



CITY COUNCIL Agenda

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

AUGUST 5, 2026

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

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

REGULAR MEETING – 7:00 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance

2. ROLL CALL

3. STAFF INTRODUCTIONS

- a. Swear-in of Police Officer (Backfill Vacant Position)

4. CITIZEN INPUT, PUBLIC COMMENT ON NON-AGENDA ITEMS, & 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 August 5, 2026, with your name, the topic you'd like to speak on and contact information: ridgleyt@canbyoregon.gov or call 503-266-0637.

5. PROCLAMATIONS/SPECIAL PRESENTATIONS

- a. Heritage & Landmarks Commission Update Presentation (5 min.)

Pg. 1

6. ITEMS REMOVED FROM THE CONSENT AGENDA

7. CONSENT AGENDA

- a. Consider Approval of the July 1, 2026, City Council Meeting Minutes.
- b. Consider Approval of the July 8, 2026, Special Called City Council Work Session Minutes.

Pg. 7

Pg. 11

8. APPOINTMENTS

Pg. 13

- a. Consider the appointment of Mark Johnson to the Bike and Pedestrian Committee with a term ending June 30, 2029.
- b. Consider the appointment of Mark White to the Traffic Safety Commission with a term ending June 30, 2027.

9. PUBLIC HEARINGS

10. ORDINANCES & RESOLUTIONS

- a. Consider **Resolution No. 1468**: A Resolution Designating the Name of the New Park located on North Locust Street and Northwest 20th as Daphne Glen. Pg. 18
- b. Calendar of Second Readings
 - 1) Consider **Ordinance No. 1674**: An Ordinance Authorizing the Interim City Administrator to Enter an Agreement for City Prosecutor Services between City of Canby and Lucy Heil, City Prosecutor. (*Second Reading*) Pg. 21
 - 2) Consider **Ordinance No. 1675: PUBLIC COMMENT PERIOD AFTER Ordinance No. 1675** An Ordinance of the City of Canby, Oregon, Amending Title 10 of the Canby Municipal Code to Add Chapter 10.13 Regulating the Operation of Electric Assisted Bicycles, Motor Assisted Scooters or E-Scooters, Electric Personal Assistive Mobility Devices, and Vehicles Manufactured for Off-Road Use; Declaring an Emergency. (*Second Reading*) Pg. 43
- c. Consider **Resolution No. 1469**: A Resolution Repealing the Canby City Council's Policies & Operating Guidelines adopted in November of 2025 and Adopting an Updated Version of New Policies & Operating Guidelines in August of 2026. Pg. 58

11. OTHER BUSINESS

- a. Middle Housing Oregon Home Rule Changes - Letter from Mayor to DLCD re: Housing Pg. 90

12. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORT

- a. Interim City Administrator's Report Updates Pg. 96
- b. Bi-Monthly Reports/ Highlights Pg. 98
- c. Letter of Support for Grant Funding for Canby Adult Center Pg. 130
- d. Letter of Support for Canby To:Gether Pg. 133
- e. Letter from Canby Volunteer Firefighter Association Pg. 135
- f. Council Preliminary Agenda List Pg. 136

13. MAYOR'S BUSINESS

14. COUNCILOR COMMENTS & LIAISON REPORTS

15. CITIZEN INPUT, PUBLIC COMMENT ON NON-AGENDA ITEMS, & COMMUNITY ANNOUNCEMENTS

16. ACTION REVIEW

17. ADJOURNMENT

*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.

Canby Heritage and Landmarks Commission

8.5.26

County Cultural Coalition Grant

Open soon!

- Upfront payout
- No required match
- Not limited to non-profits and public entities

Previous Canby recipients

- Friends of the Library
- Canby Historical Society
- Mark Prairie Historical Society
- Slice of Summer

Spread the news!



Jail cell doors – Holly Street City Hall



Rear fire annex after conversion to council chambers

National Register Application

June 26, 2026: approved by the State Advisory Commission on Historic Preservation for sending to the National Park Service

Final decision from NPS expected in September!!

First Thursday Historical Ribbon Cutting

- ▶ 3:00pm
- ▶ Aura Salon & Oregon Texas Line Fitness

Recognize:

- ▶ Restoration of historic facades
- ▶ Hidden historic hometown heroes – George and John Koehler

**CANBY CITY COUNCIL
MEETING MINUTES
JULY 1, 2026**

PRESIDING: Brian Hodson

STAFF PRESENT: Randy Ealy, Interim City Administrator; Maya Benham, Administrative Director/ City Recorder; Peter Wood, Human Resources Director; Denise LaRue, Finance Director; and Jamie Stickel, Economic Development Director/Communications Specialist.

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:03 p.m.

ROLL CALL: Councilor Padden present; Councilor Maldonado absent; Council President Hensley present; Mayor Hodson present; Councilor Davis present; Councilor Stearns present; and Councilor Waterman present.

STAFF INTRODUCTIONS: None

PROCLAMATIONS/SPECIAL PRESENTATIONS: Mayor Hodson gave a history of the Hometown Hero Award and presented the award to Chief Jorge Tro in recognition of his exceptional leadership, unwavering protection, and deep love for the community. His retirement party was scheduled for July 10.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: None.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

CONSENT AGENDA: ****Council President Hensley moved to approve the Consent Agenda including approval of the June 3, 2026, City Council Meeting minutes. Motion was seconded by Councilor Davis and passed 5-0.**

APPOINTMENTS: None.

PUBLIC HEARING:

System Development Charges Update – Mayor Hodson opened the public hearing and read the hearing statement.

Staff Report: Don Hardy, Planning Director, and Todd Chase, FCS Group, presented the staff report. The SDCs had not been updated since 2013 for parks and transportation. They would be looking at stormwater, sanitary sewer, parks, and transportation SDCs tonight. The Transportation System Plan was in the process of being acknowledged by the Department of Land Conservation and Development and the 20-year parks list was heavily vetted through numerous discussions with the Parks and Recreation Advisory Board and through Council discussions. They were proposing fairly large increases and there was an aspiration for 10 acres of parks per 1,000 population. For residential rates, there would be five cohorts that were proportionate to the square footage. They were proposing a three-year phase in for the park SDC.

They would discuss affordable housing as a rate reduction separately. They recommended a 60-day implementation time frame, which would be August 31. They then reviewed some small changes to the resolution. Staff received several public comments requesting a phase in for the transportation and park SDCs.

Mr. Chase discussed the legal framework for SDCs, key characteristics of SDCs, the SDC calculation, Parks Capital Project List 2026-2046, scaling by house size, draft sanitary sewer and stormwater SDCs, draft transportation SDC calculations, draft parks SDCs max rate calculations, draft parks SDCs with phase-in, draft parks SDCs for employment uses, draft parks SDC land use categories by NAICS, draft phase-in strategy for parks SDCs, draft single family SDCs scaled by home size, single family SDCs within the region, non-residential Canby SDC examples: interim SDCs vs. new draft and Wilsonville SDCs vs. new draft, and SDC administration procedures and policy options.

There was discussion regarding the transportation project list and limits to what could be collected legally, how the fairgrounds and memory care facilities had significant decreases due to being put in a category with less trips and less jobs, inflation rate, budget for projects, and addressing affordable housing separately.

Proponents: None.

Opponents: Mayor Hodson read a letter from the Homebuilders Association of Greater Portland who requested a longer phase in three years for the proposed transportation SDC and five years for the proposed parks SDC.

Ben Hempson, Homebuilders Association, said there were commitments in the near term that had been made by companies that were already in the pipeline. A phased in approach for both transportation and parks gave a cost certainty to work through the pipeline under their existing financial analysis. At the full rate on parks, Canby would be an outlier in the market. He thought there were other ways to finance parks projects.

Shawn Varwig, Canby resident, said housing affordability was a big issue in the community and as fees were increased, the price of homes increased. If they chose to increase the fees, there needed to be some action on providing services that equated to what they were charging for SDCs.

Levi Lavasa, representing Venture Properties, Stonebridge Homes, said they were actively developing in Canby. The phase in would be helpful for underwriting purposes. He explained how they were working through the land use process and how a phase in could work. He suggested vesting for all future permitting or deferred collection at certificate of occupancy.

Mayor Hodson closed the public hearing.

Discussion: There was discussion regarding the irony of lowering housing costs by raising them, how a lot of the projects were not new parks for new residents but for current residents, how the cost for projects should be paid by all residents, predictability and stability of costs and going with a five year phase in, support of the five cohorts as proposed by staff, how they could not do deferred collection because the review was done by Clackamas County, how they could be

flexible on the length of the building permit and changing the administrative procedures to allow for vesting, not recommending phasing of the storm and sanitary sewer SDCs, support for a three year phase in on the transportation SDC and three year phase in on the parks SDC, which inflationary mechanism to use, and support for the recommended effective date in 60 days then the next two phases would begin every July 1.

****Councilor Padden moved to adopt Resolution 1463, A RESOLUTION TO ADOPT THE SYSTEM DEVELOPMENT CHARGE UPDATE, SDC METHODOLOGY REPORT AS DIRECTED BY COUNCIL, SANITARY SEWER AND STORMWATER 2025 SDC UPDATE WITH ASSOCIATED RATES, AND CAPITAL IMPROVEMENT PLANS THAT WERE PART OF THE METHODOLOGY REPORT. Motion was seconded by Councilor Davis and passed 4-1 with Councilor Stearns opposed.**

Master Fee Schedule – Mayor Hodson opened the public hearing and read the hearing statement.

Staff Report: Randy Ealy, Interim City Administrator, presented the staff report. He gave a background on what had been discussed at the June meeting, how there was support for a gradual increase and tying the fees to an index, how the last date the fees had been changed was added to the document, dormant fees had been removed, and cost recovery was included in the notes. He highlighted the adjustments made to the park rentals and Public Works rates.

There was discussion regarding the parking ticket fee being removed as it was a citation not a fee and how they had removed the one generic banner hanging fee and added a Grant Street Arch banner fee and Wait Park gazebo banner fee.

Proponents: None

Opponents: None

Mayor Hodson closed the public hearing.

Discussion: There was support for the gradual increase in fees, removal of the railroad parking lot event fee as they did not rent out just the parking lot, and appreciation to staff for the work.

****Councilor Davis moved to adopt Resolution 1459, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON, SETTING FEES FOR SERVICES; AND REPEALING RESOLUTION 1450. Motion was seconded by Councilor Padden and passed 5-0.**

ORDINANCES & RESOLUTIONS:

Resolution 1464 – Todd Wood, Transit Director, said the transit system was stable and there was not a lot to discuss at meetings. He suggested changing the meeting frequency from six meetings to four meetings per year, once per quarter.

****Councilor Davis moved to adopt Resolution 1464, A RESOLUTION OF THE CANBY CITY COUNCIL AMENDING RESOLUTION 1255 TO MODIFY THE MEETING FREQUENCY OF THE CANBY TRANSIT ADVISORY COMMITTEE. Motion was seconded by Council President Hensley and passed 5-0.**

OTHER BUSINESS: None

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORT: Mr. Ealy discussed the upcoming calendar and vacation schedules.

Jamie Stickel, Economic Development Director, shared information about First Thursday and Fourth of July celebration.

Mr. Ealy said staff had been working on the sidewalk issue that was raised at the last meeting. They could not block the sidewalk, but there were things the homeowner could do to encourage caution around their property.

Councilor Padden suggested marking properties off at the edge of the sidewalk so people stayed out of the front lawns.

MAYOR'S BUSINESS: Mayor Hodson said this was America's 250th anniversary and he was looking forward to the celebration.

