelines, Option A, attached to this Resolution as Exhibit A.
4. Except as provided below, this Resolution shall become effective at the first Council meeting following its adoption.
5. Chapter 2, Section VIII – Location, of the Policies & Operating Guidelines, Option A, attached to this Resolution as Exhibit A, shall not become effective until the effective date of Ordinance 1659.

ADOPTED this 19th day of November, 2025, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

RESOLUTION NO. 1448B

A RESOLUTION REPEALING THE CANBY CITY COUNCIL’S POLICIES & OPERATING GUIDELINES ADOPTED IN DECEMBER OF 2018 AND ADOPTING NEW POLICIES & OPERATING GUIDELINES, OPTION B

WHEREAS, the City of Canby (City) City Charter requires the City Council to adopt rules to govern the conduct of its business;

WHEREAS, the City Council desires to update its Policies & Operating Guidelines, adopted December of 2018;

WHEREAS, the Council Rules Subcommittee, comprised of members of the City Council, has developed a proposed updated Policies & Operating Guidelines; and

WHEREAS, the City Council desires to repeal its Policies & Operating Guidelines adopted in December of 2018 and adopt the new Policies & Operating Guidelines, Option B, attached to this Resolution as Exhibit A.

NOW THEREFORE, IT IS HEREBY RESOLVED by the City of Canby City Council as follows:

1. The City Council repeals the Policies & Operating Guidelines adopted in December of 2018.
2. The City Council adopts the Policies & Operating Guidelines, Option B, attached to this Resolution as Exhibit A.
3. The City Council authorizes the Interim City Administrator or designee to administratively take all actions necessary to correct any typographical errors, scrivener’s errors, or formatting errors in the Policies & Operating Guidelines, Option B, attached to this Resolution as Exhibit A.
4. Except as provided below, this Resolution shall become effective at the first Council meeting following its adoption.
5. Chapter 2, Section VIII – Location, of the Policies & Operating Guidelines, Option B, attached to this Resolution as Exhibit A, shall not become effective until the effective date of Ordinance 1659.

ADOPTED this 19th day of November, 2025, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder



COUNCIL POLICIES & OPERATING GUIDELINES

ADOPTED NOVEMBER 19, 2025

Policies & Operating Guidelines

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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. This document also provides citizens with an understanding of the Council's roles and responsibilities their interaction with City staff, local elected officials, and the community at large. The same rules and procedures also apply to Canby Urban Renewal Agency where applicable. With regard to the Urban Renewal Agency, substitute "Chair" for Mayor and "Commissioner" for Councilor.

Glossary of Terms

Agenda – The official list of items to be discussed, decisions to be made, or events to be held during a meeting.

Appointed Official – Officials appointed by the City Council. Under the City’s Charter, the City’s appointed officials are the City Administrator, the City Attorney, and the Municipal Judge.

Canby Municipal Code – The organized collection of the City’s laws.

Charter – The legal document that establishes the City’s structure, scope of authority, and method of governance and administration. The Charter supersedes all ordinances, resolutions, rules, regulations, and policies.

Executive Session - Any Council meeting or part of a Council meeting which is closed to certain persons for deliberation on certain matters as expressly permitted by law.

Meeting – The convening of the Council for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Meeting types include regular meetings, special meetings, emergency meetings, work sessions, and executive sessions. By state law, meetings must be open to the public except when otherwise expressly permitted by law.

Meeting, Emergency – A Council meeting that may be held with less than 24 hours’ advance notice in response to an actual emergency.

Meeting, Regular – The Council’s meetings scheduled for the first and third Wednesdays of each month.

Meeting, Special – A Council meeting held outside of the Council’s regular meeting times and with at least 24 hours’ advance notice.

Minutes - The official record of a meeting. Minutes may be written or made via audio or video recordings. Under state law, minutes must include at least the following information: Members present; motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition; results of all votes; the vote of each member by name; the substance of any discussion on any matter; and a reference to any document discussed at the meeting, unless even a reference to the document is exempt under public records.

Motion – A formal proposal made by a member of Council for an official action; also a direction or decision by the Council when acting in its administrative capacity, generally less formal than a resolution.

Order – The Council’s decision when the Council is acting in its quasi-judicial capacity.

Ordinance – A law enacted by the Council when acting in its legislative capacity. Ordinances are organized into the Canby Municipal Code. Ordinances superseded rules, regulations, and policies. Ordinances are superseded by the Charter.

Quorum – A majority of the members of Council, excluding the Mayor. Council is comprised of six Councilors and one Mayor, therefore a quorum is four Councilors.

Resolution – A direction or decision by the Council when acting in its administrative capacity or the Council’s official expression of opinion on a particular matter. Resolutions are superseded by ordinances and the Charter.

Work Session – A Council meeting held for the purpose of Council receiving and discussing information regarding a specific topic.

CHAPTER 1 – General Governance

I. Rules of Procedure.

- A. Unless otherwise provided by charter, ordinance or these rules, the procedure for Council meetings, and any subcommittee of the Council, shall be guided by Robert's Rules of Order, 12th Edition.
- B. Members of the Council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the Council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

II. Quorum. A quorum is required to conduct official City business.

A majority of the members of the Council, as defined the charter, shall constitute a quorum for its business. In the event a quorum is not present, the members of Council present shall adjourn the meeting, but a smaller number may meet and compel the attendance of absent members in the manner provided by Ordinance.

III. Presiding Officer.

- A. The mayor shall preside over all meetings as the presiding officer. The mayor shall retain all rights and privileges of the office of the mayor as set out in the City charter when acting in this capacity.
- B. In the mayor's absence the president of the Council shall preside over the meeting as the presiding officer. The president of the Council shall retain all rights and privileges of the office of the mayor as set out in the City charter when acting in this capacity
- C. If both the mayor and the president of the Council are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:
 - 1. The city recorder shall call the Council to order and call the roll of the members.
 - 2. Those members of Council present shall elect, by majority vote, a temporary presiding officer for the meeting.
 - 3. Should either the mayor or the president of the Council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.
 - 4. The presiding officer shall retain all rights and privileges of a member of

Council when acting in this capacity.

IV. Other Elected and Appointed Officers.

- A. City Administrator. The city administrator is required to attend all meetings of the Council and is permitted to participate in any discussion; however, the city administrator has no authority to cast a vote in any decision rendered by the Council.
- B. City Attorney. The city attorney may attend any meeting of the Council, and will, upon request, give an opinion, either written or oral, on legal questions.

V. Agendas. The city administrator and mayor shall prepare an agenda for every meeting of Council that is subject to Oregon's public meetings law.

- A. Agendas and informational material for meetings shall be distributed to the Council at least seven (7) days preceding the meeting or as soon as is reasonably practical.
- B. No Council approval shall be required for an agenda of any meeting.
- C. The city administrator may place routine items and items referred by staff on the agenda without Council approval or action.
- D. The city administrator, with the approval of the mayor, may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal with explanation under announcements/ proclamations.
- E. An item may be added to the agenda as long as it receives support from three Council members. The request must be made to the city administrator and mayor at least eight (8) days preceding the meeting.

VI. Order of Business. The order of business for all regular meetings shall be as listed below. However, when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by a majority vote.

1. Call to order.
2. Roll call.
3. Staff Introductions, as needed.
4. Citizen Input, Public Comment on Non-Agenda Items, & Community Announcements.
5. Proclamations/ Special Presentations.
6. Items removed from the consent agenda.
7. Consent agenda.
8. Appointments.

9. Ordinances and resolutions.
10. Public hearings.
11. Other Business.
12. Mayor's Business.
13. Councilor Comments & Liaison Reports.
14. City Administrator Business & Staff Reports.
16. Citizen Input, Public Comment on Non-Agenda Items, & Community Announcements.
17. Action Review.
18. Adjournment.

- A. Call to Order. The presiding chair shall call all meetings of the Council to order. The call to order shall note the date, time, and location of the meeting so that it may accurately be reflected in the minutes.
- B. Roll Call. The city recorder shall conduct a roll call to determine which members of the Council are present and which are absent.
 1. The attendance shall be properly reflected in the minutes.
 2. If roll call determines that a quorum is not present, the meeting shall be adjourned.
- C. Announcements/Proclamations. Announcements are intended to be procedural in nature, such as an item being removed from the agenda. Proclamations are awards or recognition by the Council.
- D. Reports of Boards, Commissions, Committees, Elected Officials and City Employees. When necessary, reports can be given to the Council by boards, commissions committees, elected officials, and/or City employees.
 1. When appropriate, reports to the Council should include written materials which are provided to the Council at least three days in advance of the meeting.
 2. Oral reports to the Council should generally not exceed 10 minutes in length.
 3. The Council may ask questions of the presenter upon conclusion of the report being given.
- E. Public Comment
 1. Public comment during Council meetings is not an absolute right. Rather, the Council permits public comment only for the limited purposes of hearing from the public about matters directly related to the business of the City that is within the Council's jurisdiction. The public comment period is a limited public forum and comments are therefore appropriately limited to

matters of concern, official action, or deliberation which are or may come before the Council. The Council is not creating an opportunity for and will not accept public comment on matters that fall outside the scope of the Council's jurisdiction, such as employment issues related to employees and officers who are not appointed or supervised by Council.

2. Two periods for public comment will be reserved for every regular meeting of the Council. Each period shall not exceed a maximum of 30 minutes, unless a majority of councilors present vote to extend the time before public comment begins. The first period for public comment shall be limited to items not on the agenda and the second period is for agenda and non-agenda items.
3. Persons wishing to speak during public comment must complete a public comment card with information including but not limited to the person's name, address, phone number, and topic upon which the person wishes to speak and indicate if they would like follow-up from a representative of the City prior to the public comments section on the agenda.
4. Persons wishing to speak during public comment virtually must email the city recorder and/ or deputy city recorder by 4:30pm prior to the Council meeting with their contact information and topic.
5. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing. All public comment given during public hearings must be related to the specific hearing topic.
6. Speakers are limited to three minutes. Generally, the speakers will be called upon in the order in which their public comment cards were received. Speakers shall identify themselves by their names and by their city of residence. The presiding officer may allow additional persons to speak if they submit a public comment card and sufficient time is left in the 30-minute period.
7. Should there be more speakers than can be heard for three minutes each during either of the 30-minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.
8. If someone participating in public comment requires more than 3 minutes for comment, they may pool time from other community members physically present at the meeting. To do so, those members must complete the pooling

time information located on the back of the comment card prior to submitting to city recorder. A speaker may pool no more than 12 minutes.

9. Comments should be made to the presiding officer. If a councilor has a clarifying question for a speaker, the councilor shall give the question to staff who will follow up with the speaker outside of the public comment period.
 10. All those participating in public comments must adhere to the same standards of decorum as members of the Council. Public comment must not unduly interfere with the Council's ability to conduct business or otherwise disrupt Council meetings. Comments that substantially interrupt, delay, or disturb the peace and good order of the proceedings of the Council are not permitted. Examples of such types of comments include shouting, use of profanity or vulgarity, or speaking outside of allotted time. In addition, public comment may not be used for belligerent or abusive behavior including true threats, fighting words, or incitements to imminent lawless action. Abusive and harassing comments that could lead to the creation of a hostile work environment for City employees required to attend Council meetings likewise unduly interferes with the Council's ability to conduct its business and are therefore prohibited. The Council requests that all public comment is provided in a manner that is respectful to those in attendance at the meeting.
- F. Consent Agenda. In order to expedite the Council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
 2. Any item on the consent agenda may be removed for separate consideration by any member of the Council.
 3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of Council must declare a conflict of interest.
- G. Ordinances and Resolutions – See [Chapter 3](#)
- H. Public Hearings Generally
1. A public hearing may be held on any matter upon majority vote of the Council. A public hearing shall be held when required by law. Public hearings may be held to consider legislative, quasi-judicial, or administrative matters.
 2. Persons wishing to speak shall sign the "hearing roster" with the person's

name and address prior to the commencement of the public hearing at which the person wishes to speak.

3. The mayor or the presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
4. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they are a resident of the City, and may give their address. All remarks shall be addressed to the Council as a body and not to any member thereof.
5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, shall conform to the process established by the Planning Commission.
6. Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the Council when exercising this option. The presiding officer may intervene if a councilor is violating the spirit of this guideline.
7. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by councilors should be to provide clarification or additional information on testimony provided.
8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial on the matter. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the Council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony.
9. At the end of public testimony and questions of staff, the Council shall initiate deliberations by introducing a motion on the matter; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the Council shall have the opportunity to comment on or discuss testimony given during the public hearing.
10. Any written testimony or physical evidence that a party desires to have

introduced into the record of the hearing shall be submitted to the city recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a councilor receiving any such communication must disclose the fact that such a communication has been received and the content of the communication.

11. Documents submitted to the City as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and may be disclosed if a public records request is submitted for the documents and disclosure is required or permitted under Oregon public records law. A person who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.368(1).

I. Written Communications to Council.

1. Unsolicited communications to the mayor and/or Council concerning matters on the agenda shall be forwarded to the Council in the agenda packet, but shall not be individually itemized on the agenda.
2. Unsolicited communications to the mayor and/or Council concerning matters that are not on an agenda shall be forwarded to the mayor and/or Council but shall not be included in the agenda packet.
3. The city administrator may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the Council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the Council, and making a recommendation for Council action.

CHAPTER 2 – Meeting Time, Location, and Frequency

- I. Regular meetings.** The Council shall meet every 1st & 3rd Wednesday evening at 7:00 P.M., except in the event of a City holiday, Council recess, or other event or condition which requires cancellation or rescheduling. In the event of other event or condition which requires cancellation or rescheduling, the Council shall decide to cancel or reschedule by motion. Regular meetings shall conclude no later than 9:00 P.M. unless Council votes, by motion, to continue past 9:00 P.M.
- II. Special meetings.** Special meetings may be called by the mayor or by request of three members of the Council.

 - A. Notice of the special meeting shall be given to each member of the Council, the city administrator, and all interested persons that have on file a written request for notice of special meetings.
 - B. Notice of the special meeting shall be given to all members of the Council and the city administrator via telephone and email.
 - C. Special meetings shall be noticed in accordance with Oregon’s public meetings law and on 24 hours’ reasonable notice to the public and at least 24 hours’ actual notice to the Council members.
- III. Emergency meetings.** Emergency meetings may be called by the presiding officer or by the city administrator and will be held in compliance with Oregon’s public meetings law.

 - A. Notice of the emergency meeting shall be given to each member of the Council, the city administrator, the press, and all interested persons who have on file a written request for notice of special meetings.
 - B. Notice of the emergency meeting shall be given to all members of Council and the city administrator via telephone and email.
 - C. Emergency meetings are those meetings called with less than 24 hours’ notice and the Council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.
 - D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.
- IV. Executive Sessions.** Executive sessions may be called by the mayor, by the request of three members of Council, by the city administrator, or by the city attorney. If an executive session is called by the request of three members of Council, the executive session shall be scheduled within seven calendar days of the members’ request, unless as otherwise agreed to by the requesting members. Executive sessions shall be held in compliance with Oregon public meetings law. Unless

otherwise required by Oregon public meetings law, only members of the Council, the city administrator, and persons specifically invited by the city administrator or the Council shall be allowed to attend executive sessions. Members of Council are encouraged to attend executive sessions in person whenever possible. Councilors who remotely attend sessions must, at the beginning of the executive session, affirm compliance with the following :

- A. Councilors must ensure that their surroundings are private, secure, and free from distractions.
- B. Councilors must preserve the confidentiality of the executive session. Councilors must ensure that no other individuals are able to see the executive session, hear the executive session, or otherwise access information from the executive session.
- C. Councilors remotely attending executive sessions must attend via an electronic device with audio and video capabilities. Councilors must check that their devices' internet connection, audio, and video are working in advance to avoid technical issues.
- D. Councilors must keep their video on whenever possible.

V. Work Sessions. Work sessions are permitted to present information to the Council so that the Council is prepared for regular or special meetings.

- A. All work sessions are subject to Oregon public meetings law and must be noticed accordingly.
- B. Work sessions are intended to allow for preliminary discussions and the Council is not permitted to take formal or final action on any matter at a work session.
- C. Two or more Council members may request a work session.
- D. Work sessions shall be scheduled by the city administrator and mayor.
- E. The city administrator shall invite any relevant staff to work sessions so that the sessions are as productive as possible.
- F. There shall be no designated public comment period during a work session, unless otherwise required by law. However, the presiding officer may allow or solicit public comments related to the topic of the work session.

VI. Holidays. In the event a regular meeting falls on a holiday recognized by the City, the regular meeting for that week shall be held on the following day. or rescheduled.

VII. Emergency Cancellation of Meetings. A Council meeting may be canceled at any time prior to the meeting by the mayor and/or the city administrator with approval of the mayor. Notice of the reason of cancellation must be provided to the Council. This should be done prior to the public notification of the cancellation. If not possible to notify members of Council prior to public notification, notification to members of Council shall be done a reasonable time after the cancellation notification to the public has been posted.

- VIII. Location.** Council meetings shall **ordinarily** be held at Council chambers in civic offices. In the event City Hall is not available for a meeting **or in the event that the Council decides to hold a meeting outside of City Hall**, the Council shall meet at a venue open to the public which is located within the jurisdictional limits of the City and meets the requirements of Oregon public meetings law.
- IX. Notice.** The city recorder shall provide notice of all meetings in accordance with Oregon's public meeting law.
- X. Attendance.** Members of the Council should notify the city administrator, mayor, and city recorder if they will be unable to attend any meetings or if they need to attend virtually. Under the charter, a Council position becomes vacant if the member of Council is absent from the City for more than 30 days without Council permission or absent from all meetings of the Council within a 60-day period and upon declaration by the Council of the vacancy.

CHAPTER 3 – Ordinances and Resolutions

- I. Ordinances.** All ordinances considered by and voted upon by the Council shall adhere to the rules outlined herein.
- A. Numbering. The city recorder shall number all ordinances with a consecutive identification number during each calendar year, in the order of their introduction.
- B. Preparation and Introduction.
1. All ordinances shall, before presentation to the Council, have been approved by the city attorney, or the City’s legal counsel.
 2. Ordinances shall be introduced by the presiding officer. The city administrator shall provide details of the ordinance with the assistance of department directors, staff members, city legal counsel, or industry experts as needed.
 3. No ordinance shall relate to more than one subject, which shall be clearly expressed in its title and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section to be amended or repealed.
- C. Calendar of Ordinance.
1. An ordinance is introduced for consideration by the Council for presentation for first reading. After introduction, the Council may direct that:
 - a. A public hearing on the ordinance be held;
 - b. Refer the ordinance to committee for review and recommendation;
 - c. Refer the ordinance to the city administrator for further revision;
 - d. Pass the ordinance to a second reading; or
 - e. Reject the ordinance in whole or in part.
 2. All ordinances, when introduced for first reading, shall be identified by title and number and must be presented using the introduction process outlined above.
 3. 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 city 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 city recorder proof by affidavit of the publication or posting of the proposed ordinance. Except as otherwise provided by this section, on second reading, all ordinances shall be placed by title and number on a calendar of second reading and may be passed as a group, provided that the vote for the passage of the calendar is unanimous.

4. Should any member of the Council object to any ordinance at time of second reading, that ordinance shall be removed from the calendar of second reading, and considered separately. Ordinances to be considered separately shall be ready by title only unless any person present requests to have the ordinance or any part thereof read in full.
5. When the calendar of second reading or an ordinance which is to be considered separately is placed before the Council for final passage, the city recorder shall call the roll and enter the ayes, nays, and abstentions in the record.
6. All proposed amendments to an ordinance shall be in writing and may be made by interlineation upon the ordinance.
7. An affirmative vote of a majority of members of the Council shall be necessary to pass an ordinance.
8. An ordinance shall take effect on the 30th day following its passage or, if the Council deems it advisable, at different time specified by the ordinance. However, in the event of an emergency, an ordinance may take effect immediately.

II. Resolutions. All resolutions considered by and voted upon by the Council shall adhere to the rules outlined herein.

- A. Numbering. The city recorder shall number all resolutions with a consecutive identification number during each calendar year, in the order of their introduction.
- B. Preparation and Introduction.
 1. All resolutions shall, before presentation to the Council, have been approved by the city attorney, or the city's legal counsel.
 2. Resolutions shall be introduced by the presiding officer. The city administrator shall provide details of the resolution with the assistance of department directors, staff members, city legal counsel, or industry experts as

needed.

3. No resolution shall relate to more than one subject, which shall be clearly expressed in its title, and no resolution shall be amended or repealed unless the new resolution contains the title of the resolution to be amended or repealed.

C. Calendar of Resolution.

1. A resolution is introduced for consideration by the Council for presentation. After introduction, the Council may direct that:
 - a. A public hearing on the resolution be held;
 - b. Pass the resolution; or
 - c. Reject the resolution in whole or in part.
2. All resolutions when introduced for first reading shall be identified by title and number and must be presented using the introduction process outlined above. All proposed amendments to a resolution shall be in writing and may be made by interlineation upon the resolution.
3. An affirmative vote of a majority of the Council present shall be necessary to adopt a resolution.
4. A resolution shall become effective upon its adoption unless otherwise stated by the resolution.

CHAPTER 4 – Motions, Debate, and Voting

I. Motions. All motions shall be distinctly worded.

A. The following rules shall apply to motions:

1. If a motion does not receive a second, it dies.
2. The Council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
3. Any motion shall be reduced to writing if requested by a member of the Council.
4. A motion to amend can be made to a motion that is on the floor and has been seconded.
5. No motion shall be received when a question is under debate except for the following:
 - a. To lay the matter on the table;
 - b. To call for the previous question;
 - c. To postpone;
 - d. To refer; or
 - e. To amend.
6. A motion may be withdrawn by the mover at any time without the consent of the Council.
7. Amendments are voted on first, then the main motion if voted on as amended.
8. A member of the Council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
9. A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.
 - a. A call for the question fails without a majority vote.
 - b. Debate on the main subject resumes if the motion fails.
10. In the case of a tie-vote, the mayor shall cast a vote to break the tie. This is the only scenario where the mayor is able to cast a vote.
11. The presiding officer shall repeat the motion prior to a vote.
12. A motion to adjourn cannot be amended.

B. Motion to Reconsider. A motion to reconsider may only be made by a member

of the prevailing side. Any member may second the motion.

1. No motion shall be made more than once.
2. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the Council.

II. Debate. The following rules shall govern the debate of any item being discussed by the Council:

- A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
- B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- C. The member of the Council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

III. Voting. Except as the Charter may provide otherwise, a concurrence of a majority of the members of Council present at a Council meeting at which a quorum is present shall be necessary to decide any question before the Council. The mayor shall have no vote on questions before the Council except in the case of tie. All votes shall be recorded in the meeting minutes.

CHAPTER 5 – Minutes

I. Generally.

- A. All minutes shall be in written form, with an electronic copy of the meeting maintained by the city recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
 - 1. The date, time, and place of the meeting;
 - 2. The councilors in attendance;
 - 3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
 - 4. The results of all votes and the vote of each member by name;
 - 5. The substance of any discussion on any matter; and
 - 6. A reference to any document discussed at the meeting.

II. Approval. The Council shall approve all minutes of any meeting.

- A. All minutes of regular meetings shall be approved within sixty days of the meeting having occurred.
- B. The draft minutes shall be submitted to the Council as part of the Council's packet prior to the meeting where they will be discussed.
- C. Any member of the Council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

CHAPTER 6 – Appointments

- I. Appointments of City Staff.** The Council appoints and can remove those positions identified in the City’s charter. All appointments require a majority vote of the entire Council.
 - A. Reviews. Any person appointed by the Council shall be subject to an annual review by the Council unless otherwise required by any applicable employment contract.
 - B. Removals. All appointed persons may be removed by a majority vote of the entire Council.
- II. Appointments of Members to Boards, Commissions and/or Committees.**
 - A. Unless otherwise mandated by state law and except as provided for in the Canby Municipal Code, the mayor, in consultation with the Council liaison and staff liaison to a board, board, commission, or committee, shall interview potential candidates for open board positions and make a recommendation to Council of an appointee. Appointees shall be approved by a majority vote of the Council as part of the consent agenda. Any appointee’s consideration or nomination may be removed from the consent agenda by majority vote of the Council present for further discussion and vote.
 - B. The applications of first-time appointees to advisory boards will be included in Council packets.
 - C. Unless otherwise prohibited by the Council, the mayor shall have the authority to create and appoint subcommittees of committees authorized by the Council.
 - D. Removals. All appointed persons may be removed by a majority vote of Council, in accordance with the Charter and any applicable employment contract.

CHAPTER 7 – Filling of Vacant Council Position

PROCESS FOR APPOINTING COUNCIL MEMBER.

The City Council shall appoint Council members to vacancies in accordance with the Canby City Charter and as supplemented by these rules. In case of conflict between these rules and the Charter, the Charter shall control.

- a. Candidate Interview and Appointment Process
 1. In the event of a vacancy, the appointment process begins by posting the open position for no less than 30 days with a set application deadline.
 2. A work session may be held to create questions for candidate interview. Once interview questions are finalized, those questions will be provided to candidates prior to interviews.
 3. After application deadline, all applications will be forwarded to Council members.
 4. After candidates have been identified, a determination will be made whether to hold candidate interviews during a regular Council meeting or a special meeting by majority vote of Council.
 5. Each candidate will be given no more than 20 minutes per interview. The time may be adjusted based upon number of candidates and time available.
 6. During interview process, all candidates who have not been interviewed are to remain outside the interview room. After a candidate has interviewed, they are permitted to remain in the interview room.
 7. Council members may rank their top candidates.
 8. In turn, each Council member will provide their ranking and have an opportunity to discuss their reasons why.
 9. If a consensus candidate among all rankings is identified, a motion shall be made for that candidate with a vote to follow. If no consensus is reached, a motion for any candidate may be made.

CHAPTER 8 – Ethics, Decorum, Outside Statements

- I. Ethics.** All members of the Council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the Council shall refrain from:
 - A. Disclosing confidential information.
 - B. Taking action which benefits special interest groups or persons at the expense of the City as a whole.
 - C. Expressing an opinion contrary to the official position of the Council without so saying.
 - D. Conducting themselves in a manner so as to bring discredit upon the government of the City.
 - E. Members of the Council must give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, members will maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims, and transactions coming before the Council.
 - F. In accordance with state law, it is each Council member's responsibility to file all required statements of economic interest with the Oregon Government Ethics Commission.
- II. Decorum.**
 - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the Council.
 - B. Members of the Council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
 - C. Members of the City staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.
- III. Statements to the Media and Other Organizations**
 - A. Representing City. If a member of the Council, to include the mayor, appears as a representative of the City before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the City, as approved by a majority of the Council. No member of staff may represent any position of the City except for the official position as approved by a majority of Council.
 - B. Personal Opinions. If a member of the Council, to include the mayor, appears in

their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the City before giving their statement.

CHAPTER 9 – Interactions with Staff

- I. **Staff.** Under the Canby City Charter, 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. Members of the Council shall respect the separation between the Council's role and the city's administrator's responsibility by:
 - A. Not interfering with the day-to-day administration of City business, which is the responsibility of the city administrator.
 - B. Refraining from actions that would undermine the authority of the city administrator or a director.
 - C. Making individual inquiries and requests for information to the city administrator. Questions from individual members of Council shall be of the type answered readily as part of staff's day-to-day responsibilities. Questions from individual members of the Council requiring significant time or resources (two hours or more) shall normally require approval of the Council.
 1. Members of the Council shall normally share any information obtained from staff with the entire Council. This section is not intended to apply to questions by members of the Council acting in their individual capacities rather than as members of the Council, nor to questions regarding conflict of interest or similar issues particular to a member of the Council.

CHAPTER 10 – Council Accountability

- I.** The Council may enforce these rules and ensure compliance with City ordinances, charter, and state laws applicable to governing bodies. If a member of Council violates these rules, City ordinances, the City charter, or state laws applicable to governing bodies, the Council may take action to protect the integrity of the Council and discipline the member by adopting a resolution to issue a public reprimand.

CHAPTER 11 – Review, Amendment and Repeal

- I. Review.** There shall be a review of the policies and operating guidelines every three years.
- II. Amendment and Repeal.** These rules of procedure are subject to amendment or repeal by resolution by the Council in accordance with the rules noted herein.
 - A. Amended rules shall go into effect at the meeting after the resolution to amend these rules was adopted.
 - B. If major changes are needed, it is recommended that the mayor create a subcommittee of members of Council to work with City staff to create proposed changes. Afterwards, a work session will be scheduled to review changes.



COUNCIL POLICIES & OPERATING GUIDELINES

ADOPTED NOVEMBER 19, 2025

Policies & Operating Guidelines

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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. This document also provides citizens with an understanding of the Council's roles and responsibilities their interaction with City staff, local elected officials, and the community at large. The same rules and procedures also apply to Canby Urban Renewal Agency where applicable. With regard to the Urban Renewal Agency, substitute "Chair" for Mayor and "Commissioner" for Councilor.

Glossary of Terms

Agenda – The official list of items to be discussed, decisions to be made, or events to be held during a meeting.

Appointed Official – Officials appointed by the City Council. Under the City’s Charter, the City’s appointed officials are the City Administrator, the City Attorney, and the Municipal Judge.

Canby Municipal Code – The organized collection of the City’s laws.

Charter – The legal document that establishes the City’s structure, scope of authority, and method of governance and administration. The Charter supersedes all ordinances, resolutions, rules, regulations, and policies.

Executive Session - Any Council meeting or part of a Council meeting which is closed to certain persons for deliberation on certain matters as expressly permitted by law.

Meeting – The convening of the Council for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Meeting types include regular meetings, special meetings, emergency meetings, work sessions, and executive sessions. By state law, meetings must be open to the public except when otherwise expressly permitted by law.

Meeting, Emergency – A Council meeting that may be held with less than 24 hours’ advance notice in response to an actual emergency.

Meeting, Regular – The Council’s meetings scheduled for the first and third Wednesdays of each month.

Meeting, Special – A Council meeting held outside of the Council’s regular meeting times and with at least 24 hours’ advance notice.

Minutes - The official record of a meeting. Minutes may be written or made via audio or video recordings. Under state law, minutes must include at least the following information: Members present; motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition; results of all votes; the vote of each member by name; the substance of any discussion on any matter; and a reference to any document discussed at the meeting, unless even a reference to the document is exempt under public records.

Motion – A formal proposal made by a member of Council for an official action; also a direction or decision by the Council when acting in its administrative capacity, generally less formal than a resolution.

Order – The Council’s decision when the Council is acting in its quasi-judicial capacity.

Ordinance – A law enacted by the Council when acting in its legislative capacity. Ordinances are organized into the Canby Municipal Code. Ordinances superseded rules, regulations, and policies. Ordinances are superseded by the Charter.

Quorum – A majority of the members of Council, excluding the Mayor. Council is comprised of six Councilors and one Mayor, therefore a quorum is four Councilors.

Resolution – A direction or decision by the Council when acting in its administrative capacity or the Council’s official expression of opinion on a particular matter. Resolutions are superseded by ordinances and the Charter.

Work Session – A Council meeting held for the purpose of Council receiving and discussing information regarding a specific topic.

CHAPTER 1 – General Governance

I. Rules of Procedure.

- A. Unless otherwise provided by charter, ordinance or these rules, the procedure for Council meetings, and any subcommittee of the Council, shall be guided by Robert's Rules of Order, 12th Edition.
- B. Members of the Council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the Council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

II. Quorum. A quorum is required to conduct official City business.

A majority of the members of the Council, as defined the charter, shall constitute a quorum for its business. In the event a quorum is not present, the members of Council present shall adjourn the meeting, but a smaller number may meet and compel the attendance of absent members in the manner provided by Ordinance.

III. Presiding Officer.

- A. The mayor shall preside over all meetings as the presiding officer. The mayor shall retain all rights and privileges of the office of the mayor as set out in the City charter when acting in this capacity.
- B. In the mayor's absence the president of the Council shall preside over the meeting as the presiding officer. The president of the Council shall retain all rights and privileges of the office of the mayor as set out in the City charter when acting in this capacity
- C. If both the mayor and the president of the Council are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:
 - 1. The city recorder shall call the Council to order and call the roll of the members.
 - 2. Those members of Council present shall elect, by majority vote, a temporary presiding officer for the meeting.
 - 3. Should either the mayor or the president of the Council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.
 - 4. The presiding officer shall retain all rights and privileges of a member of

Council when acting in this capacity.

IV. Other Elected and Appointed Officers.

- A. City Administrator. The city administrator is required to attend all meetings of the Council and is permitted to participate in any discussion; however, the city administrator has no authority to cast a vote in any decision rendered by the Council.
- B. City Attorney. The city attorney may attend any meeting of the Council, and will, upon request, give an opinion, either written or oral, on legal questions.

V. Agendas. The city administrator and mayor shall prepare an agenda for every meeting of Council that is subject to Oregon's public meetings law.

- A. Agendas and informational material for meetings shall be distributed to the Council at least seven (7) days preceding the meeting or as soon as is reasonably practical.
- B. No Council approval shall be required for an agenda of any meeting.
- C. The city administrator may place routine items and items referred by staff on the agenda without Council approval or action.
- D. The city administrator, with the approval of the mayor, may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal with explanation under announcements/ proclamations.
- E. An item may be added to the agenda as long as it receives support from three Council members. The request must be made to the city administrator and mayor at least eight (8) days preceding the meeting.

VI. Order of Business. The order of business for all regular meetings shall be as listed below. However, when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by a majority vote.

1. Call to order.
2. Roll call.
3. Staff Introductions, as needed.
4. Citizen Input, Public Comment on Non-Agenda Items, & Community Announcements.
5. Proclamations/ Special Presentations.
6. Items removed from the consent agenda.
7. Consent agenda.
8. Appointments.

9. Ordinances and resolutions.
10. Public hearings.
11. Other Business.
12. Mayor's Business.
13. Councilor Comments & Liaison Reports.
14. City Administrator Business & Staff Reports.
16. Citizen Input, Public Comment on Non-Agenda Items, & Community Announcements.
17. Action Review.
18. Adjournment.

- A. Call to Order. The presiding chair shall call all meetings of the Council to order. The call to order shall note the date, time, and location of the meeting so that it may accurately be reflected in the minutes.
- B. Roll Call. The city recorder shall conduct a roll call to determine which members of the Council are present and which are absent.
 1. The attendance shall be properly reflected in the minutes.
 2. If roll call determines that a quorum is not present, the meeting shall be adjourned.
- C. Announcements/Proclamations. Announcements are intended to be procedural in nature, such as an item being removed from the agenda. Proclamations are awards or recognition by the Council.
- D. Reports of Boards, Commissions, Committees, Elected Officials and City Employees. When necessary, reports can be given to the Council by boards, commissions committees, elected officials, and/or City employees.
 1. When appropriate, reports to the Council should include written materials which are provided to the Council at least three days in advance of the meeting.
 2. Oral reports to the Council should generally not exceed 10 minutes in length.
 3. The Council may ask questions of the presenter upon conclusion of the report being given.
- E. Public Comment
 1. Public comment during Council meetings is not an absolute right. Rather, the Council permits public comment only for the limited purposes of hearing from the public about matters directly related to the business of the City that is within the Council's jurisdiction. The public comment period is a limited public forum and comments are therefore appropriately limited to

matters of concern, official action, or deliberation which are or may come before the Council. The Council is not creating an opportunity for and will not accept public comment on matters that fall outside the scope of the Council's jurisdiction, such as employment issues related to employees and officers who are not appointed or supervised by Council.

2. Two periods for public comment will be reserved for every regular meeting of the Council. Each period shall not exceed a maximum of 30 minutes, unless a majority of councilors present vote to extend the time before public comment begins. The first period for public comment shall be limited to items not on the agenda and the second period is for agenda and non-agenda items.
3. Persons wishing to speak during public comment must complete a public comment card with information including but not limited to the person's name, address, phone number, and topic upon which the person wishes to speak and indicate if they would like follow-up from a representative of the City prior to the public comments section on the agenda.
4. Persons wishing to speak during public comment virtually must email the city recorder and/ or deputy city recorder by 4:30pm prior to the Council meeting with their contact information and topic.
5. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing. All public comment given during public hearings must be related to the specific hearing topic.
6. Speakers are limited to three minutes. Generally, the speakers will be called upon in the order in which their public comment cards were received. Speakers shall identify themselves by their names and by their city of residence. The presiding officer may allow additional persons to speak if they submit a public comment card and sufficient time is left in the 30-minute period.
7. Should there be more speakers than can be heard for three minutes each during either of the 30-minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.
8. If someone participating in public comment requires more than 3 minutes for comment, they may pool time from other community members physically present at the meeting. To do so, those members must complete the pooling

time information located on the back of the comment card prior to submitting to city recorder. A speaker may pool no more than 12 minutes.

9. Comments should be made to the presiding officer. If a councilor has a clarifying question for a speaker, the councilor shall give the question to staff who will follow up with the speaker outside of the public comment period.
 10. All those participating in public comments must adhere to the same standards of decorum as members of the Council. Public comment must not unduly interfere with the Council's ability to conduct business or otherwise disrupt Council meetings. Comments that substantially interrupt, delay, or disturb the peace and good order of the proceedings of the Council are not permitted. Examples of such types of comments include shouting, use of profanity or vulgarity, or speaking outside of allotted time. In addition, public comment may not be used for belligerent or abusive behavior including true threats, fighting words, or incitements to imminent lawless action. Abusive and harassing comments that could lead to the creation of a hostile work environment for City employees required to attend Council meetings likewise unduly interferes with the Council's ability to conduct its business and are therefore prohibited. The Council requests that all public comment is provided in a manner that is respectful to those in attendance at the meeting.
- F. Consent Agenda. In order to expedite the Council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
 2. Any item on the consent agenda may be removed for separate consideration by any member of the Council.
 3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of Council must declare a conflict of interest.
- G. Ordinances and Resolutions – See [Chapter 3](#)
- H. Public Hearings Generally
1. A public hearing may be held on any matter upon majority vote of the Council. A public hearing shall be held when required by law. Public hearings may be held to consider legislative, quasi-judicial, or administrative matters.
 2. Persons wishing to speak shall sign the "hearing roster" with the person's

name and address prior to the commencement of the public hearing at which the person wishes to speak.

3. The mayor or the presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
4. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they are a resident of the City, and may give their address. All remarks shall be addressed to the Council as a body and not to any member thereof.
5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, shall conform to the process established by the Planning Commission.
6. Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the Council when exercising this option. The presiding officer may intervene if a councilor is violating the spirit of this guideline.
7. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by councilors should be to provide clarification or additional information on testimony provided.
8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial on the matter. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the Council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony.
9. At the end of public testimony and questions of staff, the Council shall initiate deliberations by introducing a motion on the matter; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the Council shall have the opportunity to comment on or discuss testimony given during the public hearing.
10. Any written testimony or physical evidence that a party desires to have

introduced into the record of the hearing shall be submitted to the city recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a councilor receiving any such communication must disclose the fact that such a communication has been received and the content of the communication.

11. Documents submitted to the City as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and may be disclosed if a public records request is submitted for the documents and disclosure is required or permitted under Oregon public records law. A person who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.368(1).

I. Written Communications to Council.

1. Unsolicited communications to the mayor and/or Council concerning matters on the agenda shall be forwarded to the Council in the agenda packet, but shall not be individually itemized on the agenda.
2. Unsolicited communications to the mayor and/or Council concerning matters that are not on an agenda shall be forwarded to the mayor and/or Council but shall not be included in the agenda packet.
3. The city administrator may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the Council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the Council, and making a recommendation for Council action.

CHAPTER 2 – Meeting Time, Location, and Frequency

- I. Regular meetings.** The Council shall meet every 1st & 3rd Wednesday evening at 7:00 P.M., except in the event of a City holiday, Council recess, or other event or condition which requires cancellation or rescheduling. In the event of other event or condition which requires cancellation or rescheduling, the Council shall decide to cancel or reschedule by motion. Regular meetings shall conclude no later than 9:00 P.M. unless Council votes, by motion, to continue past 9:00 P.M.
- II. Special meetings.** Special meetings may be called by the mayor or by request of three members of the Council.

 - A. Notice of the special meeting shall be given to each member of the Council, the city administrator, and all interested persons that have on file a written request for notice of special meetings.
 - B. Notice of the special meeting shall be given to all members of the Council and the city administrator via telephone and email.
 - C. Special meetings shall be noticed in accordance with Oregon’s public meetings law and on 24 hours’ reasonable notice to the public and at least 24 hours’ actual notice to the Council members.
- III. Emergency meetings.** Emergency meetings may be called by the presiding officer or by the city administrator and will be held in compliance with Oregon’s public meetings law.

 - A. Notice of the emergency meeting shall be given to each member of the Council, the city administrator, the press, and all interested persons who have on file a written request for notice of special meetings.
 - B. Notice of the emergency meeting shall be given to all members of Council and the city administrator via telephone and email.
 - C. Emergency meetings are those meetings called with less than 24 hours’ notice and the Council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.
 - D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.
- IV. Executive Sessions.** Executive sessions may be called by the mayor, by the request of three members of Council, by the city administrator, or by the city attorney. If an executive session is called by the request of three members of Council, the executive session shall be scheduled within seven calendar days of the members’ request, unless as otherwise agreed to by the requesting members. Executive sessions shall be held in compliance with Oregon public meetings law. Unless

otherwise required by Oregon public meetings law, only members of the Council, the city administrator, and persons specifically invited by the city administrator or the Council shall be allowed to attend executive sessions. Members of Council are encouraged to attend executive sessions in person whenever possible. Councilors who remotely attend sessions must, at the beginning of the executive session, affirm compliance with the following :

- A. Councilors must ensure that their surroundings are private, secure, and free from distractions.
 - B. Councilors must preserve the confidentiality of the executive session. Councilors must ensure that no other individuals are able to see the executive session, hear the executive session, or otherwise access information from the executive session.
 - C. Councilors remotely attending executive sessions must attend via an electronic device with audio and video capabilities. Councilors must check that their devices' internet connection, audio, and video are working in advance to avoid technical issues.
 - D. Councilors must keep their video on whenever possible.
- V. Work Sessions.** Work sessions are permitted to present information to the Council so that the Council is prepared for regular or special meetings.
- A. All work sessions are subject to Oregon public meetings law and must be noticed accordingly.
 - B. Work sessions are intended to allow for preliminary discussions and the Council is not permitted to take formal or final action on any matter at a work session.
 - C. Two or more Council members may request a work session.
 - D. Work sessions shall be scheduled by the city administrator and mayor.
 - E. The city administrator shall invite any relevant staff to work sessions so that the sessions are as productive as possible.
 - F. There shall be no designated public comment period during a work session, unless otherwise required by law. However, the presiding officer may allow or solicit public comments related to the topic of the work session.
- VI. Holidays.** In the event a regular meeting falls on a holiday recognized by the City, the regular meeting for that week shall be held on the following day. or rescheduled.
- VII. Emergency Cancellation of Meetings.** A Council meeting may be canceled at any time prior to the meeting by the mayor and/or the city administrator with approval of the mayor. Notice of the reason of cancellation must be provided to the Council. This should be done prior to the public notification of the cancellation. If not possible to notify members of Council prior to public notification, notification to members of Council shall be done a reasonable time after the cancellation notification to the public has been posted.

- VIII. Location.** Council meetings shall **ordinarily** be held at Council chambers in civic offices. In the event City Hall is not available for a meeting **or in the event that the Council decides to hold a meeting outside of City Hall**, the Council shall meet at a venue open to the public which is located within the jurisdictional limits of the City and meets the requirements of Oregon public meetings law.
- IX. Notice.** The city recorder shall provide notice of all meetings in accordance with Oregon's public meeting law.
- X. Attendance.** Members of the Council should notify the city administrator, mayor, and city recorder if they will be unable to attend any meetings or if they need to attend virtually. Under the charter, a Council position becomes vacant if the member of Council is absent from the City for more than 30 days without Council permission or absent from all meetings of the Council within a 60-day period and upon declaration by the Council of the vacancy.

CHAPTER 3 – Ordinances and Resolutions

- I. Ordinances.** All ordinances considered by and voted upon by the Council shall adhere to the rules outlined herein.
- A. Numbering. The city recorder shall number all ordinances with a consecutive identification number during each calendar year, in the order of their introduction.
- B. Preparation and Introduction.
1. All ordinances shall, before presentation to the Council, have been approved by the city attorney, or the City’s legal counsel.
 2. Ordinances shall be introduced by the presiding officer. The city administrator shall provide details of the ordinance with the assistance of department directors, staff members, city legal counsel, or industry experts as needed.
 3. No ordinance shall relate to more than one subject, which shall be clearly expressed in its title and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section to be amended or repealed.
- C. Calendar of Ordinance.
1. An ordinance is introduced for consideration by the Council for presentation for first reading. After introduction, the Council may direct that:
 - a. A public hearing on the ordinance be held;
 - b. Refer the ordinance to committee for review and recommendation;
 - c. Refer the ordinance to the city administrator for further revision;
 - d. Pass the ordinance to a second reading; or
 - e. Reject the ordinance in whole or in part.
 2. All ordinances, when introduced for first reading, shall be identified by title and number and must be presented using the introduction process outlined above.
 3. 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 city 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 city recorder proof by affidavit of the publication or posting of the proposed ordinance. Except as otherwise provided by this section, on second reading, all ordinances shall be placed by title and number on a calendar of second reading and may be passed as a group, provided that the vote for the passage of the calendar is unanimous.

4. Should any member of the Council object to any ordinance at time of second reading, that ordinance shall be removed from the calendar of second reading, and considered separately. Ordinances to be considered separately shall be ready by title only unless any person present requests to have the ordinance or any part thereof read in full.
5. When the calendar of second reading or an ordinance which is to be considered separately is placed before the Council for final passage, the city recorder shall call the roll and enter the ayes, nays, and abstentions in the record.
6. All proposed amendments to an ordinance shall be in writing and may be made by interlineation upon the ordinance.
7. An affirmative vote of a majority of members of the Council shall be necessary to pass an ordinance.
8. An ordinance shall take effect on the 30th day following its passage or, if the Council deems it advisable, at different time specified by the ordinance. However, in the event of an emergency, an ordinance may take effect immediately.

II. Resolutions. All resolutions considered by and voted upon by the Council shall adhere to the rules outlined herein.

- A. Numbering. The city recorder shall number all resolutions with a consecutive identification number during each calendar year, in the order of their introduction.
- B. Preparation and Introduction.
 1. All resolutions shall, before presentation to the Council, have been approved by the city attorney, or the city's legal counsel.
 2. Resolutions shall be introduced by the presiding officer. The city administrator shall provide details of the resolution with the assistance of department directors, staff members, city legal counsel, or industry experts as

needed.

3. No resolution shall relate to more than one subject, which shall be clearly expressed in its title, and no resolution shall be amended or repealed unless the new resolution contains the title of the resolution to be amended or repealed.

C. Calendar of Resolution.

1. A resolution is introduced for consideration by the Council for presentation. After introduction, the Council may direct that:
 - a. A public hearing on the resolution be held;
 - b. Pass the resolution; or
 - c. Reject the resolution in whole or in part.
2. All resolutions when introduced for first reading shall be identified by title and number and must be presented using the introduction process outlined above. All proposed amendments to a resolution shall be in writing and may be made by interlineation upon the resolution.
3. An affirmative vote of a majority of the Council present shall be necessary to adopt a resolution.
4. A resolution shall become effective upon its adoption unless otherwise stated by the resolution.