COUNCILOR COMMENTS & LIAISON REPORTS:

Council President Hensley reported on the Traffic Safety Commission meeting where there was still one vacancy. She congratulated the Police Department on their victory over the Fire Department at the softball game.

Councilor Davis reported on the Parks and Recreation Advisory Board where the name for the new Auburn Farms area park was discussed. Fireworks had damaged the pickleball courts at Maple Street Park. He encouraged everyone to attend the fireworks display instead of setting off their own. The Adult Center had hired a construction company to do the work on their new facility and were working on a grant for the generator.

Councilor Waterman said they were holding interviews for the vacancies on the Bike and Ped Committee.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approve the Consent Agenda
2. Adopted Resolutions 1463, 1459, and 1464.

Mayor Hodson adjourned the meeting at 9:42 p.m.

Maya Benham, CMC
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood

**CANBY CITY COUNCIL
SPECIAL CALLED WORK SESSION
JULY 8, 2026**

PRESIDING: Brian Hodson

STAFF PRESENT: Randy Ealy, Interim City Administrator; Emily Guimont, City Attorney; Maya Benham, Administrative Director/ City Recorder; Peter Wood, Human Resources Director; Denise LaRue, Finance Director; and Nathan Templeman, Aquatics Program Manager.

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:01 p.m.

ROLL CALL: Councilor Padden virtual; Councilor Maldonado absent; Council President Hensley present; Mayor Hodson present; Councilor Davis absent; Councilor Stearns absent; and Councilor Waterman present.

Also present were Kari Duncan, General Manager for CUB, John Molamphy, CUB Board, Bob Westcott, CUB Board, and Ron Yarbroug, CUB Board.

CANBY CHARTER DISCUSSION:

Chapter 10 – Kari Duncan from Canby Utility said the Board had reviewed the changes and were pleased with the updates proposed by the City. There were two articles to discuss related to bond issuance and short-term loans. She reviewed the suggested language for Section 5 H and I, broadening the language to authorize the Board to issue revenue bonds and otherwise incur debt and clarifying the conditions for voter approval if it was required. She noted Version 1 included changing the term “bond issuance” to “debt issuance” and removing voter approval requirements for Canby Utility’s debt issuance while maintaining state-mandated voter review processes.

Emily Guimont, City Attorney, discussed the current requirement for a vote for expenditures that were more than Canby Utility’s gross revenues for the prior fiscal year, and that was hampering for the big water projects coming up. The changes would give Canby Utility the tools needed to finance these projects. Also, the added language would allow debt issuance as well as federal loans. There was a list of actions that could be taken and they added the terms “water and electric system” for clarity.

Ms. Duncan discussed the short-term loans section and changes to the process for debt issuance with more flexibility. She suggested changing it from “A short term loan would not exceed 50% of the department’s gross revenue” to “would not exceed the department’s gross revenue for the preceding fiscal year.”

There was discussion regarding the differences between Version 1 and 2, which was that Version 1 took out the requirement for voter approval and Version 2 retained part of the requirement but limited it to expenditures to develop energy sources and left water out of the requirement. These would be revenue bonds, not GO bonds, which would be published and voters could put it to a vote with 5% of registered voter signatures but it would not automatically go to a vote. The voters had all the authority under state law to put it to a vote. There was further discussion regarding the need for public education on this point.

There was consensus to move forward with Version 1 as presented.

Residency Waiver – Ms. Guimont discussed modifying the City's residency requirement for the City Administrator position, focusing on creating a policy that allowed for waivers while maintaining certain parameters. Staff was working on rules for how the Council would apply the residency waiver requirement, but she asked for feedback, such as reasons for the waiver, where the Administrator could live if not within the City limits, and how long the waiver would be in effect.

There was discussion regarding the reasons for the residency requirement including familiarity, accessibility, and vested interest and reasons for waiving that requirement including undue burden for a good candidate. There was discussion regarding the radius of where candidates could live or what cities they could live in to be qualified.

The Council agreed to establish a preference for candidates living within City limits, with a proposed radius of 20-25 miles or 30-minute response time to the City limits.

There was consensus to develop a formal waiver process that would be addressed during the candidate evaluation phase, with specific reasons for waivers to be documented in writing. They also agreed to create a clear policy document before presenting the charter amendment to voters to ensure community support.

Councilor Davis suggested that if the charter amendment failed, they should create a permanent employment contract for the current Interim City Administrator allowing him up to two years to move within the City limits.

There was concern that this suggestion would violate the City Charter. Councilor Davis thought Mr. Ealy's contract should be revisited on a future agenda.

SWIM CENTER LEVY: Nathan Templeman, Aquatics Program Manager, discussed the draft ballot language. It would be a renewal with no changes to the amount. He suggested changing the wording to say, "The property tax revenue would be used to fund municipal aquatic services and operation, programming, maintenance, repair, renovation, modernization, and preservation of aquatic facilities."

There was consensus to bring back the swim center levy renewal at .49 cents per \$1,000 assessed value, which would generate approximately \$1 million annually, to a Council meeting for approval.

The meeting was adjourned 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: 8/5/2026
To: The Honorable Mayor Hodson & City Council
Thru: Randy Ealy, Interim City Administrator
From: Maya Benham, Administrative Director/ City Recorder
Agenda Item: Appointments for Bike & Pedestrian Committee and Traffic Safety Commission

Summary

There is currently one vacancy on both the Bike & Pedestrian Committee and the Traffic Safety Commission. The vacancies have been advertised on the City's website.

Background

The City has [11 various Boards, Commissions and Committees](#): Bike and Pedestrian Committee, Budget Committee, Canby Utility Board, Heritage and Landmark Commission, Library Board, Parks and Recreation Advisory Board, Planning Commission, Public Transit Advisory Committee, Traffic Safety Commission, Urban Renewal Agency and the Urban Renewal Budget Committee. Each Board, Commission and Committee has members that are appointed by the City Council and the term lengths are established through the Canby City Charter or the City Code.

Discussion

Interviews were held on July 7, 2026, for the Bike & Pedestrian Committee. After interviewing, Chair Mindy Montecucco and Council Liaison Paul Waterman recommend appointing Mark Johnson to the Bike & Pedestrian Committee.

Interviews were held on July 1, 2026, and July 17, 2026, for the Traffic Safety Commission. After interviewing, Chair Tina Schimpf and Council Liaison Traci Hensley recommend appointing Mark White to the Traffic Safety Commission.

Attachments

Mark Johnson Application
Mark White Application

Fiscal Impact

None

Recommendation

1. Appoint Mark Johnson to the Bike & Pedestrian Committee with a term ending June 30, 2029, and Mark White to the Traffic Safety Commission with a term ending June 30, 2027.
2. Take no action.

Proposed Motion

"I move to approve the appointment of Member Mark Johnson to the Bike & Pedestrian Committee with a term ending June 30, 2029, and Member Mark White to the Traffic Safety Commission with a term ending June 30, 2027."

EMPLOYMENT APPLICATION



CITY OF CANBY
 222 NE 2nd Ave
 Canby, Oregon, 97013
 503-266-4021
<http://www.canbyoregon.gov>

Johnson, Mark D. Person ID: 67896024
VOL-06 BICYCLE & PEDESTRIAN COMMITTEE
MEMBER

Received: 6/19/26,
 10:21 AM
For Official Use Only:
QUAL: _____
DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: BICYCLE & PEDESTRIAN COMMITTEE MEMBER	EXAM ID#: VOL 06
NAME: (Last, First, Middle) Johnson, Mark D.	SOCIAL SECURITY NUMBER: XXX XX
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] Canby, Oregon, 97013	EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]	NOTIFICATION PREFERENCE: Email

PREFERENCES

Nothing Entered For This Section

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

SKILLS

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Job Specific Supplemental Questions

1. What are your community interests (committees, organizations, special activities)?

I mostly just generally interested in the health, beauty and community feel of Canby but have more specific interests in walking, hiking, biking and fiscal operations in the city.

2. What are your major interests or concerns in the City's programs?

Safe and usable walking, hiking, biking. Fiscal responsibility and managed growth of both residential and commercial development.

3. Why are you interested in this volunteer position?

As my first foray into Canby civic participation, I feel bike/ped is a great start as I walk our roads/sidewalks 3.5 miles every day and I bike around the city frequently.

4. Please share your experience and educational background.

My work experience is primarily in executive leadership of very large grocery industry companies managing large P&Ls and directing teams of 20 70 associates. My education stopped at the Community College level other than a certificate program at USC.

5. Please list any other City or County positions on which you serve or have served.

None.

6. If you were referred by someone, please list.

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept & Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge.

Additional Information for Employment Applications:

I understand this application does not represent a contract for employment. I understand that an acceptance of an offer for employment does not create a contractual obligation upon the City of Canby to continue to employ me for any period of time in the future. I understand that no representative from the City has any authority to enter into any special agreement with me to promise and/or guarantee my employment for any specific time period or to promise me a promotion or transfer, etc. either prior to commencement of employment or after I have become employed, or to assure me of any benefits or terms and conditions of employment, or to make any agreement contrary to the aforementioned.

I hereby represent that each answer to questions incorporated into this application and all other information otherwise furnished by me shall be true, complete, and correct. I understand that incorrect, incomplete, false or misleading statement/answer/information furnished by me either verbally, or in writing will subject my application to disqualification from further consideration and/or if already employed by the City, when the aforementioned is detected, I will be subject to discipline up to and including discharge, for falsifying a City record/document, regardless of how much time has elapsed since the date I was employed. In the event that I am employed by the City, I agree to comply with all its orders, rules, regulations, safety policies, and performance standards. Upon hire, I will provide proof as required on the US Government, I 9 form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with Federal Law, I understand that my employment will be terminated.

I have read and understand all of the provisions of this acknowledgement. By signing this application, I hold the City of Canby harmless for any result of the City questioning the references provided in this application. If I am selected for further consideration, I hereby authorize and release from liability all former employers, landlords, educational institutions, law enforcement agencies, and/or other government agencies to provide/release information regarding my employment, education, criminal conviction record, credit history, driver's license violations and motor vehicle records, which may be in their possession to the City of Canby and/or its agents. I understand that I will not receive and am not entitled to know the contents of confidential reports received, and I further understand that these reports may be privileged. An offer of employment is conditional upon a background investigation, and if relevant, a pre-employment medical exam and drug screen test (safety sensitive positions).

EQUAL EMPLOYMENT OPPORTUNITY: We are an Equal Opportunity/Affirmative Action Employer. We are dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, or mental and/or physical disability.

BACKGROUND: Finalists for City jobs must successfully pass a background investigation and may be required to pass a pre employment medical exam as a final condition of the job offer. Finalists for safety sensitive positions must also successfully pass a pre employment drug screening test.

PROBATIONARY PERIOD: New employees or employees changing job positions will be considered Trial service employees for at least six (6) months before attaining regular status.

IMMIGRATION LAW: In accordance with the Immigration Reform and Control Act of 1986 (IRCA), all newly hired employees will be required to complete and sign an Employment Eligibility Verification Form and present documentation verifying identity and employment eligibility.