CHAPTER 4 – Motions, Debate, and Voting

I. **Motions.** All motions shall be distinctly worded.

A. The following rules shall apply to motions:

1. If a motion does not receive a second, it dies.
2. The Council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
3. Any motion shall be reduced to writing if requested by a member of the Council.
4. A motion to amend can be made to a motion that is on the floor and has been seconded.
5. No motion shall be received when a question is under debate except for the following:
 - a. To lay the matter on the table;
 - b. To call for the previous question;
 - c. To postpone;
 - d. To refer; or
 - e. To amend.
6. A motion may be withdrawn by the mover at any time without the consent of the Council.
7. Amendments are voted on first, then the main motion if voted on as amended.
8. A member of the Council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
9. A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.
 - a. A call for the question fails without a majority vote.
 - b. Debate on the main subject resumes if the motion fails.
10. In the case of a tie-vote, the mayor shall cast a vote to break the tie. This is the only scenario where the mayor is able to cast a vote.
11. The presiding officer shall repeat the motion prior to a vote.
12. A motion to adjourn cannot be amended.

B. Motion to Reconsider. A motion to reconsider may only be made by a member

of the prevailing side. Any member may second the motion.

1. No motion shall be made more than once.
2. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the Council.

II. Debate. The following rules shall govern the debate of any item being discussed by the Council:

- A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
- B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- C. The member of the Council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

III. Voting. Except as the Charter may provide otherwise, a concurrence of a majority of the members of Council present at a Council meeting at which a quorum is present shall be necessary to decide any question before the Council. The mayor shall have no vote on questions before the Council except in the case of tie. All votes shall be recorded in the meeting minutes.

CHAPTER 5 – Minutes

I. Generally.

- A. All minutes shall be in written form, with an electronic copy of the meeting maintained by the city recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
 - 1. The date, time, and place of the meeting;
 - 2. The councilors in attendance;
 - 3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
 - 4. The results of all votes and the vote of each member by name;
 - 5. The substance of any discussion on any matter; and
 - 6. A reference to any document discussed at the meeting.

II. Approval. The Council shall approve all minutes of any meeting.

- A. All minutes of regular meetings shall be approved within sixty days of the meeting having occurred.
- B. The draft minutes shall be submitted to the Council as part of the Council's packet prior to the meeting where they will be discussed.
- C. Any member of the Council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

CHAPTER 6 – Appointments

- I. Appointments of City Staff.** The Council appoints and can remove those positions identified in the City’s charter. All appointments require a majority vote of the entire Council.
 - A. Reviews. Any person appointed by the Council shall be subject to an annual review by the Council unless otherwise required by any applicable employment contract.
 - B. Removals. All appointed persons may be removed by a majority vote of the entire Council.
- II. Appointments of Members to Boards, Commissions and/or Committees.**
 - A. Unless otherwise mandated by state law and except as provided for in the Canby Municipal Code, the mayor, in consultation with the Council liaison and staff liaison to a board, board, commission, or committee, shall interview potential candidates for open board positions and make a recommendation to Council of an appointee. Appointees shall be approved by a majority vote of the Council as part of the consent agenda. Any appointee’s consideration or nomination may be removed from the consent agenda by majority vote of the Council present for further discussion and vote.
 - B. The applications of first-time appointees to advisory boards will be included in Council packets.
 - C. Unless otherwise prohibited by the Council, the mayor shall have the authority to create and appoint subcommittees of committees authorized by the Council.
 - D. Removals. All appointed persons may be removed by a majority vote of Council, in accordance with the Charter and any applicable employment contract.

CHAPTER 7 – Filling of Vacant Council Position

PROCESS FOR APPOINTING COUNCIL MEMBER.

The City Council shall appoint Council members to vacancies in accordance with the Canby City Charter and as supplemented by these rules. In case of conflict between these rules and the Charter, the Charter shall control.

- a. Candidate Interview and Appointment Process
 1. In the event of a vacancy, the appointment process begins by posting the open position for no less than 30 days with a set application deadline.
 2. A work session may be held to create questions for candidate interview. Once interview questions are finalized, those questions will be provided to candidates prior to interviews.
 3. After application deadline, all applications will be forwarded to Council members.
 4. After candidates have been identified, a determination will be made whether to hold candidate interviews during a regular Council meeting or a special meeting by majority vote of Council.
 5. Each candidate will be given no more than 20 minutes per interview. The time may be adjusted based upon number of candidates and time available.
 6. During interview process, all candidates who have not been interviewed are to remain outside the interview room. After a candidate has interviewed, they are permitted to remain in the interview room.
 7. Council members may rank their top candidates.
 8. In turn, each Council member will provide their ranking and have an opportunity to discuss their reasons why.
 9. If a consensus candidate among all rankings is identified, a motion shall be made for that candidate with a vote to follow. If no consensus is reached, a motion for any candidate may be made.

CHAPTER 8 – Ethics, Decorum, Outside Statements

- I. Ethics.** All members of the Council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the Council shall refrain from:
 - A. Disclosing confidential information.
 - B. Taking action which benefits special interest groups or persons at the expense of the City as a whole.
 - C. Expressing an opinion contrary to the official position of the Council without so saying.
 - D. Conducting themselves in a manner so as to bring discredit upon the government of the City.
 - E. Members of the Council must give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, members will maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims, and transactions coming before the Council.
 - F. In accordance with state law, it is each Council member's responsibility to file all required statements of economic interest with the Oregon Government Ethics Commission.
- II. Decorum.**
 - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the Council.
 - B. Members of the Council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
 - C. Members of the City staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.
- III. Statements to the Media and Other Organizations**
 - A. Representing City. No member of staff may represent any position of the City except for the official position as approved by a majority of Council.
 - B. Personal Opinions. If a member of the Council, to include the mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the City before giving their statement.

CHAPTER 9 – Interactions with Staff

- I. **Staff.** Under the Canby City Charter, 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. Members of the Council shall respect the separation between the Council's role and the city's administrator's responsibility by:
 - A. Not interfering with the day-to-day administration of City business, which is the responsibility of the city administrator.
 - B. Refraining from actions that would undermine the authority of the city administrator or a director.
 - C. Making individual inquiries and requests for information to the city administrator. Questions from individual members of Council shall be of the type answered readily as part of staff's day-to-day responsibilities. Questions from individual members of the Council requiring significant time or resources (two hours or more) shall normally require approval of the Council.
 1. Members of the Council shall normally share any information obtained from staff with the entire Council. This section is not intended to apply to questions by members of the Council acting in their individual capacities rather than as members of the Council, nor to questions regarding conflict of interest or similar issues particular to a member of the Council.

CHAPTER 10 – Council Accountability

- I.** The Council may enforce these rules and ensure compliance with City ordinances, charter, and state laws applicable to governing bodies. If a member of Council violates these rules, City ordinances, the City charter, or state laws applicable to governing bodies, the Council may take action to protect the integrity of the Council and discipline the member by adopting a resolution to issue a public reprimand.

CHAPTER 11 – Review, Amendment and Repeal

- I. Review.** There shall be a review of the policies and operating guidelines every three years.
- II. Amendment and Repeal.** These rules of procedure are subject to amendment or repeal by resolution by the Council in accordance with the rules noted herein.
 - A. Amended rules shall go into effect at the meeting after the resolution to amend these rules was adopted.
 - B. If major changes are needed, it is recommended that the mayor create a subcommittee of members of Council to work with City staff to create proposed changes. Afterwards, a work session will be scheduled to review changes.



CITY COUNCIL Staff Report

Meeting Date: 11/19/2025
To: The Honorable Mayor Hodson & City Council
Thru: Randy Ealy, Interim City Administrator
From: Todd M. Wood, Transit/Fleet/IT
Agenda Item: Consider **Resolution No. 1449:** A Resolution Authorizing the Interim City Administrator to Execute an Intergovernmental Agreement (IGA) with Clackamas County for the Provision and Reimbursement of Expanded Elderly and Disabled Demand-Response Transit Services For Fiscal Years 2026 And 2027.
Goal:
Objective:

Summary

This report summarizes the proposed Intergovernmental Agreement (IGA) between Clackamas County and the City of Canby for the provision of Elderly and Disabled (E&D) demand-response transit services. The agreement formalizes continued cooperation between the City and County for providing accessible transportation options to eligible residents for Fiscal Years 2026 and 2027.

Background

Clackamas County and the City of Canby have historically partnered to ensure efficient and coordinated transit services for elderly and disabled residents. Through this partnership, the City operates the Canby Area Transit (CAT) demand-response service, which provides pre-scheduled rides for qualified individuals within and just outside the Canby Urban Growth Boundary.

Under this agreement, the City continues to serve as the primary operator—providing vehicles, drivers, and operational oversight—while the County reimburses the City for a portion of eligible costs related to these services. The County also provides fiscal management and coordination with the Oregon Department of Transportation (ODOT) and other regional transit partners.

Discussion

The IGA establishes a two-year cooperative agreement effective July 1, 2025, through June 30, 2027. The total contract amount is not to exceed \$50,000, with \$25,000 allocated per fiscal year. These funds will be used to support expanded demand-response service for elderly and disabled residents living within the designated service area between the Canby UGB and County boundary.

In addition to direct service delivery, the City will act as the on-site liaison for contractor oversight, participate in safety meetings, provide data and reports, and manage vehicle operations. The County will reimburse the City for eligible costs and pay vendors for website maintenance and E-Fare technology, for which the City will provide required matching funds.

This cooperative structure continues a long-standing regional partnership that benefits Canby residents while ensuring compliance with ODOT's 5310 (E&D) program requirements.

Financial Impact

The total reimbursement from Clackamas County under this IGA shall not exceed \$50,000 for the two-year period, including a maximum of \$25,000 per year. These funds will offset operating costs for Elderly and Disabled demand-response services and related technology expenses. Matching funds for website maintenance are included in the Canby Area Transit (CAT) operating budget for the FY26–27 biennium.

Attachments

- Resolution No. 1449
- Clackamas County IGA FY26–27
- Area Map

Recommendation

Staff recommends that the City Council authorize the Interim City Administrator, Randy Ealy, to execute the Intergovernmental Agreement with Clackamas County for the provision of Elderly and Disabled demand-response transit services for Fiscal Years 2026 and 2027.

Proposed Motion:

"I move to adopt **Resolution No. 1449**: A Resolution Authorizing the Interim City Administrator to Execute an Intergovernmental Agreement (IGA) with Clackamas County for the Provision and Reimbursement of Expanded Elderly and Disabled Demand-Response Transit Services For Fiscal Years 2026 And 2027."

RESOLUTION NO. 1449

A RESOLUTION AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH CLACKAMAS COUNTY FOR THE PROVISION AND REIMBURSEMENT OF EXPANDED ELDERLY AND DISABLED DEMAND-RESPONSE TRANSIT SERVICES FOR FISCAL YEARS 2026 AND 2027.

WHEREAS, Oregon Revised Statutes Chapter 190.010 authorizes local governments to enter into intergovernmental agreements for the performance of any and all functions and activities that a party to the agreement has authority to perform;

WHEREAS, Clackamas County and the City of Canby have identified a need for coordinated Elderly and Disabled (E&D) demand-response transit services to improve operational efficiency, collaboration, and service coverage for Canby residents;

WHEREAS, the agreement provides a framework for cooperation between the City and the County for the operation of demand-response transit service within the service boundary area between the Canby Urban Growth Boundary (UGB) and County boundary;

WHEREAS, under this agreement, the City of Canby will provide operational oversight, vehicles, and staffing for demand-response service, while the County will provide reimbursement for eligible expenses up to \$50,000 through June 30, 2027; and

WHEREAS, the City Council finds it in the best interest of the City to approve this intergovernmental agreement to ensure continued access and mobility options for elderly and disabled residents of the Canby area.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Canby as follows:

1. The Interim City Administrator, Randy Ealy, is hereby authorized to execute on behalf of the City of Canby the Intergovernmental Agreement (IGA) with Clackamas County for the provision of Elderly and Disabled demand-response transit services for Fiscal Years 2026 and 2027.
- 2.
3. The IGA, attached hereto as Exhibit "A" and by this reference incorporated herein, shall be effective upon execution and shall remain in effect in accordance with its terms.

This Resolution shall take effect on November 19th, 2025.

ADOPTED by the Canby City Council on the 19th day of November, 2025.

Brian Hodson,
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

**INTERGOVERNMENTAL AGREEMENT
BETWEEN CLACKAMAS COUNTY
AND CITY OF CANBY, OR**

THIS AGREEMENT (this “Agreement”) is entered into and between Clackamas County (“County”), a political subdivision of the State of Oregon, and City of Canby (“City”), an Oregon municipal corporation, collectively referred to as the “Parties” and each a “Party.”

RECITALS

Oregon Revised Statutes Chapter 190.010 confers authority upon local governments to enter into agreements for the performance of any and all functions and activities that a party to the agreement, its officers or agencies have authority to perform.

This Agreement provides the basis for a cooperative working relationship for the purpose of providing demand response transit service in partnership with the City’s Canby Area Transit (“CAT”) transit service to increase operational efficiencies, collaboration, and cost-effective management of both services.

In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

TERMS

1. **Term.** This Agreement shall be effective upon signature and shall expire upon the completion of each and every obligation of the Parties set forth herein, or June 30, 2027, whichever is sooner. The City may seek reimbursement for eligible costs set forth in Exhibit B incurred on or after July 1, 2025.
2. **Scope of Work.** The City agrees to provide the services further identified in the Scope of Work attached hereto as Exhibit A and incorporated herein (“Work”).
3. **Consideration.** The County agrees to reimburse City, from available and authorized funds, a sum not to exceed **Thirty-Three Thousand Four Hundred Sixty Dollars (\$33,460)** for accomplishing the Work required by this Agreement in accordance with **Exhibit B**.
4. **Payment.** Unless otherwise specified, the City shall submit monthly invoices for Work performed as required in **Exhibit A** and shall include the total amount billed to date by the City prior to the current invoice. Invoices shall describe all Work performed with particularity, by whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed. Payments shall be made to City following the County’s review and approval of invoices submitted by City. City shall not submit invoices for, and the County will not pay, any amount in excess of the maximum compensation amount set forth above.
5. **Representations and Warranties.**
 - A. *City Representations and Warranties:* City represents and warrants to County that City has the power and authority to enter into and perform this Agreement, and this

Agreement, when executed and delivered, shall be a valid and binding obligation of City enforceable in accordance with its terms.

- B. *County Representations and Warranties*: County represents and warrants to City that County has the power and authority to enter into and perform this Agreement, and this Agreement, when executed and delivered, shall be a valid and binding obligation of County enforceable in accordance with its terms.
- C. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

6. Termination.

- A. Either the County or the City may terminate this Agreement at any time upon thirty (30) days written notice to the other party.
- B. Either the County or the City may terminate this Agreement in the event of a breach of the Agreement by the other. Prior to such termination however, the Party seeking the termination shall give the other Party written notice of the breach and of the Party's intent to terminate. If the breaching Party has not entirely cured the breach within fifteen (15) days of deemed or actual receipt of the notice, then the Party giving notice may terminate the Agreement at any time thereafter by giving written notice of termination stating the effective date of the termination. If the default is of such a nature that it cannot be completely remedied within such fifteen (15) day period, this provision shall be complied with if the breaching Party begins correction of the default within the fifteen (15) day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable. The Party giving notice shall not be required to give more than one (1) notice for a similar default in any twelve (12) month period.
- C. The County or the City shall not be deemed to have waived any breach of this Agreement by the other Party except by an express waiver in writing. An express written waiver as to one breach shall not be deemed a waiver of any other breach not expressly identified, even though the other breach is of the same nature as that waived.
- D. The County may terminate this Agreement in the event the County fails to receive expenditure authority sufficient to allow the County, in the exercise of its reasonable administrative discretion, to continue to perform under this Agreement, or if federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the Project under this Agreement is prohibited or the County is prohibited from paying for such work from the planned funding source.
- E. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

7. Indemnification.

- A. City shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, the conduct of Work, or from any act, omission, or neglect of City, its subcontractors, agents, or employees. The City agrees to indemnify, hold harmless and defend Clackamas County, and their officers, elected officials, agents and employees from

and against all claims and actions, and all expenses incidental to the investigation and defense thereof, arising out of or based upon damage or injuries to persons or property caused by the errors, omissions, fault or negligence of the City or the City's employees, subcontractors, or agents.

However, neither City nor any attorney engaged by City shall defend the claim in the name of County or any department of County, nor purport to act as legal representative of County or any of its departments, without first receiving from the Clackamas County Counsel's Office authority to act as legal counsel for County, nor shall City settle any claim on behalf of County without the approval of the Clackamas County Counsel's Office. County may, at its election and expense, assume its own defense and settlement.

8. **Insurance.** The City agrees to furnish the County with evidence of commercial general liability insurance and auto liability insurance, with a combined single limit of not less than \$1,000,000 for each claim, incident, or occurrence, with an aggregate limit of \$2,000,000 for bodily injury and property damage for the protection of Clackamas County and TriMet, and their officers, elected officials, agents, and employees against liability for damages because of personal injury, bodily injury, death or damage to property, including loss of use thereof, in any way related to this Agreement. Insurance policy shall include Sexual Abuse/Molestation coverage with limits no less than \$500,000 per occurrence/aggregate. If self-insured, City shall provide documentation to the County of City's self-insured status by completing the Self-Insurance Certification form provided by the County.
9. **Notices; Contacts.** Any notice provided under this Agreement shall be delivered by email or by first class US mail to the individuals identified below. Any communication or notice mailed by first class US mail shall be deemed to be given three days after the date it is sent. Any communication or notice sent by electronic mail is deemed to be received on the date sent, unless the sender receives an automated message or other indication that the email has not been delivered. Either Party may change the Party contact information, or the invoice or payment addresses, by giving prior written notice to the other Party.

Kristina Babcock or their designee will act as liaison for the County.

Contact Information:

Kristina Babcock, Transit Services Manager
2051 Kaen Rd, Oregon city, OR 97054
kbabcock@clackamas.us (971-349-0481)

Todd Wood or their designee will act as liaison for the City.

Contact Information:

Todd Wood, Transit Director, City of Canby
195 Hazel Dell Way Suite C, Canby, OR 97013
woodt@canbyoregon.gov (503-266-0751)

10. General Provisions.

- A. **Oregon Law and Forum.** This Agreement, and all rights, obligations, and disputes arising out of it will be governed by and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without giving effect to the conflict of law provisions thereof. Any claim between County and City that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Clackamas County for the State of Oregon; provided, however, if a claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. City, by execution of this Agreement, hereby consents to the in personam jurisdiction of the courts referenced in this section.
- B. **Compliance with Applicable Law.** Both Parties shall comply with all applicable local, state and federal ordinances, statutes, laws and regulations. All provisions of law required to be a part of this Agreement, whether listed or otherwise, are hereby integrated and adopted herein. Failure to comply with such obligations is a material breach of this Agreement.
- C. **Non-Exclusive Rights and Remedies.** Except as otherwise expressly provided herein, the rights and remedies expressly afforded under the provisions of this Agreement shall not be deemed exclusive, and shall be in addition to and cumulative with any and all rights and remedies otherwise available at law or in equity. The exercise by either Party of any one or more of such remedies shall not preclude the exercise by it, at the same or different times, of any other remedies for the same default or breach, or for any other default or breach, by the other Party.
- D. **Access to Records.** City shall retain, maintain, and keep accessible all records relevant to this Agreement ("Records") for a minimum of six (6) years, following Agreement termination or full performance or any longer period as may be required by applicable law, or until the conclusion of an audit, controversy or litigation arising out of or related to this Agreement, whichever is later. City shall maintain all financial records in accordance with generally accepted accounting principles. All other Records shall be maintained to the extent necessary to clearly reflect actions taken. During this record retention period, City shall permit the County's authorized representatives' access to the Records at reasonable times and places for purposes of examining and copying.
- E. **Work Product.** All work performed under this Agreement shall be considered work made for hire and shall be the sole and exclusive property of the District. The District shall own any and all data, documents, plans, copyrights, specifications, working papers and any other materials produced in connection with this

Agreement. On completion or termination of the Agreement, the Agency shall promptly deliver these materials to the District's Project Manager.

- F. **Hazard Communication.** City shall notify County prior to using products containing hazardous chemicals to which County employees may be exposed, which includes any hazardous, toxic, or dangerous substance, waste, or material that is the subject of environmental protection legal requirements or that becomes regulated under any applicable local, state or federal law, including but not limited to the items listed in the United States Department of Transportation Hazardous Materials Table (49 CFR §172.101) or designated as hazardous substances by Oregon Administrative Rules, Chapter 137, or the United States Environmental Protection Agency (40 CFR Part 302), and any amendments thereto. Upon County's request, City shall immediately provide Material Safety Data Sheets for the products subject to this provision.
- G. **Debt Limitation.** This Agreement is expressly subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act, and is contingent upon appropriation of funds. Any provisions herein that conflict with the above referenced laws are deemed inoperative to that extent.
- H. **Severability.** If any provision of this Agreement is found to be unconstitutional, illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken. The Court or other authorized body finding such provision unconstitutional, illegal or unenforceable shall construe this Agreement without such provision to give effect to the maximum extent possible the intentions of the Parties.
- I. **Integration, Amendment and Waiver.** Except as otherwise set forth herein, this Agreement constitutes the entire agreement between the Parties on the matter of the Project. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by such Party of that or any other provision.
- J. **Interpretation.** The titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.
- K. **Independent Contractor.** Each of the Parties hereto shall be deemed an independent contractor for purposes of this Agreement. No representative, agent, employee or contractor of one Party shall be deemed to be a representative, agent, employee or contractor of the other Party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to

create between the Parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each Party hereby specifically disclaims any such relationship.

- L. **No Third-Party Beneficiary.** City and County are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
- M. **Subcontract and Assignment.** City shall not enter into any subcontracts for any of the work required by this Agreement, or assign or transfer any of its interest in this Agreement by operation of law or otherwise, without obtaining prior written approval from the County, which shall be granted or denied in the County's sole discretion. County's consent to any subcontract shall not relieve City of any of its duties or obligations under this Agreement.
- N. **Counterparts.** This Agreement may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.
- O. **Survival.** All provisions in Sections 5, 7, and 10 (A), (C), (D), (G), (H), (I), (J), (L), (Q), (T), and (U) shall survive the termination of this Agreement, together with all other rights and obligations herein which by their context are intended to survive.
- P. **Necessary Acts.** Each Party shall execute and deliver to the others all such further instruments and documents as may be reasonably necessary to carry out this Agreement.
- Q. **Time is of the Essence.** City agrees that time is of the essence in the performance this Agreement.
- R. **Successors in Interest.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.
- S. **Force Majeure.** Neither City nor County shall be held responsible for delay or default caused by events outside of the City or County's reasonable control including, but not limited to, fire, terrorism, riot, acts of God, or war. However, City shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.
- T. **Confidentiality.** City acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire confidential information. Any and all information of any form obtained by

City or its employees or agents in the performance of this Agreement shall be deemed confidential information of the County ("Confidential Information"). City agrees to hold Confidential Information in strict confidence, using at least the same degree of care that City uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purpose unless specifically authorized in writing under this Agreement.

- U. **No Attorney Fees.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party shall be responsible for its own attorneys' fees and expenses.
- V. **Funder Requirements.** City agrees to comply with the funding source requirements contained in Exhibit C, attached hereto and incorporated herein.

IN WITNESS HEREOF, the Parties have executed this Agreement by the date set forth opposite their names below.

Clackamas County

City of Canby

Chair, Board of County Commissioners

Interim City Administrator

Date

Date

Approved as to Form:

County Counsel

Date

EXHIBIT A SCOPE OF WORK

City Scope of Work

Subject to the terms of this Agreement, City agrees to provide the following:

- Act as on-sight liaison and provide operational oversight of CAT on behalf of County with shared operations contractor providing immediate communication with the contractor and their employees of policy and contractor functions. This includes contract compliance checks such as payroll, billable hours audit and policy compliance. Participate in contractor-led safety meetings.
- Provide expanded demand response services (riders that meet the eligibility requirements for the City can call and request rides for specific days and times) in the area outline in **Exhibit E**, between the IGA Boundary and Canby UGB.
- Act as on-sight liaison and provide operational oversight on behalf of County with operations contractor ("TransDev") providing immediate communication with the contractor and their employees of policy and contractor functions. This includes contract compliance checks such as payroll, billable hours audit and policy compliance, and participating in contractor-led safety meetings.
- Work with the County on mutually agreeable policy and program development, in compliance with applicable transit rules and guidelines, and implement as needed, including communicating changes to contractor.
- Submit invoices to County for reimbursement as part of monthly billing.
- Interact with public, including information requests.
- Provide vehicle(s) to be used for demand response services.
- Compile data required for completion of fiscal and grant reports, including tracking performance measures. Collaborate and assist with completion of grant applications and other activities designed to promote long term stable funding.
- Provide necessary staff and other administrative resources necessary to fulfill its obligations under this Agreement.
- Provide demand response services Monday through Friday from 5:00am to 8:15pm.
- Provide demand response service for any persons in the boundary as outlined in Exhibit E that are 65 years old and older and/or people with disabilities. All riders will be required to complete an application.
- Provide demand response rides at a cost of \$1.00 per ride. Deduct these fares from cost on monthly invoice to the County.
- Reimburse County for fees associated with E-Fare technology on Canby Area Transit Vehicles.

- Participate in website update and maintenance meetings as needed to ensure the website remains a quality product for end users.
- Pay required match for Website Maintenance.
- Other tasks and projects as needed.

County Scope of Work

Subject to the terms of this Agreement, County agrees to provide the following:

- Provide ongoing fiscal support to expanded Elderly and Disabled Transportation Services.
- Contract and initially pay Cubic Transportation Systems, Inc. (UMO) for all E-Fare technology on Canby Area Transit Vehicles; all fee's incurred required reimbursement.
- Contract and initially pay Jeff Jimerson Design, Inc (MAC Ave) for all website maintenance fees; required match from City of Canby outline in Exhibit B.
- Complete and submit required reports to funders in a timely manner.
- Reimburse City in accordance with Section 3 of the Agreement for eligible costs incurred, as further described in Exhibit B.
- Provide administrative and operational support as needed.

EXHIBIT B BUDGET

BUDGET		
	Year 1 7/25 to 6/26	Year 2 7/26 to 6/27
Expanded Elderly and Disabled Transportation	\$ 25,000.00	\$ 25,000.00
TOTAL	\$ 25,000.00	\$ 25,000.00

Total Compensation under this agreement shall not exceed \$50,000

RIDES PROVIDED		
	Year 1 7/25 to 6/26	Year 2 7/26 to 6/27
Expanded Elderly and Disabled Transportation	100	100
TOTAL	100	100

REIMBURSEMENT BUDGET		
	Year 1 7/25 to 6/26	Year 2 7/26 to 6/27
E-Fare Technology via UMO	\$ (7,020.00)	\$ (7,020.00)
Website Maintenance via MAC Ave	\$ (1,250.00)	\$ (1,250.00)
TOTAL	\$ (8,270.00)	\$ (8,270.00)

E-Fare Breakdown	
UMO Per Vehicle Rate	\$ 65.00
Canby Area Transit Vehicles	9
Total / Month	\$ 585.00
Total / Year	\$ 7,020.00

EXHIBIT C REPORTING REQUIREMENTS

Reporting:

City shall submit on a monthly basis a narrative summary of the work performed on behalf of Canby Area Transit, including progress on any planning or special projects.

Invoicing:

City, through designated staff, shall submit to County a monthly invoice for elderly and disabled demand response services. Any bus rental fees will include a summary of rental use.

Farebox detail will be provided monthly and fares will be deducted from the total bill.

Invoices and required reports may be submitted electronically via e-mail as an attachment and shall be received by County on or before the 15th of each quarter following the billing period.

E-mail address: kbabcock@clackamas.us

County shall make payment to City within 30 days of receipt of each invoice submitted.

EXHIBIT D

SPECIFIC AGREEMENT PROVISIONS

City (also referred to as “Subrecipient”) shall comply with the provisions as set forth in this Exhibit. Where provided in Exhibit D, Subrecipient shall require each of its lower-tier subrecipients or subcontractors to comply with the provisions as set forth in this Exhibit. To the extent that these terms conflict with the provisions of the Contract above, the provisions of this Exhibit D shall control.

1. Disbursement and Recovery of STIF Formula Funds.

- A. **Disbursement Generally.** TriMet shall promptly disburse STIF Formula Funds to Subrecipient after the Oregon Department of Transportation provides funding to TriMet in accordance with and subject to approval of the STIF Plan, the terms and conditions of this Agreement, and Subrecipient’s compliance with this Agreement. As used in this Section, “promptly,” means within 5 business days of TriMet’s receipt of STIF Formula Funds from ODOT, absent a written notification from TriMet to Subrecipient explaining the reason(s) for any delay beyond 5 business days. Subject to the forgoing and based on the current and best available information, TriMet anticipates the following schedule for distribution of STIF Formula funds to Subrecipient:
- i. Upon execution of this Agreement and to the extent TriMet has received funds from ODOT, TriMet shall disburse funds to the Subrecipient as outlined in Exhibit E. TriMet will make disbursements quarterly following receipt from ODOT. ODOT expects to disburse funds to TriMet on January 15, April 15, July 15, and October 15 each year during the STIF Plan Period.
 - ii. TriMet will provide a written summary of total funds received and total funds disbursed with each disbursement made under this Agreement to all Subrecipients.
- B. **STIF Plan Budget Revisions.** In the event that Subrecipient determines that funds need to be shifted between tasks within that Subrecipient’s Project or between that Subrecipient’s Projects as allowed under ODOT published guidance, Subrecipient’s Project Manager will submit a transfer request to TriMet’s Project Manager for Reporting and Compliance. TriMet will promptly request approval from ODOT on Subrecipient’s behalf.

2. Representations and Warranties of Subrecipient. Subrecipient represents and warrants to TriMet as follows:

- A. **Organization and Authority.** Subrecipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the STIF Formula Funds. Subrecipient has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Subrecipient of this Agreement (1) have been duly authorized by all necessary action of Subrecipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Subrecipient's Charter, Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Subrecipient is a party or by which Subrecipient may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Subrecipient of this Agreement.
- B. **Binding Obligation.** This Agreement has been duly executed and delivered by Subrecipient and constitutes a legal, valid and binding obligation of Subrecipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.
- C. **No Solicitation.** Subrecipient's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to sub agreements, except as permitted by applicable law. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.
- D. **No Debarment.** Neither Subrecipient nor its principals is presently debarred, suspended, or voluntarily excluded from this transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Subrecipient agrees to notify TriMet and County immediately if it is debarred, suspended or otherwise excluded from this federally- assisted transaction for any reason or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.
- E. **Policies and Procedures.** Subrecipient represents and warrants that it has all of the policies and procedures in place to ensure compliance with OAR 732, Divisions 40 and 42, and to achieve the goals and outcomes specified in the Agreement, including but not limited to program and project management, financial management, operations management, procurement, use and maintenance of equipment, records retention, compliance with state and federal civil rights laws, compliance with the Americans with Disabilities Act (ADA), charter and school bus, and safety

and asset management.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

3. **Retention of Records and Audit Expenses**

- A. **Retention of Records.** Subrecipient shall retain and keep and require its subcontractors to retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, the STIF Formula Funds or the Project for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following the expiration date of this Agreement. If there are unresolved audit questions at the end of the six-year period, Subrecipient and its subcontractors shall retain the records until the questions are resolved.
- B. **Capital Asset Records.** For any Capital Asset purchased with STIF Formula Funds by Subrecipient or a subcontractor, all records relating to such Capital Assets shall be maintained for three years after disposition of the Capital Asset.
- C. **Audit Requirements.** Subject to the applicable limits of the Oregon Constitution and the Oregon Tort Claim Act, Subrecipient shall indemnify and hold harmless TriMet and County from the cost of any audits or special investigations to the extent arising from or related to Subrecipient's use of STIF Formula Funds in breach of this Agreement or applicable law. Subrecipient acknowledges and agrees that any audit costs incurred by Subrecipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this Agreement. This section does not apply to regular audit and compliance reviews that are conducted pursuant to Section 2 of this Agreement.

4. **Subrecipient Sub agreement and Procurement**

- A. **Sub agreements.** Subrecipient may enter into agreements with contractors or subcontractors (collectively, "sub agreements") for performance of the Project.
 - i. All sub agreements must be in writing executed by Subrecipient and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the sub agreement(s). Use of a sub agreement does not relieve Subrecipient of its responsibilities under this Agreement. Subrecipient agrees to provide TriMet with a copy of any signed sub agreement upon request by TriMet. Any substantial breach of a term or condition of a sub agreement relating to funds covered by this Agreement must be reported by Subrecipient to TriMet within ten (10) days of its being

discovered.

- B. **Subrecipient's sub agreement(s)** shall require the other party to such sub agreement (s) to indemnify, defend, save and hold harmless TriMet, and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including reasonable attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the other party to Subrecipient's sub agreement or any of such party's officers, agents, employees or subcontractors ("Claims"). The sub agreement shall specifically state that it is the specific intention that TriMet shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of TriMet, be indemnified by the other party to Subrecipient's sub agreement(s) from and against any and all Claims.

Any such indemnification shall also provide that neither Subrecipient's subrecipient(s), contractor(s) nor subcontractor(s) (collectively "Subcontractors"), nor any attorney engaged by Subrecipient's Subcontractor(s), shall defend any claim in the name of TriMet nor purport to act as legal representative of TriMet without the prior written consent of TriMet. TriMet may, at any time at its election, assume its own defense and settlement in the event that it determines that Subrecipient's Subcontractor is prohibited from defending TriMet or that Subrecipient's Subcontractor is not adequately defending TriMet's interests, or that an important governmental principle is at issue or that it is in the best interests of TriMet to do so. TriMet reserves all rights to pursue claims it may have against Subrecipient's Subcontractor if TriMet elects to assume its own defense.

Subrecipient shall require the other party, or parties, to each of its sub agreements that are not units of local government as defined in ORS 190.003 to obtain and maintain insurance of the types and in the amounts provided in this Agreement.

- C. **Procurements.** Subrecipient shall make purchases of any equipment, materials, or services for the Project in compliance with all applicable procurement laws and policies.

5. **Reserved.**

6. **General Provisions**

- A. **Contribution.** If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against TriMet or Subrecipient with respect to which the other party may have liability, the notified party must promptly notify the other party in writing of the Third Party Claim and deliver to the other party

a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a party of the notice and copies required in this paragraph and meaningful opportunity for the party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that party's liability with respect to the Third Party Claim.

With respect to a Third Party Claim for which TriMet is jointly liable with Subrecipient (or would be if joined in the Third Party Claim), TriMet shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Subrecipient in such proportion as is appropriate to reflect the relative fault of TriMet on the one hand and of the Subrecipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of TriMet on the one hand and of Subrecipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. TriMet's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if TriMet had sole liability in the proceeding.

With respect to a Third Party Claim for which Subrecipient is jointly liable with TriMet (or would be if joined in the Third Party Claim), Subrecipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by TriMet in such proportion as is appropriate to reflect the relative fault of Subrecipient on the one hand and of TriMet on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Subrecipient on the one hand and of TriMet on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. If Subrecipient is a public body, Subrecipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, if Subrecipient had sole liability in the proceeding.

B. Duplicate Payment. Subrecipient is not entitled to compensation or any

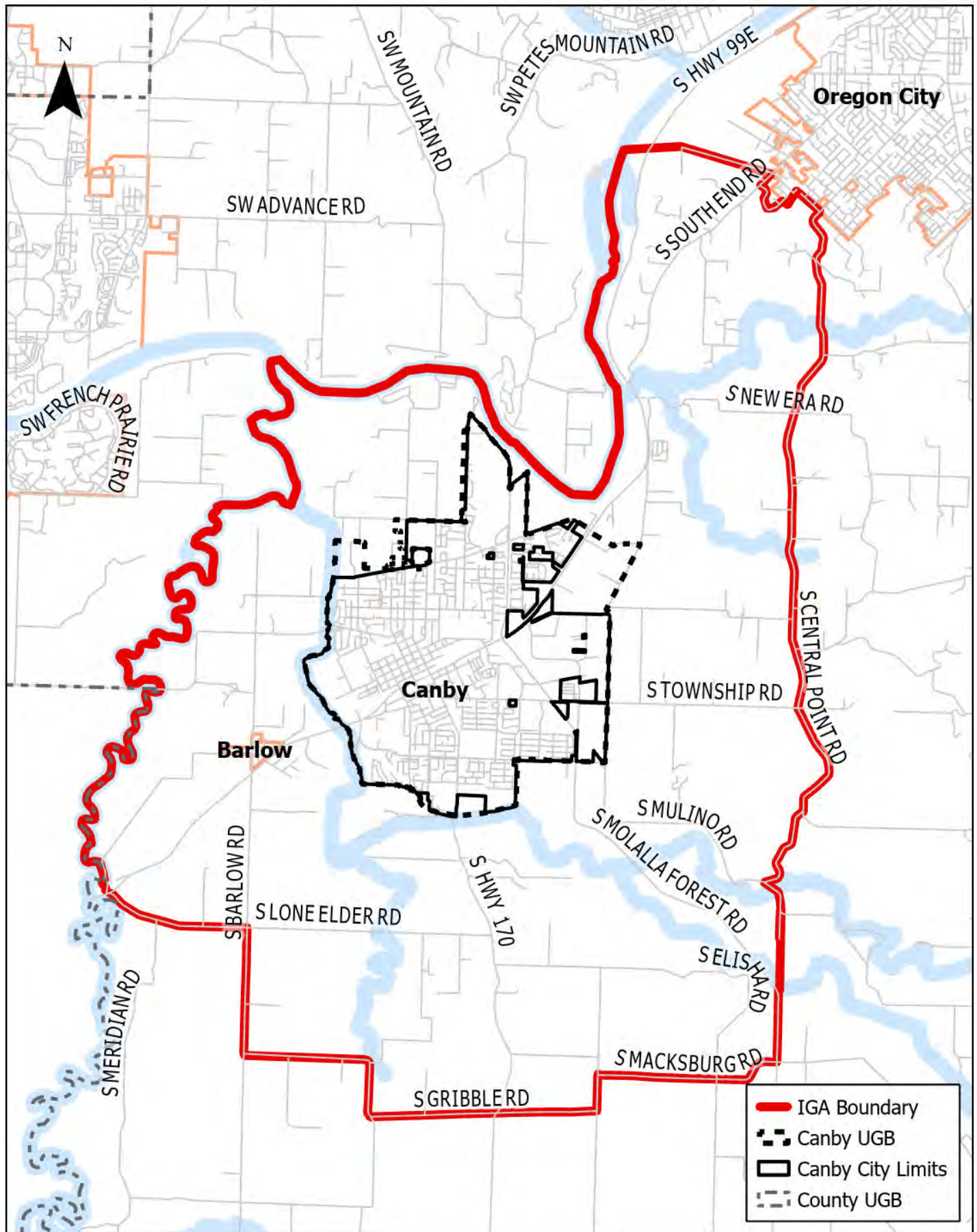
other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America, TriMet or any other party, organization or individual.

- C. **No Third Party Beneficiaries.** TriMet and Subrecipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.
- D. **Notices.** Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, email, or mailing the same, postage prepaid, to Subrecipient's Project Manager or TriMet's Project Manager at the address or number set forth in Paragraph 12 Communications of the Agreement, or to such other addresses or numbers as either party may hereafter indicate. Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given three days after the date of mailing. If email is used for communications pursuant to the following Sections, either mail or personal delivery must also be employed by the sender to the recipient and the later of the delivery dates is the date that will be used to calculate any timeframes for responses or cure periods for the recipient: Section 5.2; Exhibit A, Sections 1(A), 3(C), 5, and 6(A); and Exhibit C, Section 7.
- E. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between TriMet and Subrecipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Multnomah County in the State of Oregon. EACH PARTY HEREBY CONSENTS TO THE EXCLUSIVE JURISDICTION OF SUCH COURT, WAIVES ANY OBJECTION TO VENUE, AND WAIVES ANY CLAIM THAT SUCH FORUM IS AN INCONVENIENT FORUM.
- F. **Insurance; Workers' Compensation.** All employers, including Subrecipient, that employ subject workers who provide services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included. Subrecipient shall ensure that each of its contractor(s) and subcontractor(s) complies with these

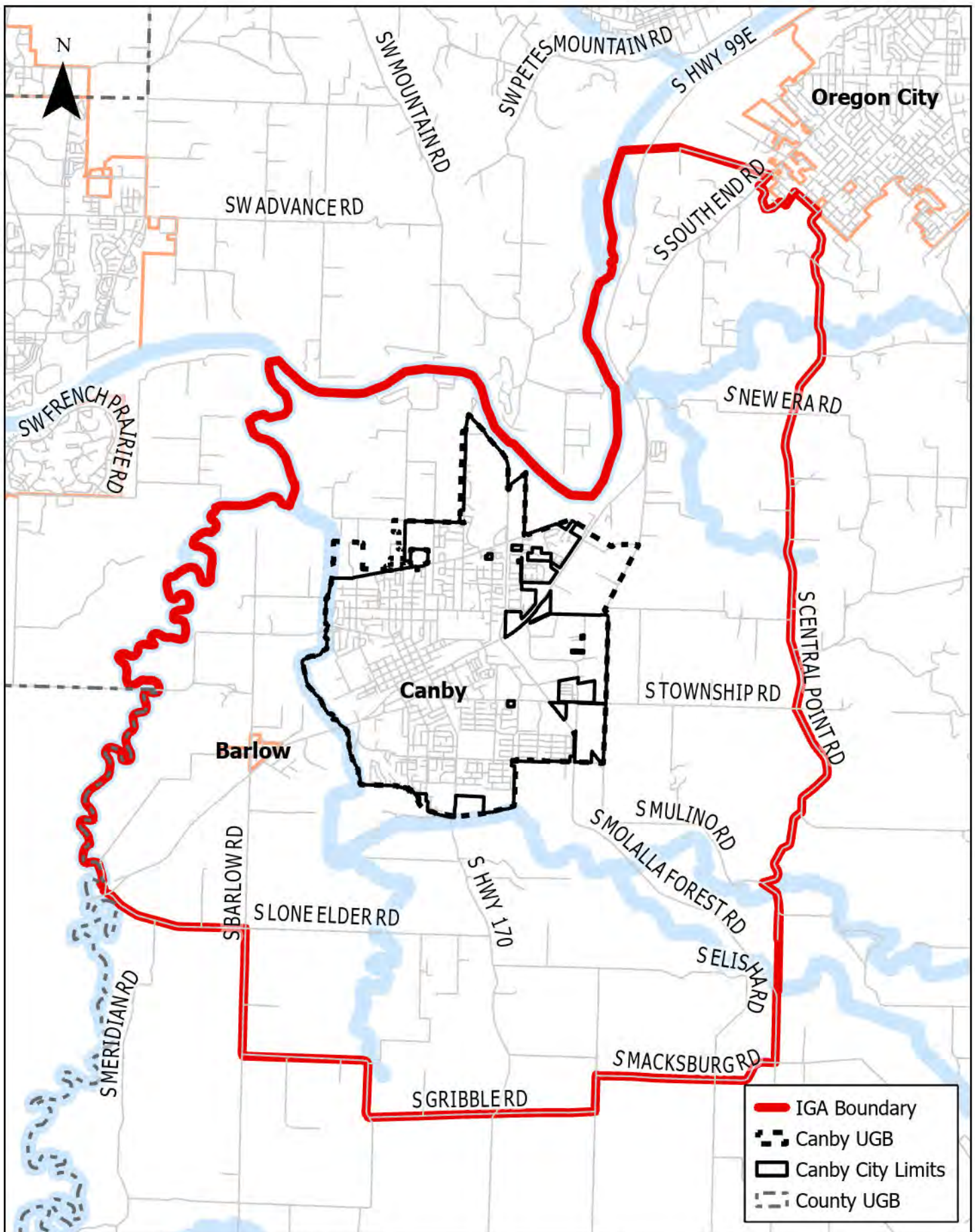
requirements. Subrecipient shall include in any subcontracts to perform services pursuant to this Agreement a provision requiring a subcontractor to comply with this Subsection F, and that failure to do so is a material breach of the subcontract with Subrecipient.

- G. **Independent Contractor.** Subrecipient shall perform the Project as an independent contractor and not as an agent or employee of TriMet. Subrecipient shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement, including but not limited to PERS contributions, workers compensation, unemployment taxes and state and federal income tax withholdings. Subrecipient has no right or authority to incur or create any obligation for or legally bind TriMet in any way. TriMet cannot and will not control the means or manner by which Subrecipient performs the Project, except as specifically set forth in this Agreement. Subrecipient is responsible for determining the appropriate means and manner of performing the Project. Subrecipient acknowledges and agrees that Subrecipient, its officers, directors, employees, subcontractors or volunteers are not an "officer," "employee," or "agent" of TriMet, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary. Neither Subrecipient, nor its directors, officers, employees, subcontractors, or volunteers shall hold themselves out either explicitly or implicitly as officers, employees, or agents of TriMet for any purpose whatsoever. Nothing in this Agreement shall be deemed to create a partnership, franchise, or joint venture between the parties.

EXHIBIT E



Canby Area Transit (CAT) & Clackamas County IGA Boundary



Canby Area Transit (CAT) & Clackamas County IGA Boundary



CITY COUNCIL Staff Report

Meeting Date: 11/19/2025

To: The Honorable Mayor Hodson & City Council
Thru: Randy Ealy, Interim City Administrator
From: Marisa Ely, Library Director
Agenda Item: Library Strategic Plan Update
Goal: Promote Financial Stability
Objective: Develop a plan to fund current and expanded library services

Summary

The Canby Public Library's *Strategic Plan 2024–2027* was unanimously approved by the Library Advisory Board on September 17, 2024. The plan was subsequently presented to City Council on October 23, 2024, where it received unanimous support. The purpose of this report is to provide City Council with an overview of the Canby Public Library's progress on its *Strategic Plan 2024–2027* during the first year of implementation, and to highlight how the library's initiatives support City priorities, strengthen community engagement, and enhance access to educational resources.

Background & Discussion

The library's previous *Strategic Plan 2018–2023* was significantly impacted by the COVID-19 pandemic and subsequent staff transitions. In response, a new plan covering 2024 through 2027 was developed to address emerging community needs, internal organizational changes, and feedback from key stakeholders.

The *Strategic Plan 2024–2027* is organized around three primary priorities:

1. **Advance community education and outreach**
2. **Build community through quality programming and services**
3. **Enhance departmental and organizational health and stability**

The intent of the plan is to ensure the library's programs and services continue to benefit the broadest possible segment of the Canby community, while maintaining a realistic and sustainable workload for the current staff team. The plan aligns closely with the goals and priorities of both the *Canby City Council (2024–2026)* and the *Libraries in Clackamas County (LINCC) Tactical Plan (2024–2027)*.

Specifically, the library's plan supports the following City Council goal and objective:

Goal: Promote financial stability

Objective: Develop a plan to fund current and expanded library services

Development of the *Strategic Plan 2024–2027* took place over the course of a year and included extensive input from community members and partner organizations. Contributors included library and city staff, the

Library Advisory Board, Library Foundation, Friends of the Library, Kiwanis Club of Canby, Canby School District staff, Libraries in Clackamas County, and other community stakeholders.

Attachments

- Canby Public Library *Strategic Plan 2024 – 2027*
- Year-One Progress Highlights
- Presentation Slides

Fiscal Impact

There is no direct fiscal impact associated with this presentation.

One of the key objectives of the *Strategic Plan 2024–2027* is to identify and pursue external funding opportunities, including grants, to expand services, particularly for underserved populations. The Library Director and supporting boards will continue to prioritize grant-seeking efforts and partnership development to sustain and enhance library services despite limited traditional funding sources.