This application was submitted by Mark D. Johnson on 6/19/26, 10:21 AM

Signature

Date _____

EMPLOYMENT APPLICATION



CITY OF CANBY
 222 NE 2nd Ave
 Canby, Oregon, 97013
 503-266-4021
<http://www.canbyoregon.gov>

White, Mark S - Person ID: 68116662
2022 TSC TRAFFIC SAFETY COMMISSIONER

Received: 7/8/26, 8:31 PM

For Official Use Only:

QUAL:

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: TRAFFIC SAFETY COMMISSIONER	EXAM ID#: 2022 TSC
NAME: (Last, First, Middle) White, Mark S	SOCIAL SECURITY NUMBER: XXX XX
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] Canby, Oregon, 97013-9777	EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]	NOTIFICATION PREFERENCE: Email

PREFERENCES

Nothing Entered For This Section

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

SKILLS

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Job Specific Supplemental Questions

1. What are your community interests (committees, organizations, special activities)?

Canby Traffic Safety Commission

2. What are your major interests or concerns in the City's programs?

Safety of all residents

3. Why are you interested in this volunteer position?

I am applying to serve on the Canby Traffic Safety Commission because, as a retired law enforcement officer, I spent my career focused on protecting the public and ensuring safe roadways. I have firsthand experience with how traffic issues impact a community — from collision patterns and enforcement challenges to the importance of clear signage, well-designed intersections, and public education. That background gives me a practical understanding of what keeps drivers, pedestrians, City Council Packet Page 16 of 137

and cyclists safe. Now that I'm retired, I want to continue serving my community in a way that uses that experience constructively. I am steady, detail oriented, and comfortable working with both residents and city staff to identify concerns and support realistic, effective solutions. My goal is to help improve safety around schools, neighborhoods, and busy corridors, and to contribute to recommendations that reduce accidents and improve overall traffic flow in Canby. I would appreciate the opportunity to bring my public safety background to this commission and help support a safer, more accessible community for everyone

4. Please share your experience and educational background.

1975 to 2013 – Deputy Sheriff/Detective/Evidence Technician with Clackamas Co Sheriff's Department. Retired in 2003 but returned six months later and worked half time until 2013 in the Computer Forensics Unit which I started in 1995. 2001 to 2026 Volunteer with International Association of Computer Investigative Specialists (IACIS) dedicated to training internationally law enforcement and the private sector alike in Computer Forensics. Positions held: student coach, teacher, problem development, Ethics Committee, Basic Class Chairman, European Event Coordinator, Director of Marketing, Operations and Event Coordinator, assistant to Treasurer Director. 1969 to 1974 United States Air Force, SSgt, Cable Splicer (Communications) Associate Degree in Criminal Justice, Clackamas Community College 2007 to 2025 Small business owner – Certified Computer Forensics Services, LLC

5. Please list any other City or County positions on which you serve or have served.

None

6. If you were referred by someone, please list.

Tina Schimpf

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept & Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge.

Additional Information for Employment Applications:

I understand this application does not represent a contract for employment. I understand that an acceptance of an offer for employment does not create a contractual obligation upon the City of Canby to continue to employ me for any period of time in the future. I understand that no representative from the City has any authority to enter into any special agreement with me to promise and/or guarantee my employment for any specific time period or to promise me a promotion or transfer, etc. either prior to commencement of employment or after I have become employed, or to assure me of any benefits or terms and conditions of employment, or to make any agreement contrary to the aforementioned.

I hereby represent that each answer to questions incorporated into this application and all other information otherwise furnished by me shall be true, complete, and correct. I understand that incorrect, incomplete, false or misleading statement/answer/information furnished by me either verbally, or in writing will subject my application to disqualification from further consideration and/or if already employed by the City, when the aforementioned is detected, I will be subject to discipline up to and including discharge, for falsifying a City record/document, regardless of how much time has elapsed since the date I was employed. In the event that I am employed by the City, I agree to comply with all its orders, rules, regulations, safety policies, and performance standards. Upon hire, I will provide proof as required on the US Government, I 9 form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with Federal Law, I understand that my employment will be terminated.

I have read and understand all of the provisions of this acknowledgement. By signing this application, I hold the City of Canby harmless for any result of the City questioning the references provided in this application. If I am selected for further consideration, I hereby authorize and release from liability all former employers, landlords, educational institutions, law enforcement agencies, and/or other government agencies to provide/release information regarding my employment, education, criminal conviction record, credit history, driver's license violations and motor vehicle records, which may be in their possession to the City of Canby and/or its agents. I understand that I will not receive and am not entitled to know the contents of confidential reports received, and I further understand that these reports may be privileged. An offer of employment is conditional upon a background investigation, and if relevant, a pre employment medical exam and drug screen test (safety sensitive positions).

EQUAL EMPLOYMENT OPPORTUNITY: We are an Equal Opportunity/Affirmative Action Employer. We are dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, or mental and/or physical disability.

BACKGROUND: Finalists for City jobs must successfully pass a background investigation and may be required to pass a pre-employment medical exam as a final condition of the job offer. Finalists for safety sensitive positions must also successfully pass a pre employment drug screening test.

PROBATIONARY PERIOD: New employees or employees changing job positions will be considered Trial service employees for at least six (6) months before attaining regular status.

IMMIGRATION LAW: In accordance with the Immigration Reform and Control Act of 1986 (IRCA), all newly hired employees will be required to complete and sign an Employment Eligibility Verification Form and present documentation verifying identity and employment eligibility.

This application was submitted by Mark S White on 7/8/26, 8:31 PM

Signature

Date _____



CITY COUNCIL Staff Report

Meeting Date: 8/5/2026

To: The Honorable Mayor Hodson & City Council
Thru: Randy Ealy, Interim City Administrator
From: Spencer Polack, Interim Public Works Director
Agenda Item: Consider **Resolution No. 1468**: A Resolution Designating the Name of the New Park Located on N Locust Street as Daphne Glen.

Summary

City Council will discuss Resolution No. 1468: a Resolution designating the name of the new park located on N Locust Street as Daphne Glen.

Background

The City of Canby has recently developed two and a half acres into a new park on N Locust Street and NW 20th Avenue. The land that the park is built on was once a part of a working nursery growing ornamental plants and shrubs. The Parks and Recreation Advisory Board solicited recommendations for the official name of the park.

On Jun 16, 2026, the Parks and Recreation Advisory Board deliberated and voted on a recommendation to name the new City Park located on N Locust Street and NW 20th Avenue. One of the variety of plants grown on site was the Daphne. As Canby is known as the “Garden Spot,” the name Daphne Glen connects the history and tradition of the site’s horticulture to the heritage and values of Canby.

Discussion

The Parks and Recreation Advisory Board received multiple submissions from citizens for the naming of the new park. Over the course of meeting and debating the Board unanimously voted to bring forward the recommendation to the City Council of naming the new park Daphne Glen.

Attachments

Resolution No. 1468

Fiscal Impact

N/A

Options

1. Officially designate the name of the new park as Daphne Glen.
2. Return the matter to the Parks and Rec Advisory board to consider another name.

Recommendation

City staff recommends the City Council adopt the Parks and Recreation Advisory Board recommendation of naming the park Daphne Glen.

Proposed Motion

"I move to adopt **Resolution No. 1468**, a Resolution designating the name of the new park located on N Locust Street and NW 20th as Daphne Glen."

RESOLUTION NO. 1468

A RESOLUTION DESIGNATING THE NAME OF THE NEWLY CONSTRUCTED CITY PARK ON N LOCUST STREET AS DAPHNE GLEN.

WHEREAS, the City of Canby is proudly known as the "Garden Spot" and values its rich horticultural heritage;

WHEREAS, the name Daphne Glen reflects both the history of the site and the natural beauty the park is intended to preserve and enjoy; and;

WHEREAS, the City Council finds it appropriate to recognize the property's unique past through the official name of the park.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Canby that the City -owned park located on North Locust Street is hereby officially named "DAPHNE GLEN".

This resolution will take effect on August 5, 2026.

ADOPTED this 5th day of August, 2026, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder



CITY COUNCIL Staff Report

Meeting Date: 8/5/2026

To: The Honorable Mayor Hodson & City Council
Thru: Randy Ealy, Interim City Administrator
From: Maya Benham, Administrative Director/ City Recorder
Agenda Item: Consider **Ordinance No. 1674**: An Ordinance Authorizing the Interim City Administrator to Enter into an Agreement for City Prosecutor Services between City of Canby and Lucy Heil, City Prosecutor. (*First Reading*)
Goal: N/A
Objective: N/A

Summary

Consider Ordinance No. 1674: An Ordinance Authorizing the Interim City Administrator to enter into an agreement for City Prosecutor Services between the City of Canby and Lucy Heil, City Prosecutor.

Background

Ms. Heil has been the Municipal Court City Prosecutor since 2020 and is in good standing. In May, 2025, City Council approved an increase to Ms. Heil's contract to compensate her for the increased workload and to bring her salary consistent with neighboring cities. The Municipal Court dockets have remained full and Ms. Heil continues to spend substantial time supporting the Municipal Court in her prosecutor role.

The City proposes extending Ms. Heil's contract for prosecutor services for an initial term ending June 30, 2029, and a renewal term ending June 30, 2032, **for a potential six-year term with an annual cost of living adjustment of not more than 5% for each year, with a total not-to-exceed amount of \$437,192.95.**

Attachments

Ordinance No. 1674

Exhibit A to Ordinance No. 1674 - City Prosecutor Agreement

Fiscal Impact

The contract would increase to **\$64,275 for July 2026 through June 2027**. This has been placed in the 2026-2027 budget line item.

Options

1. Approve Ordinance No. 1674.
2. Do not approve Ordinance No. 1674.

Proposed Motion

"I move to adopt **Ordinance No. 1674**, An Ordinance Authorizing the Interim City Administrator to Enter into an Agreement for City Prosecutor Services between City of Canby and Lucy Heil, City Prosecutor."

ORDINANCE NO. 1674

AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT FOR CITY PROSECUTOR SERVICES BETWEEN CITY OF CANBY AND LUCY HEIL, CITY PROSECUTOR.

WHEREAS, on September 16, 2020, the City of Canby entered into an agreement with Lucy Heil as City Prosecutor and there have been amendments to the agreement to date;

WHEREAS, in November 2024, Criminal Court returned to Municipal Court with a full case load along with traffic docket;

WHEREAS, in May of 2025, City Council approved an increase to Ms. Heil's contract to compensate for the increased workload of Criminal Court and to bring her salary consistent with neighboring cities; and

WHEREAS, in July 2026, the City of Canby desires to have Ms. Heil continue serving in the capacity as City Prosecutor and to enter into an agreement with Ms. Heil for such services for an initial term ending June 30, 2029, and a potential renewal term ending June 30, 2032, and with an annual cost of living adjustment of not more than 5% for each year within the initial and potential renewal terms.

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

Section 1. The Interim City Administrator is hereby authorized to enter into an agreement with Lucy Heil for city prosecutor services, for an initial term ending June 30, 2029, and a potential renewal term ending June 30, 2032, with a total not-to-exceed amount of \$437,192.95.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, July 15, 2026, ordered posted as required by the Canby City Charter, and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on August 5, 2026, commencing at the hour of 7:00 PM at the Council Chambers located at 222 NE 2nd Avenue, 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 5th day of August, 2026, by the following vote:

YEAS_____ NAYS_____

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

PERSONAL SERVICES AGREEMENT

CITY PROSECUTOR SERVICES

This Agreement is entered into between the City of Canby, a municipal corporation of the State of Oregon (“City”), and Lucy Heil. This Agreement is made effective as of July 1, 2026 (the “Effective Date”). This Agreement may refer to the City and Consultant individually as “Party” or jointly as “Parties.”

RECITALS

WHEREAS, the City requires the services of an Oregon certified professional to provide municipal prosecution services to the City (“Services”); and

WHEREAS, the City desires to contract with the Consultant to provide the Services.