As part of the *Libraries in Clackamas County (LINCC)* network, the Canby Public Library operates under the permanent tax rate of \$0.3974 per \$1,000 of assessed value, established by voters in November 2008. This rate is insufficient to fully fund library operations across the county.

Although the temporary Library District Task Force, which concluded on October 6, 2025, with Library Director Ely serving as one of two library directors on the Task Force, considered options for a future successor district, the proposal did not receive support from the Clackamas County City Managers group at this time. As the Library District approaches its 20th anniversary in 2028, with no additional district-level funding anticipated, it remains essential that the City's General Fund contribution to library operations be maintained, or increased as feasible, to ensure stable service levels.

Recommendation

Staff recommends that City Council continue to support the Canby Public Library and the implementation of the *Strategic Plan 2024–2027*.

Proposed Motion

None.



Canby
Public
Library

STRATEGIC PLAN

2024 - 2027



The Canby Public Library is a values-driven organization and community hub dedicated to cultivating personal and collective growth through quality services and compassionate interactions.

VISION



MISSION

The Canby Public Library strives to provide a safe, welcoming, and dynamic environment where all come to learn, explore, invent, create, and connect with free and equitable services. By providing information, resources, assistance, programming, and access to technology, we are investing in a stronger Canby community.



Strategic Priority 01

ADVANCE COMMUNITY EDUCATION AND OUTREACH



Engage/re-engage with those in the Canby service area

- Re-establish relationships and collaborate with Canby area schools
- Support educators and students with special events and tailored resources
- Participate in community events (outreach), including those in unincorporated areas, to increase awareness of the library's value and services
- Partner with other city departments, local businesses, and community organizations for program and outreach opportunities
- Increase library card registrations

In this document, "community" includes all those in the Canby service area (the geographic area that the library was established to serve) and all that use the library's resources and services.



Leverage social media to educate library users on our processes and how best to interact with our resources



Apply for and utilize grant funding to expand services to underserved communities



Support workforce and career development with dedicated resources and education

- Provide programs and workshops that address financial, health and wellness, and job searching needs
- Provide dedicated hardware and software for work and career support





Strategic Priority 02

BUILD COMMUNITY THROUGH QUALITY PROGRAMMING AND SERVICES



Apply an equity lens to investigate ways to remove barriers and create more opportunities to stimulate curiosity and lifelong learning for all ages

- Implement more programs for all ages and all abilities, including active and passive programs
- Deliver programs that highlight other cultures and communities
- Develop seed library programs related to gardening and sustainability
- Develop and offer Maker Lab STEAM programming for all ages
- Connect all services and programs to our available resources for continued learning



Create an annual feedback survey for patron input on library resources and services



Engage the community to help spread the library's value

- Leverage partnerships with local community groups and library support organizations
- Empower volunteers to be vocal advocates for the library
- Plan an annual library open house to share our available resources





Strategic Priority 03

IMPROVE DEPARTMENTAL AND ORGANIZATIONAL HEALTH AND STABILITY

-  Ensure strong working relationships and build capacity for all members of the Library Advisory Board, Library Foundation and Friends of the Library to support ongoing staff and library championing work
-  Foster relationships with City Council, other city departments, and community stakeholders to support our collective work
 - Increase engagement and communication with City Council, city departments, and community stakeholders
 - Present Strategic Plan annual progress report with the Library Advisory Board
-  Invest in organizational culture, staff wellbeing, and growth
 - Establish a training plan focused on helping library staff succeed in their work and prevent burnout
 - Provide learning and development opportunities for staff to feel engaged and supported
 - Evaluate staff and operational capacity to successfully carry out current and planned library programming, services, and outreach
 - Focus on sustainability long term





220 NE 2nd Ave.
Canby, OR 97013

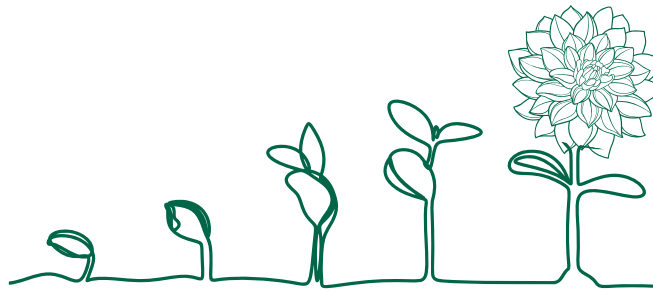
503.266.3394
canbyinfo@lincc.org
<https://www.canbyoregon.gov/library>



Goals Addressed with Strategic Plan

City Council Goals & Objectives (2024-2026):

- (1) Promote financial stability
- (2) Align resources to address future community growth
- (5) Enhance engagement and communications that represent broad perspectives



LINCC (Libraries in Clackamas County) Strategic & Tactical Plan (2024-2027):

- (2.1) Develop and implement policies and services to widen access
- (2.2) Provide a full range of valuable and inclusive materials and opportunities for youth
- (2.3) Anticipate emerging needs and provide innovative solutions
- (2.4) Support inclusive communities by providing diverse collections and opportunities for safe and respectful community conversations
- (3.1) Develop and implement a public relations strategy to frame and communicate our story
- (3.2) Build support for and pass a successor library district which provides a sufficient tax rate and clarity around the roles of all district participants (city libraries, LINCC Library Services central office, the county, and district-wide advisory groups)



Canby Public Library Strategic Plan 2024–2027

Year-One Progress Highlights (2024–2025)

VISION: The Canby Public Library is a values-driven community hub dedicated to cultivating personal and collective growth through quality services and compassionate interactions.

MISSION: The Canby Public Library strives to provide a safe, welcoming, and dynamic environment where all come to learn, explore, invent, create, and connect with free and equitable services. By providing information, resources, assistance, programming, and access to technology, we are investing in a stronger Canby community.

Strategic Priority 1: Advance Community Education & Outreach

- 91 in + outreach events & activities reaching 4,210 participants
- 1,207 new library cards issued
- Social media engagement up 18% (21% Facebook, 15% Instagram)
- Secured over \$75,000 in grants and donations
- Opened a grant-funded Career Center for job research and resume support
- Hosted a Career Fair connecting community members to employment resources

Impact: Expanded visibility, strengthened partnerships, and improved workforce development opportunities.

Strategic Priority 2: Build Community Through Quality Programming & Services

- 6 bilingual storytimes and 14 sensory-friendly playgroups
- 31 Maker Lab STEAM activities for all ages
- 17 monthly passive programs for all ages and abilities
- Launched Seed Library with over 4,500 seed checkouts and 11 workshops
- Hosted 2nd Annual Library Open House with 167 attendees
- 38 volunteers contributed 1,873 hours = a value of \$65,162

Impact: Strengthened cultural connection, hands-on learning, and inclusivity through expanded programming.

Strategic Priority 3: Improve Departmental & Organizational Health

- Library Director joined Canby Kiwanis Foundation Board
- Joint meeting with Friends of the Library, Library Foundation, Library Advisory Board, and Kiwanis
- Community presentations on funding and civic engagement
- Staffing and operations assessment completed
- Implemented Monday Memos and hosted Annual Staff Development Day

Impact: Improved communication, staff engagement, and cross-organizational collaboration.

Looking Ahead (2025–2026)

- Expand Maker Lab STEAM programs
- Expand career-related programs in our new Career Center
- Focus on accessibility:
 - Broaden outreach efforts, especially to those with accessibility issues
 - Continue removing access barriers
 - Large Print signage
- Grow cross-department partnerships
- Grant applications with community organizations
- Review OLA threshold standards
- Promote Financial Stability: Develop a plan to fund current and expanded library services





Canby
Public
Library

2024 - 2027

STRATEGIC PLAN

UPDATE



"Bad libraries build collections,
good libraries build services,
great libraries build communities."

R. David Lankes

VISION

The Canby Public Library is a values-driven organization and community hub dedicated to cultivating personal and collective growth through quality services and compassionate interactions.



The Canby Public Library strives to provide a safe, welcoming, and dynamic environment where all come to learn, explore, invent, create, and connect with free and equitable services. By providing information, resources, assistance, programming, and access to technology, we are investing in a stronger Canby community.

MISSION

Strategic Priority 01

ADVANCE COMMUNITY EDUCATION AND OUTREACH

Engage/re-engage with those in the Canby service area

- Re-establish relationships and collaborate with Canby area schools
- Support educators and students with special events and tailored resources
- Participate in community events (outreach), including those in unincorporated areas, to increase awareness of the library's value and services
- Partner with other city departments, local businesses, and community organizations for program and outreach opportunities
- Increase library card registrations

Leverage social media to educate library users on our processes and how best to interact with our resources

Apply for and utilize grant funding to expand services to underserved communities

Support workforce and career development with dedicated resources and education

- Provide programs and workshops that address financial, health and wellness, and job searching needs
- Provide dedicated hardware and software for work and career support





Strategic Priority 01

ADVANCE COMMUNITY EDUCATION AND OUTREACH

UPDATE

91 in + outreach events & activities /
4,210 participants

1,207 new library cards



21% Facebook
15% Instagram

Average engagement up 18%

Secured over \$75,000
in grants & donations

Opened grant-funded
Career Center

Hosted Career Fair





The grant-funded Canby Public Library **Career Center** strives to expand services and support workforce development by providing dedicated equipment, materials, and resources to support job research, in addition to opportunities for assistance with job searching and applications, resume building, interview prep, and skill building.



**IN-PERSON WORKSHOPS
AT 10:30AM IN THE WILLAMETTE ROOM**

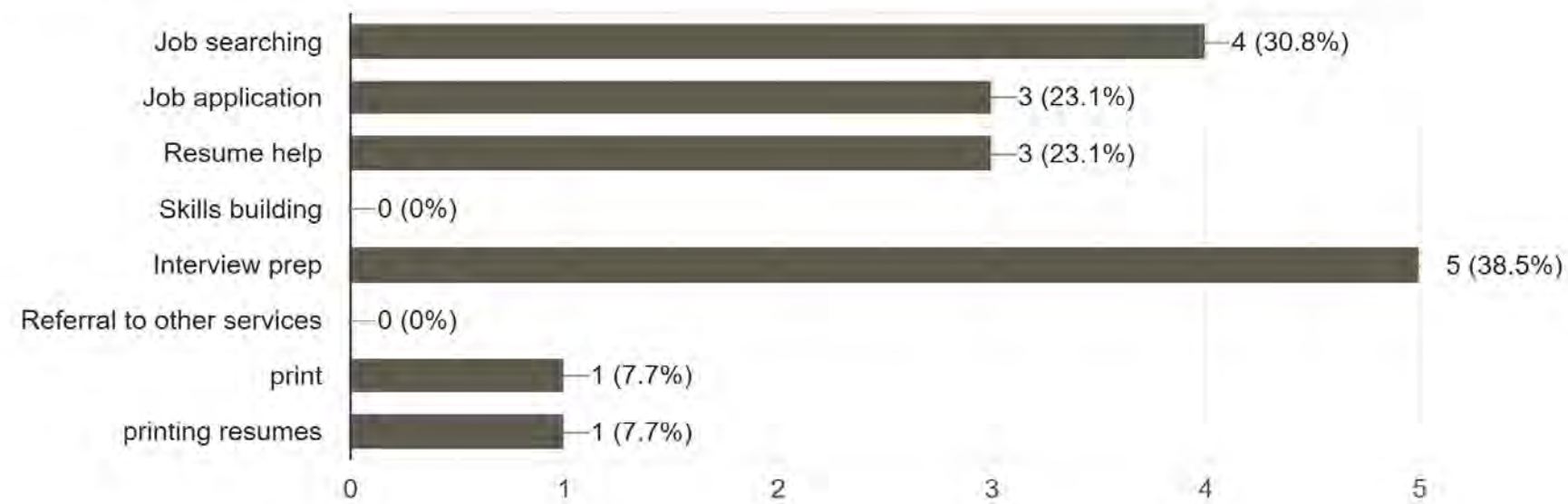
- OCTOBER 14TH
 - RESUME ESSENTIALS
- NOVEMBER 4TH
 - TARGETING YOUR RESUME
- DECEMBER 9TH
 - HOW TO WRITE A COVER LETTER
- JANUARY 13TH
 - PREPARING FOR THE INTERVIEW
- FEBRUARY 10TH
 - INTERVIEWING WITH STAR
- MARCH 10TH
 - MOCK INTERVIEWS

**ONE-ON-ONE
CAREER COACHING**

- OCTOBER 7TH
 - 11:00-1:00PM
- OCTOBER 14TH
 - 11:00-1:00PM
- NOVEMBER 4TH
 - 11:00-1:00PM
- NOVEMBER 18TH
 - 11:00-1:00PM

What was the purpose of your visit to the Canby Career Center today?

13 responses



Have you had any success with finding jobs, preparing for interviews, creating resumes, etc. in part due to the Canby Career Center resources?

12 responses

Has helped prepare for interviews

Yes, 3 interviews next week

I have 3 interviews this week

Being able to print resumes and cover letters is essential.

I have been interviewed 4 times

This allows me to print resumes and cover letters

Yes, I have.

Not yet. This is my first time using this service.

I have been able to interview

Strategic Priority 02

BUILD COMMUNITY THROUGH QUALITY PROGRAMMING AND SERVICES

Apply an equity lens to investigate ways to remove barriers and create more opportunities to stimulate curiosity and lifelong learning for all ages

- Implement more programs for all ages and all abilities, including active and passive programs
- Deliver programs that highlight other cultures and communities
- Develop seed library programs related to gardening and sustainability
- Develop and offer Maker Lab STEAM programming for all ages
- Connect all services and programs to our available resources for continued learning

Create an annual feedback survey for patron input on library resources and services



Engage the community to help spread the library's value

- Leverage partnerships with local community groups and library support organizations
- Empower volunteers to be vocal advocates for the library
- Plan an annual library open house to share our available resources





Strategic Priority 02

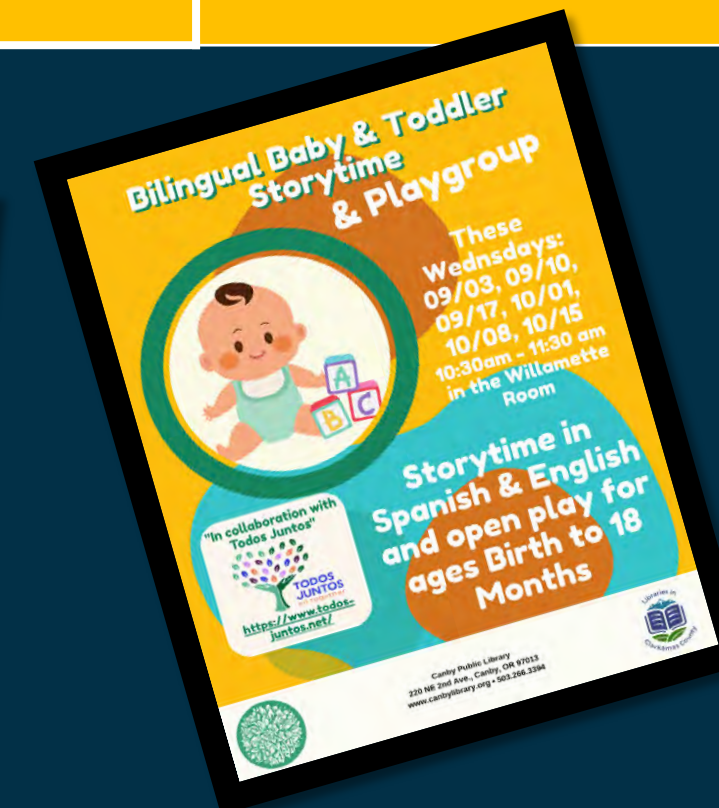
BUILD COMMUNITY THROUGH QUALITY PROGRAMMING AND SERVICES

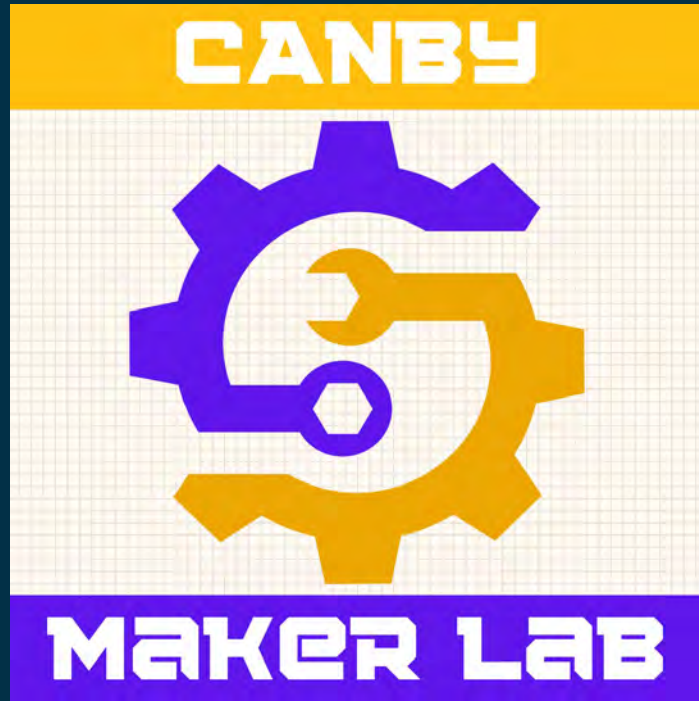
UPDATE

- **6** Bilingual storytimes
- **14** Sensory-friendly playgroup
- **31** Age-inclusive Maker Lab STEAM activities
- **17** Monthly passive programs for all ages & abilities
- Launched a seed library with over **4,500** seed “checkouts”
- **11** seed library workshops

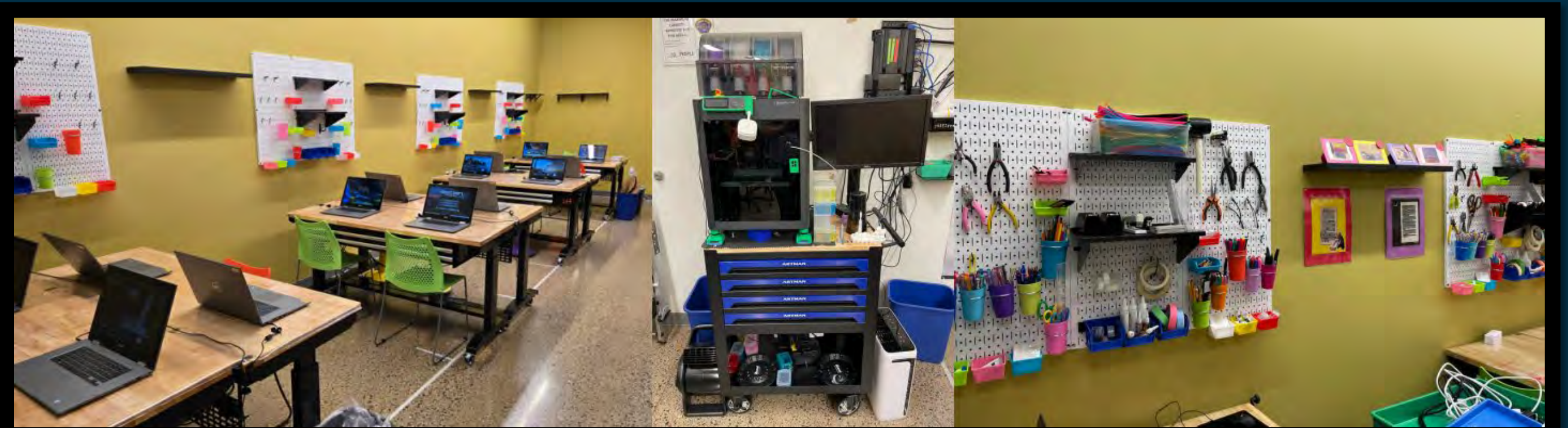
38 volunteers / **1,873** volunteer hours
= a value of **\$65,162**

Hosted **2nd** Library Open House
= **167** attendees





The **Canby Maker Lab** furthers our mission of empowering and enriching our community through learning, discovery, and interaction. Through the Canby Maker Lab, our library seeks to enhance the equity of technology access for our community’s youth, improving their education, and to support an interest in STEAM (science, technology, engineering, arts, and math).



	FY 22-23	FY 23-24	FY 24-25
Total Visitors	89,084	96,010	101,445
Room reservations	842	1,136	1,501
Items added to the collection	5,889	7,157	7,008
Holds filled	55,574	52,894	53,601
Digital checkouts	35,003	45,869	54,077
Items checked in	251,143	251,833	243,483
New cards	1,286	1,343	1,207
Physical checkouts	214,519	237,289	246,959
Reference questions	11,417	12,207	18,640

Programming	Children	events	FY 22-23	FY 23-24	FY 24-25
		participants	102	270	251
			3,000	7,714	6,190
	Teen	events	25	32	61
		participants	123	260	379
	Adult	events	28	80	117
		participants	724	1,250	1,821

Program Participants

● Adult ● Teen ● Children



2025 Library Survey Results

Top concerns:

1. Open hours
- ★ 2. Access to a wide variety of books/materials for all ages
- ★ 3. Spaces and programs for after-school teens
- ★ 4. Career and job help with job searches, resume writing, workshops for interviews etc.

Respondents appreciate most:

33% said books/collections

27% said friendly & helpful staff

21% said a safe, welcoming, quiet place



Strategic Priority 03

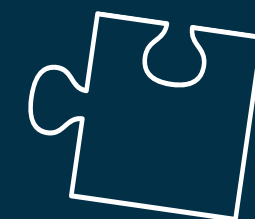
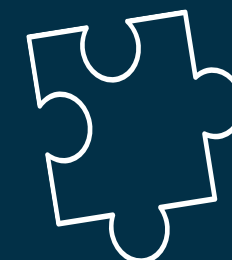
IMPROVE DEPARTMENTAL AND ORGANIZATIONAL HEALTH AND STABILITY

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- Increase engagement and communication with City Council, city departments, and community stakeholders
- Present Strategic Plan annual progress report with the Library Advisory Board



Invest in organizational culture, staff wellbeing, and growth

- Establish a training plan focused on helping library staff succeed in their work and prevent burnout
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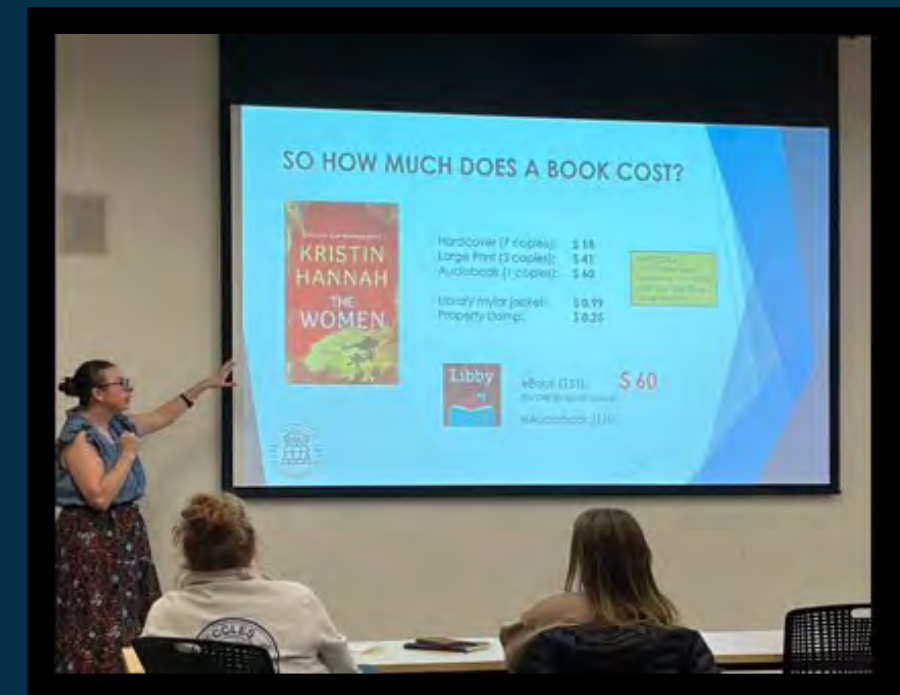
Strategic Priority

03

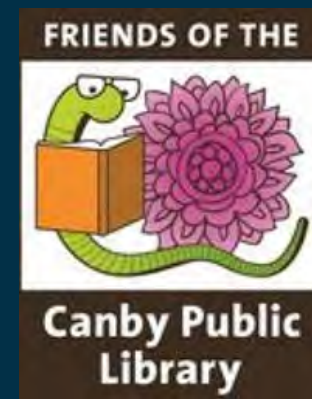
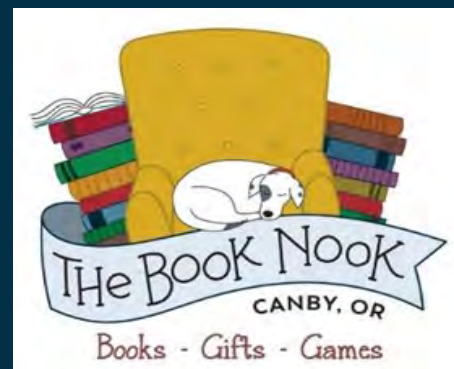
IMPROVE DEPARTMENTAL AND ORGANIZATIONAL HEALTH AND STABILITY

UPDATE

- Library Director joined Canby Kiwanis Foundation Board
- Joint meeting with FOL + LAB + Foundation + Kiwanis
- Presentations: Strategic Plan, Library Funding, Civic Engagement Academy
- Partnering with local organizations and businesses!
- Community Bulletin Board
- New library team
- Conducted staffing operational assessment to align with current needs
- Monday Memos for staff
- Annual Staff Development Day



BRIDGING CULTURES
PUENTES ENTRE CULTURAS





CANBY

Public Library

FY
22-23

FY
23-24

FY
24-25

Total Visitors			89,084	96,010	101,445
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Meeting Room Use



Reference Questions





Total Visits

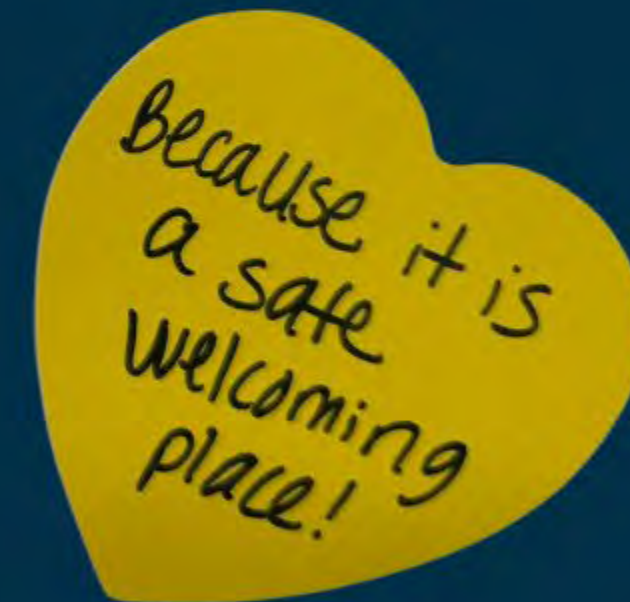
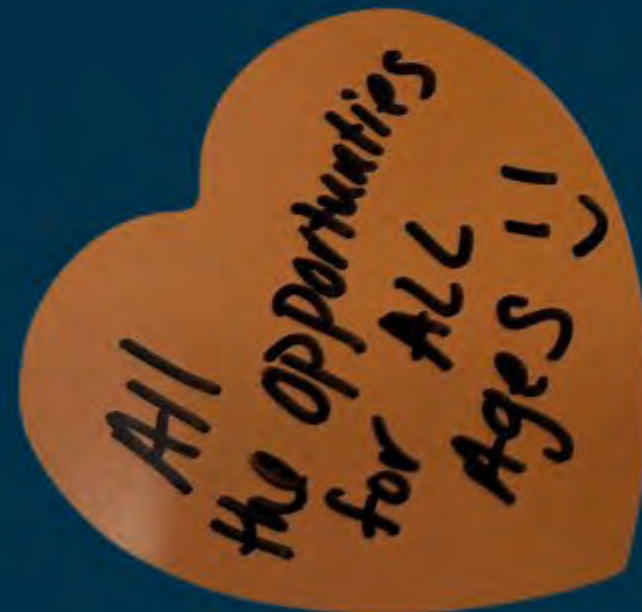
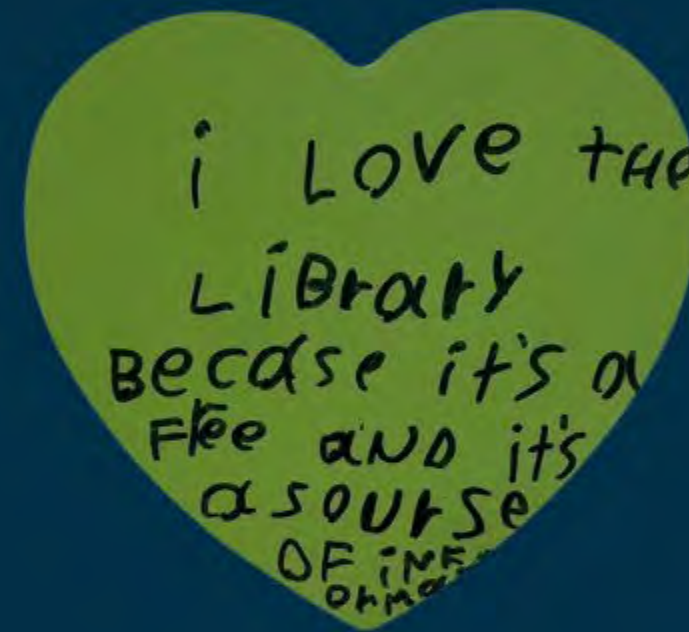
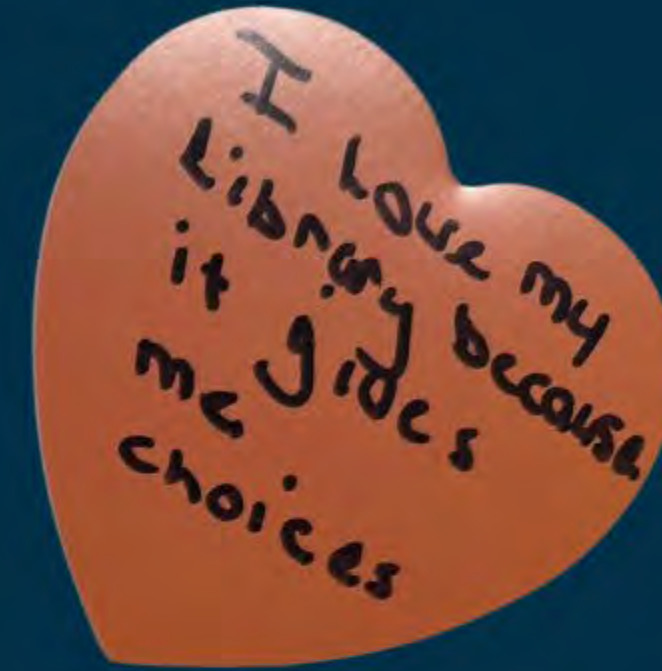
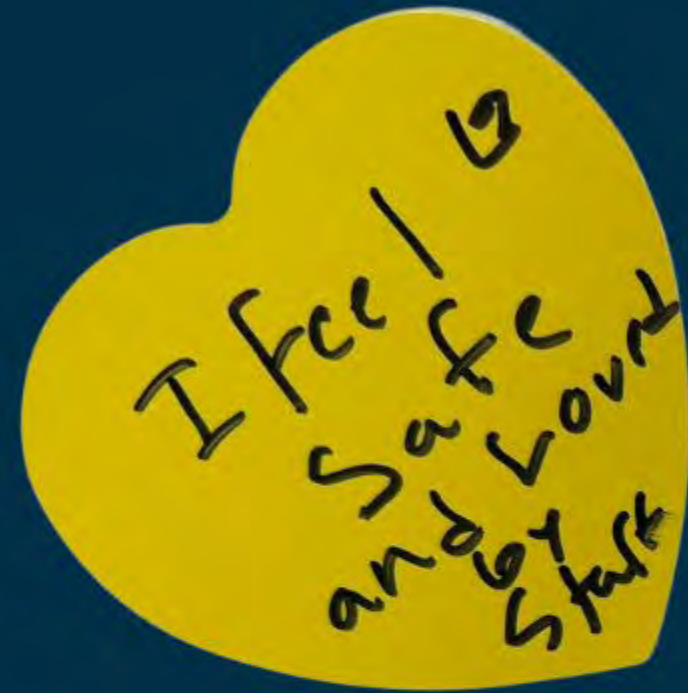




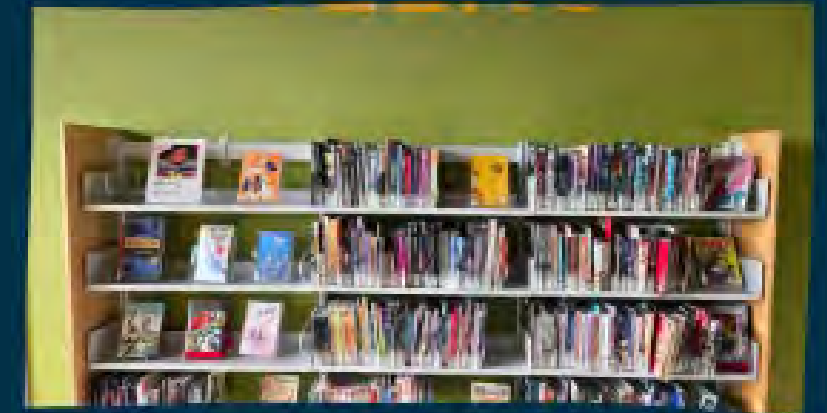
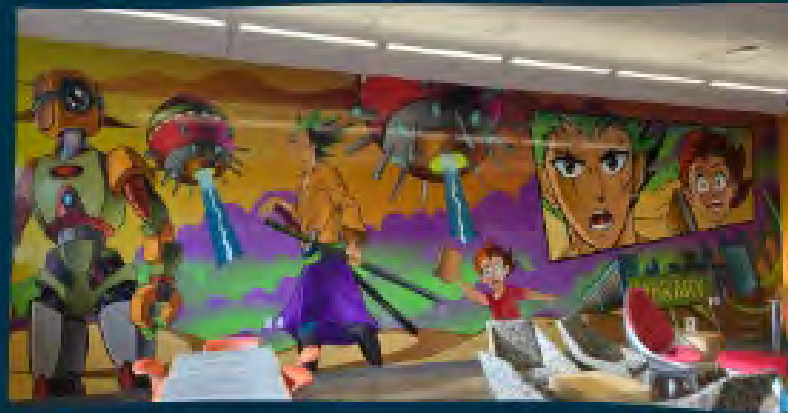
WHAT'S NEXT?



- Expand **Maker Lab** STEAM programs
- Expand career-related programs in our new **Career Center**
- Focus on accessibility:
 - Broaden outreach efforts, especially to those with accessibility issues
 - Continue removing access barriers
 - Large Print signage
- Grow cross-department partnerships
- Grant applications with community organizations
- Review OLA threshold standards
- Continue working on Council goal & **objective**:
 - Promote Financial Stability: **Develop a plan to fund current and expanded library services**



THANK YOU!



QUESTIONS?

CONTACT:

MARISA ELY, MLIS, Ed.D.

Library Director

elym@canbyoregon.gov





City of Canby Bi-Monthly Report
Department: Administration
For Months of: September & October 2025

To: The Honorable Mayor Hodson & City Council
From: Maya Benham, Administrative Director/ City Recorder
Prepared by: Same as above
Through: Randy Ealy, Interim City Administrator
Date: 11/19/2025

2025 Council Goals & Objectives:

N/A

Statistics:

Boards and Commissions Vacancies (current)

Board/ Commission/ Committee	Vacancy	Applications Received	Status
Bike & Pedestrian Committee	1	0	Term ends 6/30/2026 & 6/30/2028
Canby Utility Board	1	1	Term starts 3/1/2026 and ends 2/28/2029
Heritage & Landmark Commission	2	0	Terms end 6/30/2026. 1 Student Term ends upon graduation.
Transit Advisory Committee	1	0	Term ends 3/31/2026.

Public Records Requests

Processed 16 public records requests.

Liquor License/ Noise Variance Applications

There were no liquor licenses or noise variance applications.



City of Canby Bi-Monthly Report
Department: Human Resources
For Months of: September & October 2025

To: The Honorable Mayor Hodson & City Council
From: Peter Wood, HR Director
Prepared by: Same as above
Through: Randy Ealy, Interim City Administrator
Date: 11/19/2025

2025 Council Goals & Objectives:

Align Resources to Address Future Community Growth

Statistics:

N/A

Department Activities:

HR Summary:

The City of Canby's Human Resources Department continues to advance the long-term goals and objectives of the City and Council through effective HR management. During September through end of October, we are on board three new City full-time employees: Nolan Peck (head lifeguard), Grace Gaither (Canby PD), and Caleb Yoder (Canby PD). Recruitment efforts were conducted for the following positions: Finance Director and Associate Planner.

Key Recruiting Statistics:

Finance Director. The City is continuing its recruitment process for the Finance Director position. The background investigator and HR director are conducting thorough and detailed background reviews on the final candidate. A final hiring decision is expected within the next 7-10 days.

Associate Planner. The City is currently recruiting a new associate planner. The job is open until November 16, 2025. It currently has approximately 700 job hits and 16 applications.

Upcoming Retirements:

None.

Human Resources Events and Processes:

Open Season for Medical Benefits closed at the end of October. City employees will experience a 9% increase in medical premiums and a 5% increase in dental premiums, effective January 1, 2026. Finance Dept anticipated a 10% increase in rates. Do not anticipate major impacts to existing budget plans.

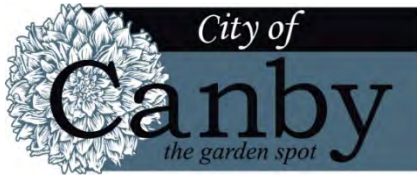
Great Shakeout 2025: The City of Canby participated in the Great Shakeout drill at 10:16 a.m. on October 16th. This exercise was designed to promote safety within City offices, practice emergency evacuation procedures, and reduce the risk of injuries or damage in the event of an earthquake.

Financial Seminar: The City of Canby will partner with our two financial firms to host a financial seminar on December 3, 2025. The seminar will provide employees with updates on market trends, current fees,

and other relevant financial topics. Employees will also have the opportunity to schedule one on one meetings with financial advisors to discuss long-term planning.

Rewrite of City Personnel Policy: A comprehensive update of the City's personnel policy will begin shortly. The policy was last revised in 2006 and requires updates to reflect current Human Resources practices and statutory changes.

Rewrite of City's Compensation Package (Meal and Fringe Benefits Policy): A comprehensive rewrite of the City's additional compensation package was rewritten into two separate City policies. The first policy addresses public officials, and the second, addresses City employees. A first reading of the new policies should occur in the next 30 days.



City of Canby Bi-Monthly Report
Department: Municipal Court
For Months of: September & October 2025

To: The Honorable Mayor Hodson & City Council
 From: Maya Benham, Administrative Director/ City Recorder
 Prepared by: Jessica Roberts, Municipal Court Supervisor
 Through: Randy Ealy, Interim City Administrator
 Date: 11/19/2025

2024 Council Goals & Objectives:

Not Applicable

Statistics:

Monthly Statistics	September	October
Misdemeanors		
Offenses Filed	35	8
Cases Filed	22	9
Warrants Issued	23	11
Misdemeanor Case Detail		
Diversion/Deferred Sentence	15	14
Offenses Dismissed	3	3
Offenses Sentenced	6	10
Traffic & Other Violations		
Offenses Filed	157	121
Cases/Citations Filed	122	94
Parking Citations Filed	7	5
Traffic & Other Violations Case Detail		
Diversion (Good Driver Class/MIP)	15	18
Dismissal (Fix It Tickets)	12	12
Dismissed by Judge, City or Officer	12	35
Sentenced by Judge	33	24
Handled by Violations Bureau	36	80
Guilty by Default	30	70
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	6	9
Defendant Accounts Referred to Collections	\$0	\$98,646
Fines & Surcharges Collected	\$32,749.11	\$50,699.40

Explanation of terms:

Canby Municipal Court has jurisdiction over all city and state traffic offenses, City Code violations and misdemeanors committed within city limits.

1. Difference between Offenses Filed vs. Cases Filed
 - Multiple offenses (charges) can be filed on any one defendant from a single traffic stop or arrest.
 - “Offenses Filed” reflects this number. “Cases Filed” refers to a single defendant’s matter before the court.
2. Guilty by Default. When a defendant does not appear or contact the court on their scheduled court date a defaulted conviction is entered against them on the following Thursday. A court clerk processes the default convictions.
3. The court’s Violations Bureau Order allows court clerks to accept pleas, offer a deferred sentence program (if qualified) and set a payment plan, under the Judge’s authority.

If a defendant qualifies, the clerks can offer an option to participate in an informative driving education course for a fee to the court. If there are no convictions during the following six months, the case will be dismissed.

Current programs and to qualify:

- Good Drivers Program (no prior traffic convictions in the last five years and no further convictions for 6 months)
 - 1st Offender - Minor in Possession of Alcohol/Marijuana citation
4. The court offers a Fix It program, which allows the defendant to have a citation dismissed if an issue with their vehicle, registration or license is fixed. There is a \$50 dismissal fee owed for each fixed violation.

Department Activities:

The court misdemeanor docket continues to be full and operating smoothly. Court sessions have been well attended with a failure to appear rate of only 22% on traffic violations and 28% on misdemeanor matters. This rate is very good for a Municipal Court.



City of Canby Bi-Monthly Report
Department: Economic Development
For Months of: September & October 2025

To: The Honorable Mayor Hodson & City Council
From: Jamie Stickel, Economic Development Director
Through: Randy Ealy, Interim City Administrator
Date: 11/19/2025

2025 Council Goals & Objectives:

Goal 1.2 Finalize the Transition of the Current Urban Renewal District Expenses.

- The Urban Renewal District is due to sunset in June 2026. The City Attorney has provided two options to wind down the Agency, both of which effectively stop the collection of tax increment financing: The City Council can terminate the URA via ordinance once the debt is paid off and Council determines there no longer exists the need for the agency; or the Urban Renewal Plan could be terminated via resolution which would allow the City to keep the agency, which would be rendered inactive, since the plan required to guide its actions would be terminated. The Agency Director (Randy Ealy) and Economic Development Director presented the options to the Urban Renewal Agency on Wednesday, October 15th. The Urban Renewal Agency identified questions relating to the closure, the process for both options, and its impact on Canby residents and special taxing districts. Staff is working with the legal team to answer the questions and will bring that work back before the Urban Renewal Agency by the end of the year.

Goal 2.2 Evaluate Options for Recruiting a Hotel Developer.

- The City's Economic Development staff kicked off the Hotel Room Night Generator study with Johnson Economics. The recommendation for the study was based on feedback staff had received from a hotel developer and site selector. The work will take close look at the room night generators in Canby – including from the Clackamas County Fairgrounds & Event Center, Canby Pioneer Industrial Park, local events and sporting events, as well as stays from friends and family stays. The effort including conducting and evaluating surveys with local businesses, interview tourism generators, updating demographic and employment profile, and updating previously completed market data with current market data.

Canby Business Connection: In partnership with Active Media's Canby Advantage Magazine, the Economic Development Department continues its monthly Canby Magazine feature, "the Canby Business Connection" highlighting local businesses and organizations that shape Canby's economy. This no-cost initiative celebrates the people and stories behind local enterprises, strengthening connections between businesses and the community.

The September edition spotlighted Label Envy and owner Sonia, while the October edition featured Oaxaca Bakery and their signature baked goods. The City remains committed to supporting and promoting Canby's entrepreneurs through initiatives that elevate visibility and foster community pride.

Heritage & Landmarks Commission: Economic Development staff collaborated closely with members of the Heritage & Landmarks Commission (HLC) and Planning staff to advance implementation of the 2020

Historic Preservation Plan within the City's Comprehensive Plan. Discussions focused on Chapter 6, Section B of the Historic Preservation Plan, which outlines strategies for integrating historic preservation goals into the Comprehensive Plan, specifically within the Urban Growth Element, Land Use Element, Natural and Historic Preservation Element and related planning frameworks. HLC members provided detailed recommendations to ensure that preservation priorities are effectively reflected in future planning efforts. These recommendations have been actively reviewed and are being incorporated by Planning staff into the ongoing Comprehensive Plan update process. This collaborative effort strengthens the connection between preservation and sustainable development, supporting both community character and long-term growth management objectives.

Clackamas County Fairgrounds and Events Center Director, Brian Crow, expressed interest in exploring the potential designation of the 4H Hall as a historic resource and in considering the establishment of a historic district encompassing the entire fairgrounds. Discussions will continue in June 2026 to evaluate next steps and potential benefits. The property appears eligible for preservation grant funding, including possible applications for the State Historic Preservation Office (SHPO) "Diamond in the Rough" grant (up to \$20,000) and the Kinsman Foundation grant, both of which could support preservation and restoration efforts.

Certified Local Government Review: The City of Canby recently completed its Certified Local Government (CLG) Review (occurring every 4 years), which confirmed that the City continues to meet program requirements and uphold national preservation standards. The review highlighted the dedication of the Historic Preservation Commission, noting challenges with recruitment and training needs, and commended the City's clear preservation code, active participation in historic surveys, and strong grant management. Reviewers encouraged continued efforts to make survey data more accessible online, expand public outreach through social media, and support education and design assistance for property owners to further strengthen preservation practices in Canby.

Canby Pond in Community Park: The City of Canby was not selected for funding through the Oregon Department of Fish & Wildlife (ODFW) Restoration and Enhancement (R&E) Grant program for improvements to the Canby Community Pond. Due to high demand, available funds were limited relative to the number of project requests received statewide. While the project was well-received during review, funding constraints prevented its selection in this cycle.

The Economic Development team, in collaboration with the Parks and Public Works departments, remains committed to advancing this initiative and are optimistic to reapply in 2027, when the grant program will restart with expanded resources. Staff will continue exploring additional funding opportunities to support the long-term vision for enhancing Canby Pond as a recreational and tourism asset for the community.

Canby Electricity Constraints: At the September 17 City Council meeting, Canby Utility (CUB), Portland General Electricity (PGE), and Bonneville Power Administration (BPA) presented information on power constraints in Canby. CUB purchases power from BPA relies on PGE for transmission. A 2025 feasibility study found that PGE's system is nearing capacity and will require infrastructure upgrades. City staff continue to coordinate with Canby Utility regarding these limitations and have provided official notice from CUB to site selectors, developers, brokers, and builders. Further, City staff from administration, planning, and economic development hosted CUB and PGE to discuss projects in the pipeline – both near and long term. Through better coordination with CUB and PGE, city staff hopes to lessen any issues with power constraints in the future.

Street Maintenance: City staff have been working to implement the Street Maintenance Task Force's recommendations. Using the 12th Edition of the Institute of Transportation Engineers (ITE) *Trip Generation Manual*, staff determined that new trip categories could not be integrated into the existing formula without producing inequitable or inaccurate results. To address challenges, staff consulted Tony Roos of Kittelson & Associates, one of the City's on-call transportation engineering firms. Kittelson, which is conducting similar work for other Oregon cities, reviewed Canby's data and proposed a scope of work on October 24. The project will develop a new, equitable street maintenance fee structure aligned with the 12th Edition of the ITE Manual and include updates to Canby Municipal Code 3.30. Kittelson will oversee project coordination, presentations to the City Council, and final code revisions. The four-month project is estimated at \$29,640 and will be funded within the Public Works Department's existing budget.