AGREEMENT

NOW THEREFORE, in consideration of the foregoing Recitals incorporated by this reference and the mutual promises contained in this Agreement, City and Consultant agree as follows:

1. Term

The initial term of this Agreement shall be from the Effective Date until June 30, 2029, unless amended or sooner terminated under the provisions of this Agreement. The City may, at its sole discretion, renew this Agreement an additional three-year term upon written notice delivered to Consultant no later than thirty (30) calendars before the expiration of the then-current term. In no event will this Agreement be in effect for past June 30, 2032. Passage of the Agreement’s initial term or renewal term shall not extinguish, prejudice, or limit either party’s right to enforce this Agreement with respect to any default or defect in performance that has not been corrected.

2. Consultant’s Services

The Consultant’s Services and schedule for performance are set forth in Exhibit A. Any conflict between this Agreement and Consultant’s Proposal shall be resolved first in favor of this Agreement. Consultant 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 Consultant personnel shall be properly trained and fully licensed to undertake any activities pursuant to this Agreement, and Consultant shall have all requisite permits, licenses and other authorizations necessary to provide the Services. Consultant’s failure to adhere to the work schedule in Exhibit A is sufficient grounds for the City to terminate this Agreement for breach.

3. Consultant's Identification

Consultant shall furnish to City Consultant's employer identification number, as designated by the Internal Revenue Service, or, if the Internal Revenue Service has designated no employer identification number, Consultant's Social Security number.

4. Compensation

In exchange for the Services, the City shall pay Consultant the following amounts per month:

From July 1, 2026, to June 30, 2027, the City shall pay Consultant \$5,356.25 per month ("Year 1 Amount").

From July 1, 2027, to June 30, 2028 ("Year 2 Amount"), the City shall pay Consultant, per month, the amount equal to the Year 1 Amount increased by the cost-of-living adjustment percentage granted to City management employees on July 1, 2027. Such percentage shall not exceed 5%.

From July 1, 2028, to June 30, 2029 ("Year 3 Amount"), the City shall pay Consultant, per month, the amount equal to the Year 2 Amount increased by the cost-of-living adjustment percentage granted to City management employees on July 1, 2028. Such percentage shall not exceed 5%.

In the event that the City renews this Agreement for a renewal term in accordance with Section 1 of this Agreement, for each year of the renewal term, the City shall pay Consultant, per month, the amount equal to the previous year's amount increased by the cost-of-living adjustment percentage granted to City management employees on July 1 of that year of the renewal term. Such percentage shall not exceed 5%.

In no event shall the Consultant's total fee for the entire initial term and any renewal term of this Contract exceed \$437,192.95.

The City shall pay the Consultant by the end of each month for the current month.

The City shall not pay compensation for any portion of the Services not performed. Payment shall not be considered acceptance or approval of any Services or waiver of any design defects therein. The compensation contemplated in this Section shall constitute full and complete payment for said Services.

Consultant must promptly pay all sums due to subconsultants for services and reimbursable expenses after receiving payment for those services from City.

5. Notice

The Parties designate the following individuals to send and receive any notices required under this Agreement.

For the City:

Maya Benham
222 NE 2nd Avenue
Canby, OR. 97013
benhamm@canbyoregon.gov
503-266-0720

For Consultant:

Lucy Heil
222 NE 2nd Ave
Canby, OR. 97013
heill@canbyoregon.gov
503-975-1164

Each Party shall give the other written notice of any intended change of the individual designated above. Any change to Consultant's individual designated above must be approved by the City, such approval not to be unreasonably withheld.

All notices shall be made in writing and may be given by personal delivery, first class mail or email. Mailed notices shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices shall be deemed given at the time of actual delivery.

6. Project Information

Consultant agrees to promptly share all information related to the Services with the City and to fully cooperate with all corporations, firms, contractors, governmental entities, and persons involved in or associated with the Services. Consultant shall not provide any information, news, or press releases related to the Services to representatives of newspapers, magazines, television and radio stations, or any other news medium without the prior authorization of the City.

7. Duty to Inform

Consultant shall give prompt written notice to the City if, at any time during the performance of this Agreement, Consultant becomes aware of actual or potential problems, faults or defects in the Services, any nonconformity with the Agreement, or with any federal, state, or local law, rule, regulation, decree, or other mandate, or if Consultant has any objection to any decision or order made by City. Any delay or failure on the part of City to provide a written response to Consultant shall constitute neither agreement with nor acquiescence in Consultant's statement or claim and shall not constitute a waiver of any of City's rights.

8. Consultant is Independent Contractor

Consultant is an independent contractor for all purposes and shall be entitled to no compensation other than the compensation expressly provided by this Agreement. Consultant hereby expressly acknowledges and agrees that as an independent contractor, Consultant is not entitled to indemnification by the City or the provision of a defense by the City under the terms of ORS 30.285. This acknowledgment by Consultant shall not affect Consultant's independent ability (or the ability of Consultant's insurer) to assert that the monetary limitations found at ORS 30.272, the immunities listed at ORS 30.265 or other limitations affecting the assertion of any claim under the terms of the Oregon Tort Claims Act (ORS 30.260 to ORS 30.300).

9. Consultant Representations and Warranties

- i. Consultant has the power, authority, ability, skills, and capacity to enter into and perform this Agreement, and when executed and delivered this Agreement shall be a valid and binding obligation of Consultant enforceable in accordance with its terms.
- ii. The Consultant is validly organized and exists in good standing under the laws of the State of Oregon and the Consultant is duly qualified, registered or licensed to do business in good standing in the State of Oregon.
- iii. The execution, delivery and performance of this Agreement and the consummation of the transactions contemplated hereby have been duly authorized by all necessary action and do not and will not (a) require any further consent or approval of the board of directors or any shareholders of the Consultant or any other person which has not been obtained or (b) result in a breach of default under the certificate of incorporation or by-laws of the Consultant or any indenture or loan or credit agreement or other material agreement or instrument to which the Consultant is a party or by which the Consultant's properties and assets may be bound or affected. All such consents and approvals are in full force and effect.
- iv. Consultant is engaged as an independent contractor and will be responsible for any federal, state or local taxes applicable to any payments made under this Agreement.
- v. Consultant is not eligible for any federal social security, unemployment insurance, pension, PERS or workers' compensation benefits from compensation or payments paid to Consultant under this Agreement.
- vi. Consultant is not an employee of the City, any special district, local government, the federal government or the State of Oregon.
- vii. Consultant has complied and will continue to comply with all Oregon laws applicable to the performance of Consultant's obligations under this Agreement.

viii. Consultant has the skill and knowledge possessed by well-informed members of its industry, trade or profession and will apply that skill and knowledge with care and diligence to perform the Services under this Agreement in a professional manner and in accordance with standards prevalent in the Consultant's industry, trade or profession under similar conditions and circumstances.

ix. Consultant has read, understands and agrees to be bound by each of the terms and conditions of this Agreement.

x. Consultant prepared its Proposal for these Services independently from all other proposers, and without collusion, fraud or other dishonesty.

xi. Consultant's Services rendered in the performance of Consultant's obligations under this Agreement are provided to the City free and clear of any and all restrictions on or conditions of use, transfer, modification, or assignment, and are free and clear of any and all liens, claims, mortgages, security interests, liabilities, charges, and encumbrances of any kind.

xii. Upon City's request, Consultant shall provide City with evidence reasonably satisfactory to City confirming the foregoing representations and warranties. The representations and warranties set forth in this section are in addition to, and not in lieu of, any other representations and warranties that Consultant provides.

10. Indemnity

i. The Consultant shall indemnify, defend, and hold the City, its officers, agents, volunteers, and employees harmless from and against any and all claims, actions, proceedings, judgments, losses, injuries, damages, costs, expenses, and liabilities, including court costs and attorney's fees, to the extent they arise out of, or result directly or indirectly from, all other negligent acts or omissions of the Consultant, or any of its subcontractors, subconsultants, suppliers, agents or employees arising in connection with the performance of this Agreement.

ii. The obligations of the indemnifications extended by the Consultant to the City shall survive the termination or expiration of this Agreement.

iii. Except to the extent that the death or bodily injury to persons or damage to property arises out of the fault of Consultant or Consultant's agents, representatives, subcontractors or subconsultants, the indemnities in subsection (i) and (ii) do not require Consultant or Consultant's surety (if any) or insurer to indemnify the City for damage arising out of the death or bodily injury to persons or damage to property caused in whole or in part by the negligence of the City.

11. Insurance

Consultant shall obtain and maintain, throughout the terms of this Agreement, professional liability insurance in the minimum amounts required by applicable law.

12. Work Product

All work produced by the Consultant is the exclusive property of the City. “Work Product” includes but is not limited to, technical drawings, prints, blueprints, schematics, research, reports, computer programs, manuals, drawings, plans, recordings, photographs, artwork and any data or information in any form. The Consultant and the City intend that such Work Product shall be deemed “work made for hire” of which the City shall be deemed the author. If for any reason, a Work Product is deemed not to be a “work made for hire,” the Consultant irrevocably assigns and transfers to the City all right, title and interest in such Work Product, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. Consultant shall obtain such interests and execute all documents necessary to fully vest such rights in the City. Consultant waives all rights relating to Work Product, including any rights arising under 17 USC 106A, or any other rights of authorship, identification or approval, restriction or limitation on use or subsequent modifications. If the Consultant is an architect, the Work Product is the property of the Consultant-Architect, and by executed of this Agreement, the Consultant-Architect grants the City an exclusive an irrevocable license to use that Work Product.

Notwithstanding the above, all pre-existing trademarks, service marks, patents, copyrights, trade secrets, and other proprietary rights of Consultant are and will remain the exclusive property of Consultant.

13. Public Records and Confidentiality

- i. Public Records Requests. Consultant acknowledges that the City is subject to the Oregon Public Records Act and federal law. Third persons may claim that the Consultant Confidential Information that Consultant submitted to the City hereunder may be, by virtue of its possession by the City, a public record and subject to disclosure pursuant to the Oregon Public Records Act. The City’s commitments to maintain certain information confidentially under this Agreement are all subject to the constraints of Oregon and federal laws. All information submitted by Consultant to the City is a public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions for which Consultant requests and meets an exemption from disclosure consistent with federal or Oregon law, in accordance with the process set forth in Section 13.iii. Within the limits and discretion allowed by those laws, the City will make a good faith effort to maintain the confidentiality of information.
- ii. Public Records Retention. The City will retain one (1) copy of any public records for the express purposes of complying with State of Oregon public records and archiving laws.

iii. Confidentiality.

- a. Consultant's Confidential Information. During the term of this Agreement, Consultant may disclose to the City certain Consultant confidential information pertaining to Consultant's business ("Consultant Confidential Information"). Consultant shall be required to mark Consultant Confidential Information CONFIDENTIAL with a restrictive legend or similar marking, together with a written statement describing the material which is requested to remain protected from disclosure and the justification for such request. If Consultant Confidential Information is not clearly marked, or the Consultant Confidential Information cannot be marked with a restrictive legend or similar marking or is disclosed either orally or by visual presentation, Consultant shall identify the Consultant Confidential Information as confidential at the time of disclosure or within a reasonable time thereafter. This Agreement itself shall not be considered Consultant Confidential Information. Consultant Confidential Information does not include information that (1) is or becomes (other than by disclosure by City) publicly known; (2) is furnished by Consultant to others without restrictions similar to those imposed by this Agreement; (3) is rightfully in City's possession without the obligation of nondisclosure prior to the time of its disclosure under this Agreement; (4) is obtained from a source other than Consultant without the obligation of confidentiality, (5) is disclosed with the written consent of Consultant, or; (6) is independently developed by employees or agents of City who can be shown to have had no access to the Consultant Confidential Information. Subject to subsection (i) and (ii), the City shall: (1) limit disclosure of Consultant Confidential Information to those directors, elected and appointed officials, employees, contractors and agents of the City who need to know the Consultant Confidential Information in connection with the Services and who have been informed of confidentiality obligations at least as strict as those contained in this Agreement, and (2) exercise reasonable care to protect the confidentiality of the Consultant Confidential Information, at least to the same degree of care as the City employs with respect to protecting its own proprietary and confidential information.
- b. City's Confidential Information. Any and all information that the City provides to Consultant or its employees or agents in the performance of this Agreement that City designates as confidential (either on the document itself or through related correspondence), as well as all reports and other documents and materials that result from Consultant's use of such information and any other Work Product that City designates as confidential, is deemed to be confidential information of City ("City Confidential Information"). City Confidential Information does not include information that (1) is or becomes (other than by disclosure by Consultant) publicly known; (2) is furnished by City to others without restrictions similar to those imposed by this Agreement; (3) is rightfully in Consultant's possession without the obligation of nondisclosure prior to the time of its disclosure under this Agreement; (4) is obtained from a source other than City without

the obligation of confidentiality, (5) is disclosed with the written consent of City, or; (6) is independently developed by employees or agents of Consultant who can be shown to have had no access to the Confidential Information.

- c. Consultant shall treat as confidential any City Confidential Information that has been made known or available to Consultant or that Consultant has received, learned, heard or observed; or to which Consultant has had access. Consultant shall use City Confidential Information exclusively for the City's benefit in the performance of this Agreement. Except as may be expressly authorized in writing by the City, in no event shall Consultant publish, use, discuss or cause or permit to be disclosed to any other person such City Confidential Information. Consultant shall (1) limit disclosure of the City Confidential Information to those directors, officers, employees, subcontractors, subconsultants and agents of Consultant who need to know the City Confidential Information in connection with the Services and who have agreed in writing to confidentiality obligations at least as strict as those contained in this Agreement, (2) exercise reasonable care to protect the confidentiality of the City Confidential Information, at least to the same degree of care as Consultant employs with respect to protecting its own proprietary and confidential information, and (3) return immediately to the City, upon its request, all materials containing City Confidential Information, in whatever form, that are in Consultant's possession or custody or under its control. Consultant is expressly restricted from and shall not use the intellectual property rights of the City without the City's prior written consent.
- d. Retroactivity. This Section shall apply to all City Confidential Information previously received, learned, observed, known by or made available to Consultant and related to this Agreement.
- e. Survival. Consultant's confidentiality obligations under this Agreement shall survive termination or expiration of this Agreement.
- f. Equitable Relief. Consultant acknowledges that unauthorized disclosure of City Confidential Information will result in irreparable harm to the City. In the event of a breach or threatened breach of this Agreement, the City may obtain injunctive relief prohibiting the breach, in addition to any other appropriate legal or equitable relief. The Parties agree that, notwithstanding any other section of this Agreement, in the event of a breach or a threatened breach of the Agreement's terms related to Confidential Information or intellectual property rights, the non-breaching Party shall be entitled to seek equitable relief to protect its interests, including but not limited to injunctive relief. Nothing stated herein shall be construed to limit any other remedies available to the Parties.
- g. Discovery of Documents. In the event a court of competent jurisdiction

orders the release of Confidential Information submitted by one Party, the other Party will notify the Party whose Confidential Information is being requested to be disclosed of the request. The Party receiving the request shall allow the other Party to participate in the response at its own expense. Each Party will comply with any effective court order.

14. Errors

Consultant shall perform such additional work as may be necessary to correct errors in the work required under this Agreement without undue delays and without additional cost.

15. Changes in Work

Only the City Administrator or individual designated in Section 5 may authorize a change order or extra work. Failure of Consultant to secure written authorization for a change order or extra work shall constitute a waiver of all right to adjustment in the contract price or contract time due to such unauthorized change order or extra work, and Consultant thereafter shall be entitled to no compensation whatsoever for the performance of such work.

16. Early Termination of Agreement

- i. The City may terminate this Agreement for convenience at any time for any reason deemed appropriate in its sole discretion. Termination is effective immediately upon notice of termination given by the City.
- ii. Either party may terminate this Agreement in the event of a material breach by the other party that is not cured. Before termination is permitted, the Party seeking termination shall give the other Party written notice of the breach, its intent to terminate, and thirty (30) calendar days to cure the breach. If the breach is not cured within 30 days, the Party seeking termination may terminate immediately by giving written notice that the Agreement is terminated.

17. Remedies and Payment on Early Termination

- i. If the City terminates pursuant to Section 16(i), the City shall pay the Consultant for Services performed in accordance with the Agreement prior to the termination date. No other costs or loss of anticipated profits shall be paid.
- ii. If the City terminates pursuant to Section 16(ii), the City is entitled all remedies available at law or equity. In addition, Consultant shall pay the City all damages, costs, and sums incurred by the City as a result of the breach.

- iii. If the Consultant justifiably terminates the Agreement pursuant to 16(ii), the Consultant's only remedy is payment for Services performed prior to the termination. No other costs or loss of anticipated profits shall be paid.
- iv. If the City's termination under Section 16(ii) was wrongful, the termination shall be automatically converted to one for convenience, and the Consultant shall be paid as if the Agreement was terminated under Section 16(i).
- v. In the event of early termination, the Consultant's Work Product before the date of termination becomes property of the City.

18. Compliance with Applicable Law

Consultant shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement. Without limiting the generality of the foregoing, Consultant expressly agrees to comply with the following laws, regulations and executive orders to the extent they are applicable to the Agreement: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) ORS Chapter 659, as amended; (ix) all regulations and administrative rules established pursuant to the foregoing laws; and (x) all other applicable requirements of federal, state and municipal civil rights and rehabilitation statutes, rules and regulations. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the Agreement and required by law to be so incorporated.

Certain Oregon laws apply to all public contracts in Oregon. The City's performance under the Agreement is conditioned upon Consultant's compliance with the applicable provisions in Exhibit B – OR Statutorily Required Contract Provisions, which are incorporated herein by this reference.

19. Records and Audits

- i. Records Retention. Consultant shall maintain current financial records in accordance with Generally Accepted Accounting Principles (GAAP). Consultant agrees to maintain and retain and retain all financial records, supporting documents, statistical records and all other records pertinent to this Agreement during the term of this Agreement and for a minimum of six (6) years after the expiration or termination date of this Agreement, for a minimum of six (6) years after all other pending matters in connection with this Agreement are closed, whichever is longer.

- ii. **City Audits.** The City, either directly or through a designated representative, may conduct financial and performance audits of the billings and Services at any time in the course of the Agreement and during the records retention period listed above. Audits shall be conducted in accordance with generally accepted auditing standards as promulgated in Government Auditing Standards by the Comptroller General of the United States Government Accountability Office.
- iii. **Access to Records.** The City may examine, audit and copy Contractor's books, documents, papers, and records relating to this Agreement at any time during the records retention period listed above upon reasonable notice. Copies of applicable records shall be made available upon request. Access to said documents shall be granted within seven (7) days written notice, or such other earlier time as is reasonable under the circumstances.

20. Law of Oregon

This Agreement is governed by the laws of the State of Oregon without reference to its conflict of laws provisions that might otherwise require the application of the law of any other jurisdiction. Any action or suits involving any question arising under this Agreement shall be brought in the appropriate court of Clackamas County, Oregon.

21. Mediation, Trial By Jury, Attorneys' Fees

- i. Should any dispute arise between the Parties to this Agreement it is agreed that such dispute will be submitted to a mediator prior to any litigation, and the Parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and only in the event said mediation efforts fail, through litigation.
- ii. The Parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both Parties. Mediation will be conducted in Canby, Oregon, unless both Parties agree in writing otherwise. Both Parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If a Party requests mediation and the other party fails to respond within ten (10) days, or if the Parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Clackamas County Circuit Court upon the request of either Party.
- iii. Any litigation arising under or as a result of this Agreement shall be tried to the court without a jury.
- iv. In any mediation or litigation arising under this Agreement, each Party shall bear its own fees and costs, including attorney fees.

22. Conflict of Interest

Consultant hereby certifies that it is not a City official/employee or a business with which a City official/employee is associated, and that to the best of its knowledge, Consultant, its employee(s), officer(s) or its director(s) is not a City official/employee or a relative of any City official/employee who: (1) has responsibility in making decisions or ability to influence decision-making on the Agreement or project to which this Agreement pertains; (2) has or will participate in evaluation or management of the Agreement; or (3) has or will have financial benefits in the Agreement. Consultant understands that should it elect to employ any former City official/employee during the term of the Agreement, then that former City official/Consultant employee must comply with applicable government ethics and conflicts of interest provisions in ORS Chapter 244, including but not limited to ORS 244.040(5) and ORS 244.047, and any provisions of the City's Charter, Code, ordinances, or administrative rules.

23. Subcontractors and Subconsultants

The is solely and exclusively responsible to the City for the performance of the Services, notwithstanding any subcontracts that it enters into for the performance of the Services. Consultant shall provide a list of all subcontractors and subconsultants with which Consultant intends to utilize in providing Services. This list shall include such information on their relevant qualifications as may be requested by City. City reserves the right to review and reject the Consultant's use of subcontractors and subconsultants where Owner has a reasonable objection. Consultant shall obtain Owner's written consent prior to entering into any subcontracts for any of the Services required by the Agreement.

24. General Provisions

- i. Successors and Assigns: Each party binds itself, and any partner, successor, executor, administrator or assign to this Agreement.
- ii. Assignment: Consultant shall not assign, sublet or transfer any interest in or duty under this Agreement without the written consent of the City and no assignment shall be of any force or effect whatsoever unless and until the City has so consented. If City agrees to assignment of tasks to a subcontractor or subconsultant, Consultant shall be fully responsible for the acts or omissions of any subcontractors and subconsultants and of all persons employed by them, and neither the approval by City of any subcontractor or subconsultant nor anything contained in this Agreement shall be deemed to create any contractual relation between them and City.
- iii. Severability: In the event any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the validity of the

remaining terms and provisions shall not be affected to the extent that it did not materially affect the intent of the Parties when they entered into the Agreement.

- iv. No Third-Party Beneficiaries: Consultant and City 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 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.
- v. Non-Discrimination: Each Party agrees not to discriminate on the basis of age, citizenship status, color, familial status, gender identity or expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual orientation, and source or level of income in the performance of this Agreement.
- vi. Exclusivity: This is not an exclusive contract, and the City retains the right to contract with other entities or contractors for the same or similar goods or services as provided under this Agreement in the City's sole discretion.
- vii. Amendments: Any modification of the provisions of this Agreement shall be reduced to writing and signed by the Parties. Consultant acknowledges that authority for amendments may be subject to the City's ordinance process.
- viii. Integration: This Agreement and attached Exhibits and Attachments constitutes the entire Agreement between the Parties. There are no understandings, agreements, or representations, oral or written, not specified in this Agreement regarding this Agreement.
- ix. No Waiver: No waiver, consent, modification, or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties. Such waiver, consent, modification, or change if made, shall be effective only in specific instances and for the specific purpose given.
- x. Order of Precedence: Should there be any conflict between the terms of this Agreement and the Consultant's proposed contract terms, scope of work, or any other document provided by the Consultant, this Agreement shall control, and nothing in this Agreement shall be considered as an acceptance of any conflicting terms in the Consultant's Proposal.
- xi. Survival: All provisions in this Agreement, which by their nature should remain in effect beyond termination or expiration of this Agreement, will survive until fulfilled.

- xii. Counterparts; Electronic Signatures: The Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original and such counterparts shall together constitute but one and the same Agreement. The City and Consultant may conduct this transaction, including any amendments, by electronic means, including the use of electronic signatures.
- xiii. Independent Legal Review: The Parties, by the signature of their authorized representatives, acknowledge that they have read this Agreement, have performed an independent legal review, understand it, and agree to be bound by its terms and conditions.