First Thursday Night Market: Canby's First Thursday Night Market events in September and October were highly successful, drawing strong community participation and downtown engagement.

The September market celebrated the Swan Island Dahlia Festival, featuring a themed scavenger hunt where participants searched for freshly cut dahlias hidden at participating businesses and recorded each flower's name. The event saw impressive involvement with over 25 participating businesses and more than 40 local vendors, contributing to a vibrant and festive downtown atmosphere.



The October market embraced a Halloween theme, with residents and visitors searching for hidden Halloween figurines at local businesses as part of the scavenger hunt. The event coincided with the Canby High School Homecoming Parade, which passed through the market area. This collaboration significantly boosted visibility and attendance, as many families and students returned after the parade to enjoy the festivities together.

Both events showcased the continued success of the First Thursday Night Market in fostering community connections, supporting local businesses, and enhancing the vitality of downtown Canby.

Sequoia Logistics: Trammell Crow Company's Sequoia Logistics development in the Canby Pioneer Industrial Park is underway. The project will bring a 780,000 square foot speculative development which could be one user or up to 4 users. On Wednesday, September 17th, the City held a pre-construction meeting for the project to discuss any changes in the plans since its original entitlements. The pre-construction meeting allowed all of the utility providers and city staff to ask questions, highlight code requirements, and ensure everyone is on the same page. The project originally began the land-use effort in 2021 and has gone through several iterations over the last few years. Grading for the site is underway, and staff anticipate a noise variance to come before City Council in early November.

Park Maintenance Fee: Several meetings were held to discuss the Park Maintenance Fee and how it is currently applied in Canby. The Parks and Recreation Advisory Board chair met with staff on two different occasions to align the future goals of the Parks Board with staff, budget, and resources. Further, an internal meeting with staff to discuss deferred maintenance was held on September 29th. Based on the conversations with the Parks & Recreation chair and Parks staff, we determined it would be best to wait

until the new Finance Director is brought on board at the City before moving forward with any changes to the Parks Maintenance Fee. Once that happens, there is support to explore how to best:

- Create a fund specifically for the Park Maintenance Fee that is not housed within the General Fund.
- Incorporate all Park Maintenance Fee expenditures under one line item so that they can be better tracked long-term.
- Add a code to the Parks timesheets to be able to accurately track Park Maintenance work and pay for that work from the Park Maintenance Fee line item.
- Ensure roll-over of any Park Maintenance Fees that are not spent by the end of the fiscal year, providing “carry-over” to the next fiscal year.
- Pause the code amendment to CMC 3.35 outlining how the fee can be used.

1st Grade Tours: The Canby School District contacted the City of Canby to gauge the interest of coordinating on visits for the 1st Grade classes to explore the concept of “community”. Staff from the City of Canby and Canby School district worked to develop a concept that provide an opportunity for children to learn about public employees and the ways they show up for their community. The Canby School District and City of Canby have partnered on field trips several times over the last few years for the 3rd Grade classes. On Tuesday, October 28th, the Canby School District brought approximately 300 students from the 1st Grade classrooms to the Cinema Parking Lot. Children toured a Canby Police cruiser, Canby Fire District fire truck, and several vehicles from Public Works. The children also participated in an activity where they were challenged to make sandbags, resulting in the creation of a total of 121 sandbags.

N Fir Street & NW 2nd Avenue: The final Urban Renewal District project is the redevelopment of N Fir Street and NW 2nd Avenue. City staff worked to develop a scope of work for the project and send the Request for Proposals to three of the City’s on-call engineering firms: Harper, Houf, Peterson, Righellis INC (HHPR); Kittelson & Associates INC; and Pat Sisul Engineering. The RFP was sent to the three firms on October 3rd, and the RFP closed on October 20th. During the week of October 27th, City staff from Economic Development, Public Works, and Planning met to review the two proposals received and determine which firm to move forward with for the redevelopment project. Staff will connect with both firms in early November to discuss the results of the review and begin to work on the procurement process with the Finance Department.

Canby Swim Center: The Canby Swim Center Remodel has been discussing a remodel of its facility for quite some time. The Economic Development Director has worked with staff from the Canby Swim Center and Scott Edwards Architecture as they further develop the design for the remodel. The project was approved via Ordinance 1656 – which was first approved in August with the second reading September 3rd. The City Administrator approved the contract after the required 30-day waiting period on Friday, October 3rd. In October, staff met with SEA and its subcontractors for an on-site meeting to walk through the facility and begin to discuss the details of the project. Staff will receive the first look at the schematic design on November 5th.

OMS Conference Presentation: On Friday, October 10th, the Economic Development Director presented at the Oregon Main Street Conference in Albany, OR. The session, “From Library to Libations: The Canby Beer Library” presented on the efforts to sell or lease the former Canby Public Library (292 N Holly Street) once the City of Canby moved to the new Library/Civic Center in October 2016. The presentation spoke to the process of creating and distributing a Request for Expression of Interest, the Oregon Main Street Revitalization grant which was awarded to assist in redeveloping the building, and the final product –

Oregon City Brewing Company's Canby Beer Library. The presentation was well-received by attendees who participated during Q&A with engaging questions about the process, as well as the engagement from Oregon City Brewing Company since they opened in Canby.

Spooktacular Village: The City of Canby hosted its annual Spooktacular Village event on Friday, October 31, 2025, bringing thousands of families and community members to Downtown Canby for an afternoon of festive Halloween fun. From 3:00 to 6:00 p.m., local businesses opened their doors to trick-or-treaters, creating a safe and lively environment for children and families to celebrate together.

Participation was outstanding, with one business specifically reporting it distributed candy to over 1,180 trick-or-treaters before running out with still an hour left of the event, illustrating the tremendous community turnout and enthusiasm for the event. In addition to business participation, the Canby Public Library offered Halloween-themed crafts and book giveaways, while the Canby Police Department and Canby Fire District handed out treats and connected with families throughout the evening. Adding to the festive atmosphere, Scarecrow displays sponsored by Hotrod Dreamworks were placed at downtown intersections, providing fun photo opportunities and enhancing the seasonal spirit.

The 2025 Spooktacular Village was another resounding success, showcasing the strong partnerships among City departments, local businesses, and community organizations. The event continues to be a beloved Canby tradition, highlighting the vibrancy of the downtown district and the community's enthusiasm for family-friendly celebrations.



Oregon Heritage in Canby: The City of Canby was honored to host the Oregon Heritage Summit, a statewide gathering focused on advancing historic preservation and heritage initiatives across Oregon. The Summit is designed to be single-issue focused, this year focusing on advocacy, providing an opportunity for in-depth discussions at both the state and regional levels on key preservation topics and policy issues.

This year's event was held October 16th and 17th and brought together members from four statewide commissions: the Historic Assessment Review Commission, the Oregon Commission on Historic Cemeteries, the Oregon Heritage Commission, and the State Advisory Committee on Historic Preservation. Each commission met independently for targeted discussions before convening jointly on the final day to share insights and align priorities for the future of heritage preservation in Oregon.

Canby welcomed over 60 participants from across the state, including representatives from Burns, Enterprise, Baker City, Pacific City, and other Oregon communities. The Summit offered a valuable opportunity to showcase Canby's own historic resources, with guided tours of Historic City Hall, the Women's Heritage Trail, Baker Prairie Cemetery, Zion Cemetery, the Canby Depot Museum, and the Clackamas County Fairgrounds. In addition to the professional exchange of ideas, the event also contributed to the local economy, as attendees dined and gathered at the Canby Beer Library and other downtown establishments. Overall, the Oregon Heritage Summit was a tremendous success, highlighting Canby's ongoing commitment to historic preservation and reinforcing the city's role as a welcoming hub for statewide heritage collaboration.

Shop Local Canby & Small Business Saturday: The City of Canby is excited to announce the return of the Shop Local Canby Program, kicking off on Small Business Saturday, November 29, 2025, and running through the February First Thursday Night Market on February 5, 2026. Economic Development staff are thrilled to carry this on for its 3rd year – growing the initial effort each year. The kickoff of this year’s campaign will be in partnership between the City of Canby’s Economic Development Department and the Canby Area Chamber of Commerce, aimed at supporting and celebrating our local business community on Small Business Saturday!

The program will launch with great energy on Small Business Saturday, where participating businesses will receive Shop Local swag bags filled with fun giveaway items for their first shoppers of the day. The initiative encourages residents and visitors alike to shop locally during the holiday season, and continuing these efforts through January and February to “treat themselves” to what they may have missed—keeping local spending strong through the winter months.

In preparation for the program, Economic Development staff and the Chamber CEO personally visited businesses throughout Canby to share details, answer questions, and encourage participation. With strong collaboration and community excitement, the City looks forward to another successful season of supporting Canby’s vibrant small business community.



City of Canby Bi-Monthly Report
Department: Finance
For Months of: September & October 2025

To: The Honorable Mayor Hodson & City Council
From: Maya Benham, Interim Finance Director
Prepared by: Katy Joyner, Financial Analyst
Through: Randy Ealy, Interim City Administrator
Date: 11/19/2025

2025-2027 Council Goals & Objectives: See Department Activities

Statistics: Attached

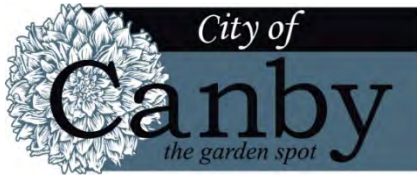
Department Activities:

In addition to providing services and responding to inquiries from both internal and external customers, the Finance Department reports the following items of interest for this period.

- Staff completed ODOT's review of sub-recipient statement of federal awards and single audit reports for the fiscal year ended June 30, 2024, with a conclusion and letter of completion the city materially complied with the major program requirements.
- Staff completed the ODOT ARPA report for the 3rd quarter of 2025 related to expenditures for the Industrial Park to 99E project.
- The annual survey of Streets Revenue & Expenses was prepared and submitted to the League of Oregon Cities/ODOT in September.
- Payroll is gearing up for health insurance changes that will require payroll updates for all employees.
- Staff is analyzing outstanding Transit Tax filings with an eye toward bringing businesses back into compliance by the end of the calendar year. Throughout the year, staff has been responding and reaching out to businesses that have had lapses, often because of things getting overlooked due to remote working situations or payroll service breakdowns.
- The Finance Team participated in the following meetings, training and events this period:
 - Leadership Team meetings
 - OAMR Conference
 - OPPA Conference
 - Safety Meetings
 - Finance Team meetings
 - Caselle Webinar

Statistics FY 2025 & 2026

	NOV-DEC FY25	JAN-FEB FY25	MAR-APR FY25	MAY-JUN FY25	JUL-AUG FY26	SEP-OCT FY26
Accounts Payable						
Invoices	561	453	517	699	480	464
Invoice Entries	1,286	822	1,117	2,717	1,156	1,154
Encumbrances	43	42	45	27	61	27
Manual Checks	1	2	3	0	5	2
Total Checks	300	352	314	338	334	318
Payroll						
Timesheets Processed	543	427	423	531	430	530
Total Checks and Vouchers	617	498	492	606	502	610
New Hires/Separations	1 / 2	2 / 7	2 / 2	6 / 4	0 / 5	6 / 2
Transit Tax Collection						
Forms Sent	1,882	75	1,243	1,236	73	1,235
Accounts Opened/Closed	5 / 19	43 / 35	1	1	36 / 22	32 / 0
Returns Posted	315	1,733	1,168	763	1,283	903
Utility Billing						
Bills sent	10,505	11,099	10,497	10,518	11,101	10,564
Counter payments	87	44	71	66	88	68
Accounts opened/closed	28	100	94	55	66 / 55	65/48
Lien payoffs completed	7	14	16	12	55	48
Lien payoff inquiries	34	59	58	45	55	52
Collection / Past Due Notices sent	86	0	146	197	199	185
Accounts sent to WCB	0	20	52	0	0	0
General Ledger						
Total Journal Entries	278	229	294	287	257	211
Cash Receipts Processed						
Finance	616	1,222	990	873	1,152	889
Utility	221	224	233	239	276	223



City of Canby Bi-Monthly Report
Department: Fleet
For Months of: September & October 2025

To: The Honorable Mayor Hodson & City Council
 From: Todd Wood, Transit/ Fleet/ IT Director
 Prepared by: Robert Stricker, Lead Mechanic
 Through: Randy Ealy, Interim City Administrator
 Date: 11/19/2025

2024 Council Goals & Objectives:

Goal 1: Promote Financial Stability

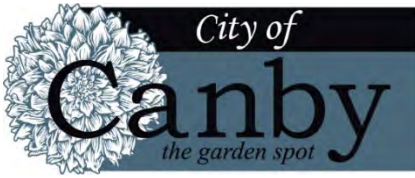
Sep-25

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	1	\$72.68	\$100.91	\$265.43	\$439.02
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Facilities	0	\$0.00	\$0.00	\$104.30	\$104.30
Wastewater Collections	1	\$55.30	\$53.97	\$118.57	\$227.84
Wastewater Treatment	1	\$1,678.75	\$0.00	\$0.00	\$1,678.75
Parks	5	\$427.23	\$445.45	\$1,011.97	\$1,884.65
Police	11	\$7,173.19	\$1,282.28	\$6,251.04	\$14,706.51
Streets	7	\$1,295.80	\$1,596.13	\$1,404.70	\$4,296.63
Fleet Services	0	\$0.00	\$0.00	\$143.18	\$143.18
Canby Area Transit (CAT)	11	\$5,448.28	\$3,971.60	\$13,276.86	\$22,696.74
Total	37	Total			\$46,177.62

Oct-25

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	2	\$104.35	\$28.50	\$98.12	\$230.97
Facilities	2	\$619.19	\$192.67	\$60.72	\$872.58
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Wastewater Collections	2	\$473.84	\$1,529.45	\$0.00	\$2,003.29
Wastewater Treatment	2	\$243.47	\$259.21	\$245.12	\$747.80
Parks	5	\$451.60	\$42.20	\$390.16	\$883.96
Police	11	\$1,691.60	\$1,798.63	\$2,728.70	\$6,218.93
Streets	7	\$1,411.96	\$16,339.63	\$355.19	\$18,106.78
Fleet Services	0	\$0.00	\$0.00	\$79.83	\$79.83
Canby Area Transit (CAT)	12	\$4,843.47	\$5,441.38	\$6,206.89	\$16,491.74
Total	43	Total			\$45,635.88

**** fuel cost in October is for only half of the month**



City of Canby Bi-Monthly Report
Department: IT
For Months of: September & October 2025

To: The Honorable Mayor Hodson & City Council
From: Todd Wood, Transit/ Fleet/ IT Director
Prepared by: Same as above
Through: Randy Ealy, Interim City Administrator
Date: 11/19/2025

2025 Council Goals & Objectives:

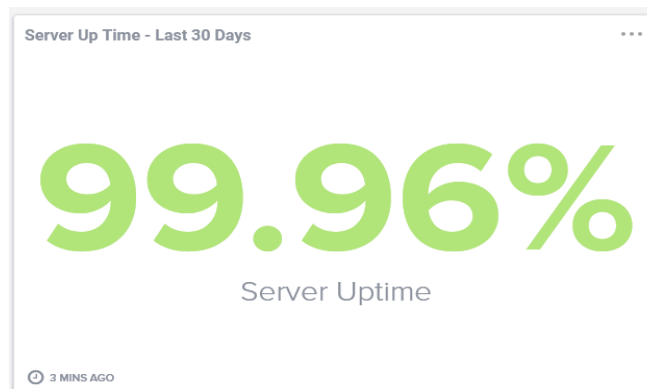
Goal 1: Promote Financial Stability

Tickets:

Tickets Resolved in FY 26: 303
Tickets Resolved this period: 146
Open Tickets as of this report: 12



Server Status during this period:



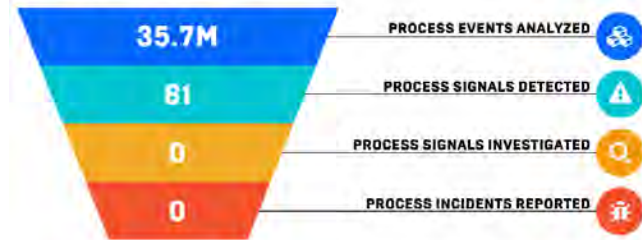
System Security Status:

PROCESS INSIGHTS

During this time frame, your cybersecurity platform **analyzed 35,664,828 process events** to identify suspicious processes that could lead to malware execution.

Of those events, there were **81 process signals detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team.

PROCESS INSIGHTS EVENT TRIAGE



SUMMARY

During the time frame of this report, your cybersecurity platform **analyzed 35,723,360 events** from **189 entities** on your network.

Of those events, there were **239 signals detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team. This defense strategy continues to reduce your risk, which maximizes your security and minimizes cyberattack damage to your business.

ENTITIES PROTECTED



PERSISTENT FOOTHOLDS

During this time frame, your cybersecurity platform **analyzed 56,346 autorun events** to discover persistent footholds that, if not remediated quickly, could become malicious threats to your business.

Of those events, there were **138 autorun signals detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team.

RANSOMWARE CANARIES

During this time frame, your cybersecurity team monitored **1,787 canary files deployed** on Windows endpoints, which acted as early warning signals for ransomware on your network.

Like the old canary in the coal mine, Ransomware Canaries enable faster and earlier detection of potential ransomware incidents. When deployed, small lightweight files are placed on all protected endpoints—and if those files are modified or changed in any way, an investigation is conducted.

CANARIES IN YOUR MINE

551

Protected User Profiles

with **1,787** total canary files, deploying multiple canary files per user

0

Ransomware Incidents Reported

across **189** endpoints

Department Activities:

Staff has presented an updated phone system contract which will take effect December 20, 2025, and last for five years.

80 PCs are End of Life in October 2025. Staff has found solutions to nearly all of the PCs including reducing staff who have a PC and laptop to only a laptop and repurposing the desktop PC.

Staff is currently evaluating number of Office 365 licenses needed as renewal begins in March of 2026.










City of Canby Bi-Monthly Report
Department: Library
For Months of: September & October 2025

To: The Honorable Mayor Hodson & City Council
 From: Marisa Ely, Library Director
 Prepared by: Same as above
 Through: Randy Ealy, Interim City Administrator
 Date: 11/19/2025

2025 Council Goals & Objectives:

Promote Financial Stability: *Develop a Plan to Fund Current and Expanded Library Services*

Statistics:

 <div> CANBY PUBLIC LIBRARY SEP/OCT '25 SNAPSHOT </div>	
Items added to the collection - 1,274 	Room reservations 292
Holds filled 8,377	 New cards 203
Checkouts  Digital: 9,955 Physical: 41,687	General, Self-Directed & Outreach: 29 events - 2,902 participants
Items checked in 40,704	 Adult events - 9 Participants - 49
Reference interactions - 2,886 	Children's events - 24 Participants - 665
Visitors 18,112	 Teen events - 6 Participants - 45

Department Activities:

- The library's *Career Center*, entirely grant funded through Clackamas County, opened on September 2, 2025! 75% of users have already found success with the *Career Center* resources!
- Officially closed *Teen Intern Grant* and *Mini Grants for Rural Libraries*!
- The library hosted a community conversation on October 4th for the *ALA Accessibility Grant*, and we'll be making purchases soon that relate to improving accessibility for our community members with low/no vision or mobility issues.
- Library District Task Force update: By the end of the final meeting on October 6th, it was decided that two recommendations would be sent to the BCC in their role as governing board for the district. We are awaiting the final wording. There was NO support from the City Managers for any recommendation to eventually lead to a successor district in the near future.



Perch Raptor Presentation on October 11, 2025

- Over 2,100 visitors stopped by the library on Halloween, with many enjoying a free book at our Spooktacular Village stop.
- Upcoming events:
 - DINOvember - Celebrate Dinosaurs at the library from November 1st-29th!
 - An Eye Spy DINOrama!
 - 3D Dinosaur Coloring!
 - Walk with Dinosaurs
 - Dinosaur Community Puzzle
 - *Maker Lab*: OMSI Prehistoric Dinosaurs
 - Bilingual Baby & Toddler Storytime at 10:30am on 11/5, 11/12, 11/19, and 11/26
 - Teen Manga & Anime Club at 5pm on 11/18



New Maker Lab signage via *Canby Graphics*; T-shirt Heat Press Designs program; Halloween Lanterns program



City of Canby Bi-Monthly Report
Department: Development Services
For Months of: September & October 2025

To: The Honorable Mayor Hodson & City Council
From: Don Hardy, Planning Director
Prepared by: Laney Fouse Lawrence, Planning Technician
Through: Randy Ealy, Interim City Administrator
Date: 11/19/2025

2025-2027 Council Goals & Objectives:

Promote Financial Stability (Adjust System Development Charges)

- Appraisal work is underway to assess the per acre acquisition cost for parkland on the draft 20-year parks list. This work will be completed before the end of 2025. The SDC methodology for sewer and storm has been completed and the parks methodology can be completed once the appraisal work is completed. The final draft 20-year transportation list has been prepared and will receive input from the TSP Technical Advisory Committee and planning commission in November and December. The city council work session to review SDC methodologies for all SDC's is anticipated on January 7, 2026. After that work session, the final methodology report will be prepared, and then a state-required 60-day review is required before the city council adoption hearing.
- Three City Council work sessions (February 19, March 19 and June 4) covered parks, sewer and storm and transportation system development charges, background, needs, options and methodology and the next work session is anticipated this Fall. A 90-day State notice and 60-day review period are required. Our current SDC work has targeting parks SDC's with the Parks and Recreation Advisory Committee, and the April 15 and focused on the 20-year parks list, May 20 to refine the 20-year list and develop and level of service standard and the June 17 meeting to refine the SDC 20-year projects list.

Align Resources to Address Future Community Growth (Complete the Housing Production Strategy)

- The City Council approved the HNA and DLCD provided us with a letter identifying that no appeals occurred and that the HNA is valid for four years. The city council approved the HPS on October 1.

Complete the Comprehensive Plan Update

- A city council work session is scheduled for November 19 to review the draft comprehensive plan goals, policies and strategies. Planning commission and city council comprehensive plan adoption hearings are anticipated in early 2026.

Complete the Transportation System Plan Update

- The transportation system plan will be reviewed by the planning commission in work session in December with hearing adoption by the planning commission and city council adoption hearing anticipated in early 2026.

Complete the UGB Expansion Process

- The UGB Expansion process will be initiated Summer 2025 and conceptual UGB planning process will

start in early 2026 supported by a \$250,000 Oregon Department of Transportation and Growth Management Grant.

Complete the City's development code update

- We received notice that the Department of Land Conservation and Development that Canby will be receiving up to a \$75,000 grant to complete our code audit work and this will be matched with the \$56,000 set aside in the Development Services budget for FY 25/26. Additionally, the Housing Efficiency Measures (planned unit development and cottage cluster code) were adopted by City Council on November 6, 2024, with a second reading on November 20, 2024, and there were no appeals.

Department of Land Conservation and Development Housing Reporting

- The Department of Land Conservation and Development requires a reporting of housing permitted and produced and reporting for calendar year 2024 and 2025 are identified below:

January 2024 – June 2024

- Canby permitted **39** new housing units (31 detached single family, 8 duplex units)
- Canby produced **36** new housing units (30 detached single family, 5 townhomes, 1 ADU)

July 2024 – December 2024

- Canby permitted **37** new housing units (32 detached single family, 4 duplex units, 1 ADU)
- Canby produced **58** new housing units (27 detached single family, 8 duplex units, 23 apartments)

January 2025 – June 2025

- Canby permitted **43** new housing units (all detached single family)
 - Canby produced **40** new housing units (36 detached single family, 4 duplex units)
- “Permitted” means the County released building permits. “Produced” means the County granted a final Certificate of Occupancy.