IN WITNESS HEREOF, the Parties hereby cause this Agreement to be executed.

CONSULTANT

CITY OF CANBY

Lucy Heil

Date _____

Randy Ealy, Interim City Administrator

Date _____

Scope of Work – Exhibit A

Prosecuting Attorney shall provide effective and efficient legal representation for all criminal misdemeanors and lawyer-represented violation trials in the Canby Municipal Court at all stages of prosecution to include appeals at the Clackamas County Circuit Court and Municipal Court probation hearings.

The Canby Municipal Prosecutor shall:

- Adhere to City Personnel Policies
- Maintain good standing with the Oregon State Bar and stay up to date with changes in the law
- Communicate regularly with court staff, attorneys and police staff and return phone calls and emails within 48 hours
- Maintain regular office hours at a minimum of Mondays and Thursdays from 9 a.m. to 4 p.m. to provide open communication with police officers, court staff and attorneys. Prosecutor will notify staff when office hours will vary
- Review criminal cases submitted by Canby Police and consult with Canby Police as needed
- Make filing decisions with the Municipal Court and provide decline memos to the primary police officer explaining reasons for not filing charges
- Draft complaints and file with Municipal Court
- Refer potential felonies to Clackamas County District Attorney's Office
- Provide discovery to defense attorneys and respond to motions in a timely manner
- Negotiate plea deals with defense attorneys
- Work collaboratively with other court prosecutors as needed on pending cases
- Attend court sessions and represent the City as Prosecuting Attorney on cases filed in the Municipal Court, including but not limited to court and jury trials, probation violation hearings, diversion violation hearings, arraignments, pre-trial conferences and sentencing
- Determine conflicts of interest and seek waivers or find suitable alternatives
- Represent City of Canby in cases appealed to Clackamas County Circuit Court
- Provide coverage for courtroom appearances during vacation or leave of absence. If coverage is unavailable, provide Municipal Court with 60 days notice of absence.
- Maintain a list of community service options for defendants.

Statutorily Required Public Contracting Provisions - Exhibit B

Consultant shall observe all applicable state and local laws pertaining to public contracts. Pursuant to ORS Chapters 279A, 279B and 279C, which require every public contract to contain certain provisions, and other state law, the following provisions shall be a part of this contract, as applicable. All defined terms in this Attachment shall be interpreted in accordance with Solicitation or Contract Document and the relevant statutory provision. For professional services contracts, Contractor shall be read to mean Consultant, and Subcontractor shall be read to mean subcontractor or subconsultant.

1. ORS 279A.110 (Non-discrimination Certification): Contractor shall certify that Contractor has not discriminated and will not discriminate against a Subcontractor in the awarding of a subcontract because the Subcontractor is a disadvantaged, minority owned, woman owned, veteran owned, or emerging small business enterprise (certified under ORS 200.055.), or a business that is owned or controlled by, or employs a disabled veteran (as defined in ORS 408.225).
2. Pursuant to ORS 279B.220 or 279C.505, as applicable, Contractor shall make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the contract; shall pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract; not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished, and; pay to the Department of Revenue all sums withheld from employees under ORS 316.167.
3. Pursuant to ORS 279B.225, every public contract for lawn and landscape maintenance shall contain a condition requiring the contractor to salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.
4. Pursuant to ORS 279B.230(1) or 279C.530(1), as applicable, Contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of such contractor, of all sums which the contractor agrees to pay for such services and all monies and sums which the contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.
5. Pursuant to ORS 279B.230(2) or 279C.530.(2), as applicable, in every public contract, all subject employers working under the contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.

Personal Services Agreement

6. Pursuant to ORS 279B.235(1) and 279B.020 and ORS 279C.520 and 279C.540 (Hours of Labor, Holidays, and Overtime): Except as otherwise provided in an applicable collective bargaining agreement with a labor organization, Contractor shall not employ and shall require that its Subcontractors not employ any person to perform construction work for more than ten hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where the public policy absolutely requires it, and in such cases, except in cases of Contracts for personal services as defined in ORS 279A.055, the laborer shall be paid at least time and a half pay:
- i. For all overtime in excess of eight hours a day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; and
 - ii. For all overtime in excess of ten hours a day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and
 - iii. For work performed on Saturday and on any legal holiday specified in any applicable collective bargaining agreement or ORS 279C.540(1)(b).
 - iv. The requirement to pay at least time and a half for all overtime worked in excess of 40 hours in any one week shall not apply to individuals who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. Section 201 to 209 from receiving overtime.
 - v. Contractor shall and shall require its Subcontractors to give notice in writing to their employees who work under this Contract, either at the time of hire or before commencement of Work on the Contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.
7. Environmental Laws. Contractor shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
8. Oregon Tax Law Compliance: Contractor must, throughout the duration of this Contract and any extensions, comply with all tax laws of this state and all applicable tax laws of any political subdivision of this state. Contractor (to the best of Contractor's knowledge, after due inquiry), for a period of no fewer than six calendar years preceding the date of this Contract, represents and warrants that it has faithfully has complied with, and will continue to comply with during the term of this Contract: (A) all tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318; (B) any tax provisions imposed by a political subdivision of this state that applied to Contractor, to Contractor's property, operations, receipts, or income, or to Contractor's performance of or compensation for any work performed by Contractor; (C) any tax provisions imposed by a political subdivision of this state that applied to Contractor, or to goods, services, or property, whether tangible or intangible, provided by Contractor; and (D) any rules, regulations, charter provisions, or ordinances that

Personal Services Agreement

implemented or enforced any of the foregoing tax laws or provisions. Failure to comply with this section is a default for which the City may terminate the Contract and seek damages and other relief available under the terms of the Contract or under applicable law.

9. Foreign Contractor. If Contractor is not domiciled in or registered to do business in the state of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Contract. Contractor shall demonstrate its legal capacity to perform these services in the state of Oregon prior to entering into this Contract.
10. Assignment or Transfer Restricted. Unless otherwise provided in the Contract, the Contractor shall not assign, sell, dispose of, or transfer rights, or delegate duties under the Contract, either in whole or in part, without the Contracting Agency's prior Written consent. Unless otherwise agreed by the Contracting Agency in Writing, such consent shall not relieve the Contractor of any obligations under the Contract. Any assignee or transferee shall be considered the agent of the Contractor and be bound to abide by all provisions of the Contract. If the Contracting Agency consents in Writing to an assignment, sale, disposal or transfer of the Contractor's rights or delegation of Contractor's duties, the Contractor and its surety, if any, shall remain liable to the Contracting Agency for complete performance of the Contract as if no such assignment, sale, disposal, transfer or delegation had occurred unless the Contracting Agency otherwise agrees in Writing.



CITY COUNCIL Staff Report

Meeting Date: 8/5/2026

To: The Honorable Mayor Hodson & City Council
Thru: Randy Ealy, Interim City Administrator
From: James Murphy, Police Captain
Agenda Item: Consider **Ordinance No. 1675**: An Ordinance of the City of Canby, Oregon, Amending Title 10 of the Canby Municipal Code to Add Chapter 10.13 Regulating the Operation of Electric Assisted Bicycles, Motor Assisted Scooters or E-Scooters, Electric Personal Assistive Mobility Devices, and Vehicles Manufactured for Off-Road Use and Declaring an Emergency. (*Second Reading*)

Summary

This item is to consider an Ordinance of the City of Canby, Oregon, Amending Title 10 of the Canby Municipal Code to add Chapter 10.13 Regulating the Operation of Electric Assisted Bicycles, Motor Assisted Scooters or E-Scooters, Electric Personal Assistive Mobility Devices, and Vehicles Manufactured for Off-Road Use.

Background

Over the last year, the City of Canby has received a growing number of concerns from residents about the safety of electric assisted bicycles (e-bikes), electric mobility devices and off-road vehicle use in our community. While Oregon law regulates the age of e-bike riders, defines which classes of e-bikes are permitted on public streets and prohibits specific vehicles, there are currently no statewide rules that address rider behavior, unsafe operation, misuses in parks, neighborhoods, city streets, public spaces and parental responsibility of all users.

In addition to these concerns, the City has seen a serious injury and a very serious near accident involving a child on an e-scooter. The surrounding communities have fared worse with some catastrophic injuries to e-bike riders. These incidents further highlight the need for local guidance, safety education and clear expectations for how e-bikes and e-scooters should be operated.

Discussion

To improve safety for all road, trail and park users, the City is proposing an E-Bike Safety Ordinance that establishes clear expectations for e-bike operation within the City of Canby. The ordinance defines permitted and prohibited devices, outlines behaviors that constitute unsafe riding such as excessive speed, loss of control, aggressive operation near pedestrians, stunt riding, improper use of earbuds or mobile devices, and failure to yield to pedestrians and prohibits non-pedal, overpowered electric and gas powered devices on City streets, sidewalks, parks and trails. Violations may result in a civil penalty of up to \$500 and repeat offenders may be cited up to \$1000.

Attachments

Ordinance No. 1675

Exhibit A – Chapter 10.13 – Electric Assisted Bicycles, Electric Micromobility Devices and Prohibited Vehicles

Fiscal Impact

No known financial impact.

Options

To approve Ordinance No. 1675

Do not approve Ordinance No. 1675

Recommendation

Staff recommends Ordinance No. 1675 be approved. If the proposed ordinance is adopted, the City will initiate a multi-month education and outreach campaign. During the rollout period, the City will emphasize education-first, then enforcement, including warnings and opportunities to correct unsafe behavior. This approach maintains a balance between addressing dangerous riding, prohibited riding, improving community safety, and still allowing kids the freedom to have fun, be outside, and enjoy their e-bikes and e-scooters responsibly.

Proposed Motion

"I move to adopt **Ordinance No. 1675**, An Ordinance of the City of Canby, Oregon, Amending Title 10 of the Canby Municipal Code to Add Chapter 10.13 Regulating the Operation of Electric Assisted Bicycles, Motor Assisted Scooters or E-Scooters, Electric Personal Assistive Mobility Devices, and Vehicles Manufactured for Off-Road Use and Declaring an Emergency."

ORDINANCE NO. 1675

AN ORDINANCE OF THE CITY OF CANBY, OREGON, AMENDING TITLE 10 OF THE CANBY MUNICIPAL CODE TO ADD CHAPTER 13.10 REGULATING THE OPERATION OF ELECTRIC ASSISTED BICYCLES, MOTOR ASSISTED SCOOTERS OR E-SCOOTERS, ELECTRIC PERSONAL ASSISTIVE MOBILITY DEVICES, AND VEHICLES MANUFACTURED FOR OFF-ROAD USE; DECLARING AN EMERGENCY.

WHEREAS, the City Council of the City of Canby seeks to promote public safety and ensure the safe use of public streets, sidewalks, bicycle lanes, pathways, parks, and other public property;

WHEREAS, the increased use electric assisted bicycles, motor assisted scooters or e-scooters, electric personal assistive mobility devices, and vehicles manufactured for off-road use has resulted in higher speeds, unsafe operation, and conflicts within shared public spaces, which have created unsafe conditions currently experienced in the City of Canby; and

WHEREAS, the City desires to align local regulations with the Oregon Vehicle Code while establishing reasonable local regulations and enforcement discretion.

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

Section 1. Title 10 of the Canby Municipal Code is amended to add Chapter 13.10 as attached as Exhibit A to this Ordinance and incorporated herein by this reference.

Section 2. In order to protect the public health and safety from the currently unsafe conditions created by the unregulated use of electric assisted bicycles, motor assisted scooters or e-scooters, vehicles manufactured for off-road use, and electric personal assistive mobility devices, the City Council declares an emergency and this Ordinance shall become effective immediately upon its adoption.

Section 3. The Interim City Administrator or designee is authorized to take all administrative actions necessary to fix any formatting, typographical, or scrivener's errors within this Ordinance.

Maya Benham, CMC
City Recorder

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, July 15, 2026, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, August 5, 2026, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

Exhibit A

Chapter 10.13– Electric Assisted Bicycles, Motor Assisted Scooters or E-Scooter, Electric Personal Assistive Mobility Devices, and Vehicles Manufactured for Off-Road Use

10.13.010 Purpose

- A. The purpose of this Chapter is to regulate the operation of electric assisted bicycles, electric personal assistive mobility devices, motor assisted scooters or e-scooters, and vehicles manufactured for off-road use to promote public safety, reduce conflicts in shared public spaces, and protect pedestrians, bicyclists, and other users of the public right-of-way; and
- B. This Chapter is intended to supplement and be consistent with the Oregon Vehicle Code.

10.13.020 Definitions

The following definitions shall apply only to this chapter:

- A. **“Bicycle”** means a vehicle that:
 - 1. Is designed to be operated on the ground on wheels’
 - 2. Has a seat or saddle for use of the rider;
 - 3. Is designed to travel with not more than three wheels in contact with the ground;
 - 4. Is propelled exclusively by human power;
 - 5. Has every wheel more than 14 inches in diameter or two tandem wheels either of which is more than 14 inches in diameter; and
 - 6. Is equipped with pedals.
- B. **“Electric Assisted Bicycle”** means a bicycle that is equipped with an electric motor and that is a Class 1 electric assisted bicycle, a Class 2 electric assisted bicycle, or a Class 3 electric assisted bicycle.
- C. **“E-Bike”** shall mean the same as “Electric Assisted Bicycle.”
- D. **“Class 1 Electric Assisted Bicycle”** means an electric assisted bicycle that provides assistance only when the rider is pedaling and ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.
- E. **“Class 2 Electric Assisted Bicycle”** means an electric assisted bicycle that may be propelled by its motor without a rider pedaling and ceases to provide assistance once the bicycle reaches a speed of 20 miles per hour.
- F. **“Class 3 Electric Assisted Bicycle”** means an electric assisted bicycle that provides assistance only when the rider is pedaling, ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour, and is equipped with a speedometer.
- G. **“Motor assisted scooter or e-scooter”** means a vehicle that:
 - 1. Is designed to be operated on the ground with not more than four wheels;
 - 2. Has a foot support or seat for the operator’s use;

Exhibit A

3. Can be propelled by motor or human propulsion; and
4. Is equipped with a power source that
 - a. On or before December 31, 2026, is incapable of propelling the vehicle at a speed greater than 24 miles per hour on level ground; or
 - b. On or after January 1, 2027, is incapable of propelling the vehicle at a speed of greater than 20 miles per hour on level ground; and
5. If the power source is a combustion engine, has a piston or rotor displacement of 35 cubic centimeters or less regardless of the number of chambers in the power source; or if the power source is electric, has a power output of not more than 1,000 watts.

H. **“Electric personal assistive mobility device”** means a device that:

1. Is self-balancing on two non-tandem wheels;
2. Is designed to transport one person in a standing position; and
3. Has an electric propulsion system.

I. **“Vehicle,”** for the purposes of this chapter, means any device in, upon or by which any person or property is or may be transported or drawn upon a public highway and includes vehicles that are propelled or powered by any means. “Vehicle” does not include a manufactured structure.

J. **“Vehicle Manufactured for Off-Road Use”** means a vehicle that:

1. Does not meet federal motor vehicle safety standards for public roadway operation; and
2. Is capable of traveling faster than 24 mph on level ground; and
3. If the power source is a combustion engine, has a piston or rotor displacement of more than 35 cubic centimeters regardless of the number of chambers in the power source; or
4. If the power source is electric, has a power output of more than 1,000 watts.
5. Examples of “Vehicles Manufactured for Off-Road Use” include, but are not limited to, mini-motorcycles, mini-choppers, pocket bikes, go-karts and all-terrain vehicles.

K. **“Guardian”** means a parent, legal guardian, or person legally responsible for supervising a minor.

Exhibit A

- L. **“Minor”** means any person younger than eighteen (18) years of age.
- M. **“Highway”** means every public way, road, street, thoroughfare and place, including bridges, viaducts and other structures within the boundaries of this state, open, used or intended for use of the general public for vehicles or vehicular traffic as a matter of right.

10.13.030 General Operating Regulations

- A. A person shall not operate an electric assisted bicycle, motor assisted scooter or e-scooter, or electric personal assistive mobility device:
 - 1. While carrying more persons on the device than the number for which it is designed; or
 - 2. On a sidewalk or other public property that is designated for pedestrian use.
- B. A person may operate an electric assisted bicycle, motor assisted scooter or e-scooter, or electric personal assistive mobility device in City-owned parks. In addition to this chapter, such operation shall be subject additional regulations applicable to each City-owned park. Additional regulations shall establish the maximum speed of operation; location of operation within the park; and shall identify the specific vehicles and, if applicable, class of vehicles that may be operated in the park. The City Administrator shall have authority to establish these regulations. These regulations shall be posted at each City-owned park.
- C. Age Restrictions
 - 1. Until January 1, 2027, no person under sixteen (16) years of age shall operate any electric assisted bicycle or motor assisted scooter or e-scooter within the City of Canby.
 - 2. Beginning January 1, 2027, a person may operate a Class 1 electric assisted bicycle or a Class 2 electric assisted bicycle within the City of Canby if the person is participating in a bicycle safety program as described in ORS 802.325. Otherwise, a person may only operate the following within the City of Canby:
 - a. A Class 1 electric assisted bicycle if they are 14 years of age or older; or
 - b. A Class 2 electric assisted bicycle if they are 16 years of age or older; or
 - c. A Class 3 electric assisted bicycle if they are 16 years of age or older.
 - 3. Beginning January 1, 2027, a person may operate a motor assisted sooter or an e-scooter if the person is fourteen (14) years of age or older.
- D. All minors must wear protective headgear of a type approved under state law when operating an electric assisted bicycle, motor assisted scooter or e-scooter, or electric personal assistive mobility device on a highway or on any premises open to the public.

Exhibit A

1. This requirement does not apply when wearing protective headgear would violate a religious belief or practice of the person.
- E. A person shall not operate an electric assisted bicycle, motor assisted scooter or e-scooter, or electric personal assistive mobility device on any portion of a highway that is not a bicycle lane or bicycle path when a bicycle lane or bicycle path is adjacent to or near the roadway.
- F. Notwithstanding section D, above, a person may operate an electric assisted bicycle, motor assisted scooter or e-scooter, or electric personal assistive mobility device on a highway for any of the purposes listed below as long as that person then immediately returns to or enters a bicycle lane or path. A person must comply with all regulations applicable to motor vehicles when operating an electric assisted bicycle, motor assisted scooter or e-scooter, or electric personal assistive mobility device on a highway under this section.
 1. Overtaking and passing another bicycle, a vehicle, or a pedestrian that is in the bicycle lane or path because passage cannot safely be made in the lane or path.
 2. Preparing to execute a left turn at an intersection or into a private road or driveway.
 3. Avoiding debris or other hazardous conditions.
 4. Preparing to execute a right turn where a right turn is authorized.
 5. Continuing straight at an intersection where the bicycle lane or path is to the right of a lane from which a motor vehicle must turn right.
- G. A person shall not operate electric assisted bicycle, motor assisted scooter or e-scooter, or electric personal assistive mobility device to overtake or pass another person:
 1. Without providing an audible warning; or
 2. On the right, unless overtaking or passing the other person on the left would be unsafe due to debris, road conditions, or some other similar obstacle.

10.13.040 Reckless or Careless Operation

- A. A person shall not operate an electric assisted bicycle, motor assisted scooter or e-scooter, electric personal assistive mobility device, or vehicle manufactured for off-road use in a careless or reckless manner. A careless or reckless manner includes, but is not limited to:
 1. Stunt riding such as wheelies, riding on handlebars, jumping, trick riding, or other similar conduct;

Exhibit A

2. Moving between the bicycle lane, bicycle path, roadway, and/or sidewalk quickly, unpredictably, or without providing a visual or audible signal;
3. Using a mobile device or wearing devices that hinder the ability to hear road noises such as earbuds, earphones, headphones, or headsets in both ears;
4. Attempting to elude law enforcement or community services officers;
5. Operating an electric assisted bicycle, motor assisted scooter or e-scooter, electric personal assistive mobility device, or vehicle manufactured for off-road use while under the influence of intoxicants; or
6. Other similar conduct that endangers or would be likely to endanger any person or property.

- B. No person shall operate a vehicle manufactured for off-road use on any highway, public street, sidewalk, bicycle lane, pathway, trail, boardwalk, park, or other public property within the City.

10.13.050 Violations

- A. Any person who violates or fails to comply with the provisions of this chapter or any posted regulations established by the City Administrator or designee under Section 10.13.030(B) commits a violation of this chapter and is subject to the penalties set forth in Section 10.13.060, below.
- B. Any person who is the guardian of a minor and such minor violates or fails to comply with Section 10.13.030, Section 10.13.040, or any posted regulations established by the City Administrator or designee under Section 10.13.030(B) commits a violation of this chapter and is subject to the penalties set forth in Section 10.13.060, below.

10.13.060 Penalty

- A. A violation of this chapter is punishable by a fine as follows:
1. Any person who violates Section 10.13.030 of this chapter shall be subject to a fine in the amount of \$250.00. Any subsequent violation of Section 10.13.030 within twelve months of the initial violation of Section 10.13.030 or within twelve months of any subsequent violation of Section 10.13.030 shall be subject to a fine in the amount of \$500.00.
 2. Any person who violates Section 10.13.040 of this chapter shall be subject to a fine in the amount of \$500.00. Any subsequent violation of Section 10.13.040 within twelve months

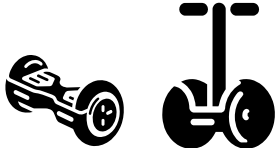
Exhibit A

of the initial violation of Section 10.13.040 or within twelve months of any subsequent violation of Section 10.13.030 shall be subject to a fine in the amount of \$1,000.00.

- B. If a minor of 11 years of age or younger violates or fails to comply with Section 10.13.030 or Section 10.13.040, then only the guardian of such minor shall be subject to a penalty for the violation of Section 10.13.050(B). The minor shall not be subject to a penalty for the minor's violation of or failure to comply with Section 10.13.030 or Section 10.13.040. The penalty for the guardian's violation of Section 10.13.050(B) shall be in the amount established by Section 10.13.060(A) based on whether the minor violated or failed to comply with Section 10.13.030 or Section 10.13.040.
- C. If a minor of at least 12 years of age violates or fails to comply Section 10.13.030 or Section 10.13.040, then either the guardian of such minor shall be subject to a penalty for the violation of Section 10.13.050(B) or the minor shall be subject to a penalty for the minor's violation of or failure to comply with Section 10.13.030 or Section 10.13.040. In no event will both the minor and the guardian be subject to a penalty. If the guardian is subject to a penalty for the violation of Section 10.13.050(B), then the penalty shall be in the amount established by Section 10.13.060(A) based on whether the minor violated or failed to comply with Section 10.13.030 or Section 10.13.040. If the minor is subject to a penalty for the minor's violation of or failure to comply with Section 10.13.030 or Section 10.13.040, then the amount of the penalty shall be as established in Section 10.13.060(A).
- D. Nothing in this chapter shall be construed as limiting any judicial remedies that the city may have at law or in equity for enforcement of this code.