Statistics:

Land Use Application Activity:¹

1. **Pre-Application Conferences** held for the period of September 1 -- October 31, 2025: None.
2. **Pre-Construction Conferences** held for the period of September 1 -- October 31, 2025: Sequoia Logistics Center.
3. **Site Plans Submitted for Zoning Conformance** September 1 -- October 31, 2025: **16** site plan review applications were submitted and have been or are being released for building permits
4. **Signs Submitted for Plan Review** September 1 -- October 31, 2025: **3** applications submitted

Planning Commission Activity:

1. Agenda Items Reviewed September 1 -- October 31, 2025: During this period, the Planning Commission:
 - a. Canby Christian Parking Lot Expansion (CUP 25-01/VAR 25-01) - Continued from August 25, 2025.

¹ Note that the applications listed here do not capture the department's full backlog of active land use applications and site plan reviews, many of which were either submitted prior to this reporting period or have been submitted but are currently deemed incomplete applications.



City of Canby Bi-Monthly Report
Department: Police
For Months of: September & October 2025

To: The Honorable Mayor Hodson & City Council
 From: Chief Jorge Tro
 Prepared by: Katie McRobbie, Administrative Supervisor
 Through: Randy Ealy, Interim City Administrator
 Date: 11/19/2025

2025 Council Goals & Objectives: *N/A - See Department Activities below.*

STATISTICS:

	SEPT	OCT
Calls for Service - Dispatched 911 / Non-Emergency Calls / Self-Dispatched Calls	1081	1031
PROPERTY CRIMES REPORTED		
Burglary	1	0
Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle	0	1
Robbery	0	0
Theft I, II, & III	11	7
Forgery / Counterfeiting	0	1
Trespass	6	11
Vandalism / Criminal Mischief	4	6
PERSON CRIMES REPORTED		
Assault I, II, IV	4	2
Carrying Concealed Weapons (knife, blade, etc.)	0	0
Disorderly Conduct (includes resisting arrest)	3	5
Endangering Welfare of a Minor / Recklessly Endangering	1	0
Felon in Possession of Firearm / Restricted Weapon	0	0
Harassment, Intimidation or Threats	10	16
Identity Theft	2	2
Interfering with Peace Officer	0	0
Menacing	2	1
Sex Offenses	1	1
Strangulation	1	0
ARRESTS		
Warrant Arrests (includes contempt of court, restraining order violations, parole violations)	16	12
Adult and Juvenile Custodies (includes juvenile curfew)	48	28

DRUG CRIMES		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	3	1
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
TRAFFIC CRIMES, ACCIDENTS, CITATIONS		
Attempt to Elude	2	1
Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance)	14	6
Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless Driving, Failure to Surrender Suspended License / Use Invalid License)	13	7
Traffic Accidents	9	7
Traffic Citations	268	226

CODE COMPLIANCE		
	SEPT	OCT
Total Complaints Received (Includes Self-Initiated)	100	91
Email Complaints	35	40
Voice Mail Complaints	27	19
Radio Dispatch (MDT, Lobby Walk-Ins)	7	5
Sex Offender Registrations	1	5
Proactive / Self-Initiated	30	32
Type of Complaints		
Property Maintenance (Noxious Weeds, Vegetation, Trash)	5	4
Planning Code	5	12
Zoning Code (Illegal Camping, etc.)	0	2
Parking (Chalked)	28	23
Parking (Impound Tags)	8	5
Graffiti	5	2
Finance / Business License Violations	0	2
Animal Complaints		
Noise (Barking, etc.)	0	0
Special Animal Permit Violations	2	3
Outcomes / Resolutions		
Violations Confirmed	15	19
Violations Abated Voluntarily	7	17
Parking Citations Issued	8	5
UTC Issued / Enforcement Action	0	0
Noticed of Violation / Compliance Letters	13	19
Towed Vehicles (Including Tow Notices)	1	0
Reports Written (Original and Supplemental)	1	0

POLICE DEPARTMENT ACTIVITIES & EVENTS:

- Promoted Captain James Murphy
- Promoted Sergeant Britton Nelson
- Hired New Officers Grace Gaither and Caleb Yoder
- Adopted Sugar the Comfort Dog
- “Walk, Bike, Ride to School” Event at Trost Elementary
- First Grade Tours
- Quarterly Metropolitan Law Enforcement Dinner
- Police Department Firearms Training
- Monthly Clackamas County Law Enforcement Executive Meeting
- Monthly CPD / CFD Meeting
- Monthly C800 Meeting
- Monthly Clackamas County Department of Communications (C-COM) Meeting



City of Canby Bi-Monthly Report
Department: Public Works
For Months of: September & October 2025

To: The Honorable Mayor Hodson & City Council
From: Jerry Nelzen, Public Works Director
Prepared by: Maria Toledo, Office Specialist
Through: Randy Ealy, Interim City Administrator
Date: 11/19/2025

Facilities Maintenance Department

Statistics:

Facilities	Total Hours
September	170
October	170

Department Activities:

During the months of September and October, the Facilities Department completed several maintenances and improvements across city buildings. We upgraded the air compressor at the Police Department, replacing the old one that had been running for over ten years. In September, we also lowered the flags at Public Works, City Hall, and the Park. With all the extra rain lately, we've been keeping a closer eye on the gutters and fixed a few that were leaking around different buildings to help prevent any further issues.



Parks Department

Statistics:

September hours: 999

October hours: 1089.5

Department Activities:

The month of September consisted of bark dusting some sites like: Arneson Gardens, Swim Center and Transit Bus Stop. Memorial benches were installed at a couple locations: Wait and Maple Park. Zion Cemetery consisted of Sexton duties, burials and landscape maintenance. The entry sign was restored in between these duties. This is the wood carved sign off Sequoia Parkway. A beaver dam had to be taken apart at the first bridge of the Community Park back trail.



Sewer Collections Department

Statistics:

Sewer	September Total Hours	October Total Hours
Sewer Cleaning	0	10
Sewer Maintenance/Repair	0	19.5
Sewer TV'ing	9	22
Lift Station Maintenance	21	0
Locating Utilities	63	52
Sewer Inspections	0	14

Department Activities:

In September and October, the crew stayed busy with a high number of utility locate calls. With the housing market picking up, more home inspections were requested by realtors and/or sellers, which meant more sewer line inspections on the City's side. Along with those, the crew kept up with regular sewer cleaning, routine inspections, and made repairs where needed to keep everything flowing smoothly.



Streets Department

Statistics:

Streets	September Total Hours	October Total Hours
Street Maintenance	266.5	476
Sidewalk Inspections	0	0
Driveway Approach Inspections	0	3
Street Sign Manufacturing	0	8
Street Sign Maintenance	13.5	16
Street Light Repair	9	20
Tree Maintenance	25	46
Dump Truck	0	0

Department Activities:

In September and October, the Streets Department stayed busy with the return of the rainy season and stronger winds. A few signs had to be replaced due to damage from falling tree limbs, and the crew also spent extra time trimming back trees that had started blocking signs. With the days getting shorter and it getting dark earlier, there's been an increase in calls about streetlights not working. The crew has been responding quickly and coordinating with CUB for any lights that require more than a simple bulb replacement.



Storm Water

Statistics:

Storm Water	September Total Hours	October Total Hours
Catch Basin Maintenance	6	105
Drywell Maintenance	4	8
Erosion Control Inspections	3	2
Storm line Maintenance/Repair	120.5	37
Storm Line Inspections	14	0
Drying Beds	38	10

Department Activities:

Fall is here, and with it comes lots of leaves covering our drains. The crew has been busy clearing and maintaining catch basins to help prevent street flooding. We've also been focusing on storm line maintenance and repairs to get ready for the heavier rain expected in the upcoming months.





City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: September & October 2025

To: The Honorable Mayor Hodson & City Council
From: Eric Laitnen, Aquatic Program Manager
Prepared by: Same as Above
Through: Randy Ealy, Interim City Administrator
Date: 11/19/2025

2025 Council Goals & Objectives: See Department Activities.

Statistics: See attached: Revenue and attendance are both down from the same two months last year as we had a 3-week closure to paint the pool tank. Revenue - \$4,000, Attendance – 800 swims.

Department Activities:

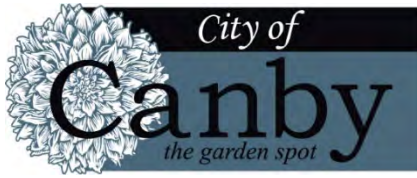
- We are getting close to the end of our fall schedule and public lessons. The Winter schedule begins on November 17 and finishes February 14th. Winter means high school swimming season and Canby Swim Club are in full swing. In the winter we have about four Canby High School dual meets at the Canby Swim Center and a couple big Canby Gators meets.
- One of our continuing battles is keeping enough staff to fill the schedule. Fortunately, we have another lifeguard class scheduled, and winter is a little less part time dependent, although we do need quite a few during holiday breaks to staff all the extra public swims. I think we are heading in the right direction.
- We continue to keep in contact with Scott Edward Associates and are working to get everything planned out and scheduled for next fall's remodel project. Everything seems to be going very well so far. We continue to stay on our timeline and are making great progress.

SUBJECT: September 2025 Monthly Attendance Numbers

CANBY SWIM CENTER	ADMIT	ADMIT	PASS	PASS	TOTAL	TOTAL	YTD TOTAL	YTD TOTAL
September	2024	2025	2024	2025	2024	2025	24-25	25-26
MORNING LAP	64	16	296	171	360	187	1102	921
ADULT RECREATION SWIM	67	29	409	246	476	275	1372	1053
MORNING WATER EXERCISE	73	35	156	65	229	100	737	475
PARENT/ CHILD/ Family Swim	208	160	0	0	208	160	1376	1394
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3262	3574
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	108	39	303	174	411	213	961	777
AFTERNOON PUBLIC	196	123	2	16	198	139	1456	1251
PENGUIN CLUB	0	0	0	0	0	0	628	820
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	363	456	363	456	1165	1530
MASTER SWIMMING	0	0	22	14	22	14	22	14
EVENING LESSONS	955	690	0	0	955	690	3940	3698
EVENING LAP SWIM	65	23	61	30	126	53	320	259
EVENING PUBLIC SWIM	120	68	3	31	123	99	1005	946
ADULT LESSONS	37	33	0	0	37	33	37	43
GROUPS AND RENTALS	8	15	0	0	8	15	13	15
OUTREACH SWIMMING	0	4	0	0	0	4	0	14
TOTAL ATTENDANCE	1901	1235	1615	1203	3516	2438	17396	16784

SUBJECT: October 2025 Monthly Attendance Numbers

CANBY SWIM CENTER	ADMIT	ADMIT	PASS	PASS	TOTAL	TOTAL	YTD TOTAL	YTD TOTAL
October	2024	2025	2024	2025	2024	2025	24-25	25-26
MORNING LAP	58	35	351	334	409	369	1511	1290
ADULT RECREATION SWIM	33	39	476	418	509	457	1881	1510
MORNING WATER EXERCISE	78	79	174	228	252	307	989	782
PARENT/ CHILD/ Family Swim	288	288	0	0	288	288	1664	1682
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3262	3574
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	90	105	346	350	436	455	1397	1232
AFTERNOON PUBLIC	247	224	1	22	248	246	1704	1497
PENGUIN CLUB	0	0	0	0	0	0	628	820
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	792	840	792	840	1957	2370
MASTER SWIMMING	0	0	20	25	20	25	42	39
EVENING LESSONS	1479	1258	0	0	1479	1258	5419	4956
EVENING LAP SWIM	27	42	50	78	77	120	397	379
EVENING PUBLIC SWIM	165	96	2	37	167	133	1172	1079
ADULT LESSONS	50	54	0	0	50	54	87	97
GROUPS AND RENTALS	0	0	0	0	0	0	13	15
OUTREACH SWIMMING	0	2	0	0	0	2	0	16
TOTAL ATTENDANCE	2515	2222	2212	2332	4727	4554	22123	21338



City of Canby Bi-Monthly Report
Department: Transit
For Months of: September & October 2025

To: The Honorable Mayor Hodson & City Council
From: Todd Wood, Transit/ Fleet/ IT Director
Prepared by: Same as above
Through: Randy Ealy, Interim City Administrator
Date: 11/19/2025

2025 Council Goals & Objectives:

Goal 1: Promote Financial Stability

[See Grant Activities below](#)

Goal 3: Plan a transportation system that eases the impacts of growth

[See Transit Statistics below](#)

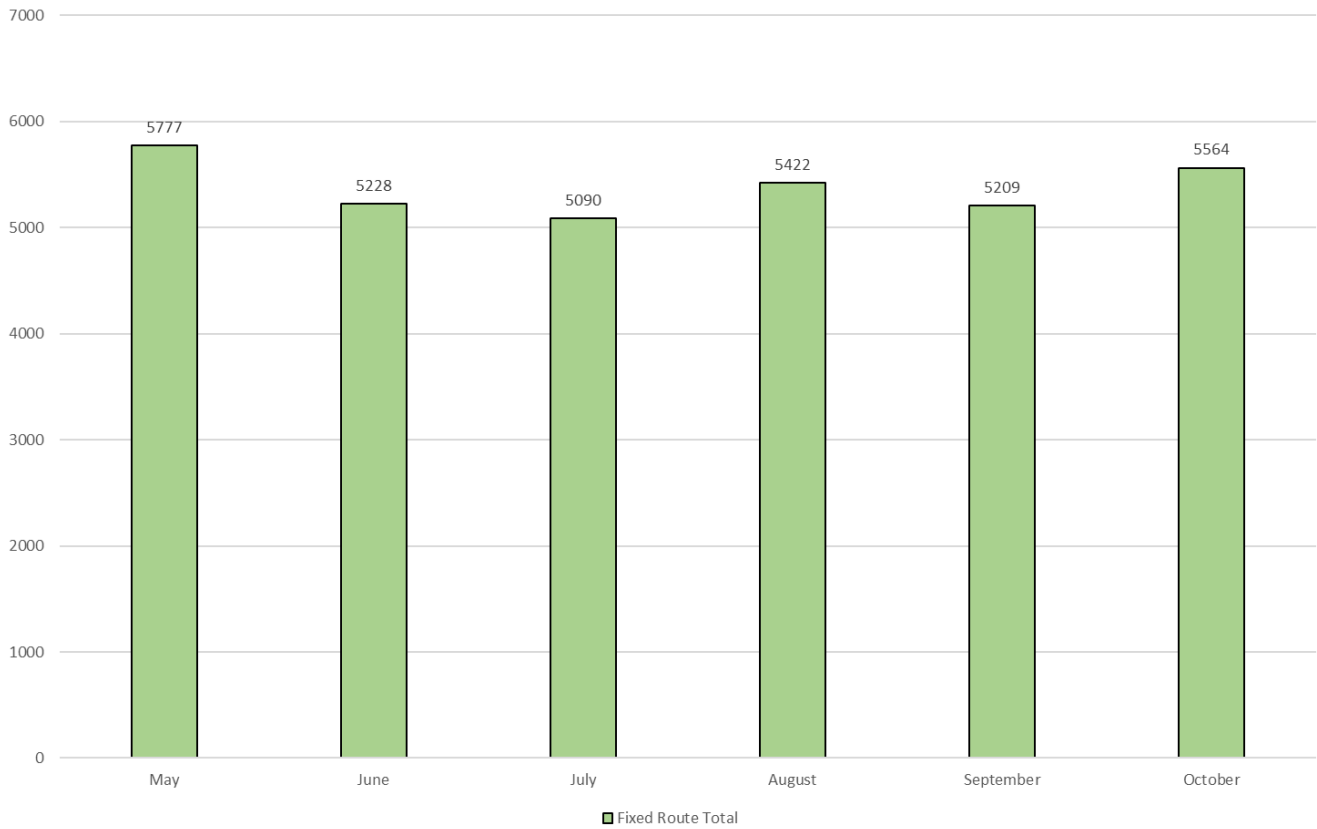
Statistics:

September average daily weekday daily 99x route ridership: 221 trips
September average daily weekend daily 99x route ridership: 140 trips
October average daily weekday daily 99x route ridership: 221 trips
October average daily weekend daily 99x route ridership: 122 trips

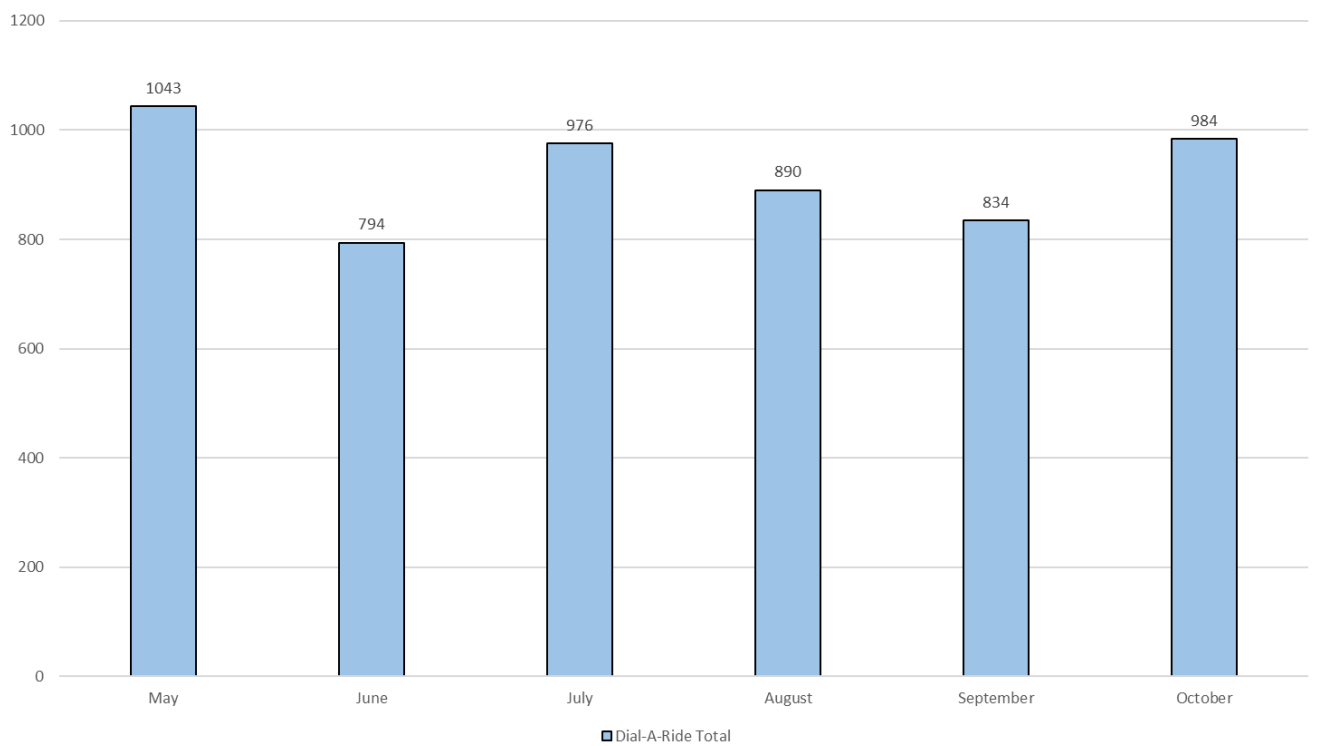
September average daily weekday Dial-a-Ride route ridership: 34 trips
September average daily weekend Dial-a-Ride route ridership: 31 trips
October average daily weekday Dial-a-Ride route ridership: 37 trips
October average daily weekend Dial-a-Ride route ridership: 34 trips

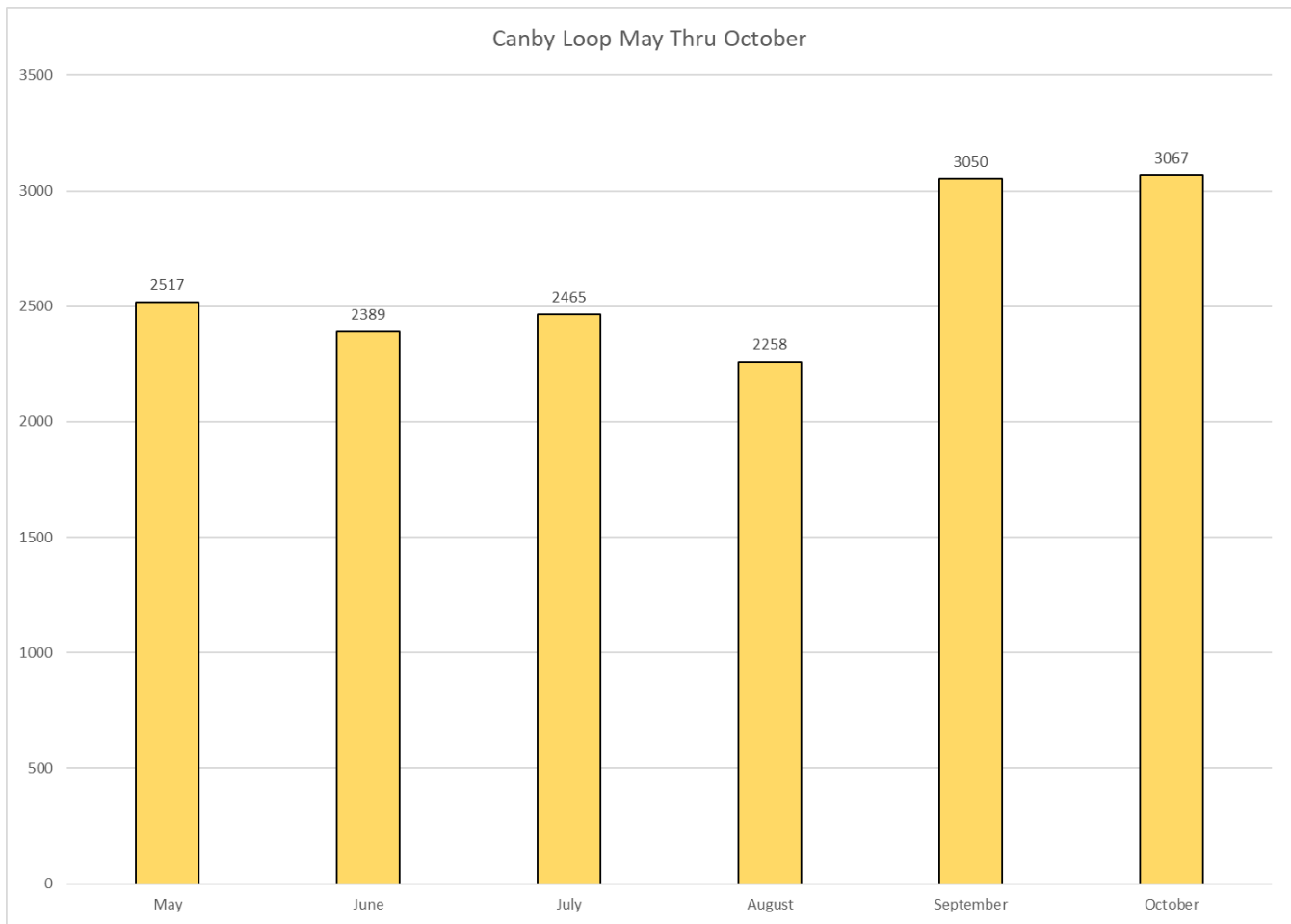
September average daily weekday daily Loop route ridership: 131 trips
September average daily weekend daily Loop route ridership: 124 trips
October average daily weekday daily Loop route ridership: 70 trips
October average daily weekend daily Loop route ridership: 52 trips

99x Ridership May Thru October



Dial-A-Ride Ridership May Thru October





Department Activities:

1) Grant Activities:

Submitted Reports for 5310, 5310, STIF

Submitted Annual NTD Report

Submitted Quarterly Charter Reports

2) Transit Conference:

Transit Staff attended the annual Oregon Transit Associate Conference in Bend Oregon November 2, 2025 – November 5, 2025

3) New Vehicles:

Four New Transit Vans are expected in early December. They will be used for our DAR service and will help by reducing fuel and maintenance costs.

4) Activities:

December 11th will be Transits annual Christmas light tour. Transit staff will operate several buses around the city to see various light displays. This is free and open to the public and can be joined by calling the transit office to reserve a seat on the bus.