OREGON MICROMOBILITY, MOPED, AND MINI MOTORCYCLE GUIDE

Device	Definition	Overview of Regulations	ORS Reference
 Bicycle	A vehicle that: - Is designed to be operated on the ground on wheels; - Has a seat or saddle for use of the rider; - Is designed to travel with not more than three wheels in contact with the ground; - Is propelled exclusively by human power; - Has every wheel more than 14 inches in diameter or two tandem wheels either of which is more than 14 inches in diameter; and - Is equipped with pedals.	- Helmet required for people under 16 unless doing so violates religious beliefs. - May operate on a bicycle lane or path, or in a crosswalk. - May operate on a sidewalk but must give audible warning when overtaking a pedestrian and must yield right of way to all pedestrians. - Approved lighting must be used when operating under limited visibility.	801.150 (Definition) 801.608 (Vulnerable user) 807.020 (License exemption) 814.400 (Rights and duties) 814.410 (Sidewalk use) 814.420 (Bike lane use) 814.440 (Signaling turns) 814.485 (Helmets) 814.487 (Helmet exemption) 815.280 (Equipment)
 Electric Assisted Bicycle (E-bike)	A bicycle that is: - Equipped with an electric motor and that is a Class 1, Class 2, or Class 3 electric assisted bicycle. - Class 1: Provides assistance only when the rider is pedaling and ceases to provide assistance when the bicycle reaches the speed of 20 MPH. - Class 2: May be propelled by its motor without a rider pedaling and ceases to provide assistance once the bicycle reaches a speed of 20 MPH. - Class 3: Provides assistance only when the rider is pedaling, ceases to provide assistance when the bicycle reaches the speed of 28 MPH, and is equipped with a speedometer. Note: Gas assisted bicycles are considered mopeds.	- Must be at least 16 to operate. - Protective headgear is recommended unless doing so violates religious beliefs. - May not operate on a sidewalk. - Approved lighting must be used when operating under limited visibility.	801.258 (Definition) 801.608 (Vulnerable user) 807.020 (License exemption) 814.400 (Rights and duties) 814.405 (E-bike status) 814.410 (Sidewalk use) 814.420 (Bike lane use) 814.440 (Signaling turns) 814.485 (Helmets) 814.487 (Helmet exemption) 815.280 (Equipment)
 Motor Assisted Scooter	A vehicle that: - Is designed to be operated on the ground with up to four wheels and has a foot support or seat for the operator's use; - Can be propelled by motor OR human propulsion; - Is equipped with a power source that maxes out at 24 MPH on level ground, and: - If gas-powered, has a max displacement of 35 cc. - If electric, has a max output of 1,000 watts.	- Must be at least 16 to operate. - May not exceed 15 MPH. - Must wear protective headgear unless doing so violates religious beliefs. - Passengers not allowed. - Approved lighting must be used when operating under limited visibility. - Must use bicycle lane or path if bicycle lane or path is near the roadway and use is not prohibited by local laws. May ride on sidewalk to enter or leave adjacent property. - Must walk motor assisted scooter in crosswalk. (Does not apply to person with a disability.) - Use may be restricted by local jurisdictions.	801.348 (Definition) 801.608 (Vulnerable user) 807.020 (License exemption) 811.440 (Bike lane use) 814.510 (Rights and duties) 814.512 (Age, speed) 814.514 (bike lane use) 814.518 (Highway use) 814.520 (Lane use) 814.522 (Signaling turns) 814.524 (Sidewalk use) 814.526 (Bike lane/audible warning) 814.528 (Crosswalk use) 814.530 (Passengers) 814.534 (Helmet req.) 815.283 (Lights)
 Motorized Wheelchair	Not defined in Oregon Vehicle Code.	- Motorized wheelchair may be operated on a bike lane or path. - Lighting equipment required when operated in a bike lane or path under limited visibility.	811.440 (Bike lane use) 814.500 (Rights and duties) 815.282 (Lights)

Device	Definition	Overview of Regulations	ORS Reference
 Electric Personal Assistive Devices	A device that: - Is self-balancing on two non-tandem wheels; - Is designed to transport one person in a standing position; - Has an electric propulsion system; and - Has a maximum speed of 15 MPH.	- Must be at least 16 to operate. - May not exceed 15 MPH. - May operate on a bicycle lane or path. - May operate on a sidewalk but must give audible warning when overtaking a pedestrian and must yield right of way to all pedestrians. - Use may be limited by local jurisdictions. - Approved lighting must be used when operating under limited visibility.	801.259 (Definition) 811.440 (Bike lane use) 814.550 (Application of laws) 814.552 (Speed, use) 814.554 (Local govt.) 815.284 (Lights)
 Skateboard, E-skateboard	Not defined in Oregon Vehicle Code.	Helmet required for people under 16.	801.608 (Vulnerable user) 814.600 (Helmet req.)
 One-Wheeled Devices	Not defined in Oregon Vehicle Code.	No regulations are listed as these devices are not defined in Oregon Vehicle Code.	N/A
 Moped	A vehicle that: - Is designed to be operated on the ground with no more than three wheels, - Has a seat or saddle for operator use; - Is equipped with an independent power source that - Maxes out at 30 MPH on level ground, and - If gas-powered, has a displacement of 35.01 to 50cc. - Has an automatic power drive and does not require clutching or shifting. Note: If the vehicle exceeds either maximum capable speed or engine size, it is a motorcycle.	- Requires registration and insurance to operate on public roadways and premises open to the public. - Requires a driver license to operate (but not a motorcycle endorsement). - Motorcycle helmet required. - Headlights required. - May operate in a bike lane only if exclusively powered by human power. - Passengers not allowed.	801.345 (Definition) 801.608 (Vulnerable user) 803.420 (Registration) 807.010 (License) 811.440 (Bike lane use) 814.200 (Unlawful use) 814.260 (Helmet req.) 814.310 (Alterations) 814.320 (Lights) 814.330 (Passengers)
 Pocket Bike, Mini Motorcycle	Not defined in Oregon Vehicle Code. Note: These do not fall under the definition of motor assisted scooters because the engine is more than 35 cc and can go faster than 24 mph on level ground. These also do not fall under the definition of a motorcycle or moped because they do not meet federal safety standards.	- No regulations are listed as these are not legal to operate on highways or premises open to the public. - May operate only on private property with owner's permission.	N/A

ORDINANCE 1675

Electric Assisted Bicycles, Motor Assisted Scooters or E-Scooter, Electric Personal Assistive Mobility Devices, and Vehicles Manufactured for Off-Road Use

FOR QUESTIONS & INPUT, CONTACT: ebikes@canbypolice.com

> Operating Regulations

Ord. 1675 regulates unlawful operation including carrying more passengers than the device was designed for.

Riders may not operate on sidewalks, park boardwalks, or other public property designated for pedestrians.

> Careless/Reckless

Prohibited careless/reckless behaviors include stunts; moving between bike path and roadway without visual or audible signals; using mobile devices or wearing devices that hinder ability to hear road noise; eluding law enforcement; or while under the influence.

> Age Requirements

Until January 1, 2027, no person under 16 shall operate any electric assisted bicycle or motor assisted scooter or e-scooter within the City of Canby.

After January 1, 2027, rules vary depending on age and electric assisted bicycle classification.

> Penalties

Penalties start at \$250, and subsequent violations may increase to \$1000. Careless and/or reckless behavior penalties start at \$500.

For minors, guardians are subject to the penalty.



PURPOSE

Promote public safety, reduce conflicts in shared public spaces, and protect pedestrians, bicyclists, and other users of public rights-of-way through the regulation of electric assisted bicycles, electric personal assistive mobility devices, motor assisted scooters or e-scooter, and vehicles manufactured for off-road use.

Questions and answers from E-bike Sharing

1. Councilor Maldonado asked what citing children would entail since they cannot be cited monetarily.

Captain Murphy stated that depending upon the age, it could be a referral to the Juvenile Department which usually results in a presumptive diversion for the violation.

2. Councilor Maldonado asked what classification is intended with E-bikes being addressed since he knows most of the ones being talked about look like dirt bikes.

Captain Murphy responded to the definitions given. Without pedals, the definitions for a vehicle manufactured for off-road use puts it into the category of an electric motorcycle, which has no authorization for use on roadways in the State of Oregon.

Bicycles fall into one of three categories: Class 1, Class 2, or Class 3. The vehicle code will determine what ages are appropriate for the use within each category. City definitions will mirror the definition per the Oregon vehicle code. Class 1, starting January 2027, will be 14 years of age and up. Class 2 and 3 will be 16 years and up. Scooter will be 14 and up.

3. Councilor Stearns asked if the regular bicycles will be classified differently (i.e., motorized/non-motorized).

Captain Murphy stated the Oregon Vehicle Code classifies E-bikes different based speed and maintainable speed. Some devices can get up to 28 mph, which is very fast on a platform close to the ground. Compounding the fact that most are not experienced drivers, don't have any driver's education, and don't understand the rules of the road or the physics of vehicle operation, presents the challenges seen today. The need for reform is based on youth who aren't yielding to stop signs, not giving notification for turns, and not riding on the right side of the roadway.

4. Councilor Stearns asked how often motorized bicycles have been cited.

Interim Chief Gonzalez stated the parents of the 11-year-old girl who crashed into a truck were issued a citation. He also mentioned that since there are a lot of kids using motorized bikes, and many times in groups, it is creating a hazard for them and others. He stated education of both the kids and the parents will help to prevent serious accidents.

5. Councilor Stearns asked how it affects the Logging Trail.

Captain Murphy responded that the Logging Trail is a park with both pedestrian and bicycle use on the trail. He believes "park boardwalk" could be applicable, and that using the motorized bikes on the rough edge of the trail, leaving the paved, clear portion for pedestrians.

6. Councilor Maldonado asked what the plan is for citing and education.

Captain Murphy said education is the first goal, but egregious actions would be cited after the Ordinance is passed. There are plans to push out education via City Council meetings,

school resource officers, placing it on social media and the police website. Interim Chief Gonzalez added that community engagement events will be another avenue for education (Grill & Chill, Rodeo, etc.).

7. Councilor Stearns asked about designating specific uses to the Logging Trail and removing bicycles on sidewalks.

The Logging Trail is designated as a park and already has signage about not allowing motorized vehicles. Councilor Waterman mentioned pedal assist allows the aging or those who have disabilities to ride a bike. Clarification with pedal-assisted E-bikes could help clarify the law for the public. Interim Chief Gonzalez said they are looking for erratic behavior and speeding. He also mentioned the need to allow E-bikes to allow elderly couples who want to bike together and allowing the need for a pedal-assist E-bike to enjoy riding together. It was also mentioned the purpose of the laws are not to impede on the enjoyment of life.



CITY COUNCIL Staff Report

Meeting Date: 8/5/2026

To: The Honorable Mayor Hodson & City Council
Thru: Randy Ealy, Interim City Administrator
From: Emily Guimont, City Attorney
Agenda Item: Consider Resolution No. 1469: A Resolution Repealing the Canby City Council's Policies & Operating Guidelines Adopted in November of 2025 and Adopting an Updated Version in August of 2026.
Goal: Enhance Engagement and Communications that Represents Broad Perspectives
Objective: Update Council Policies and Guidelines

Summary

This item is to consider Resolution No. 1469: A Resolution Repealing the Canby City Council's Policies & Operating Guidelines Adopted in November of 2025 and Adopting an Updated Version in August of 2026. The Subcommittee consisted of Councilor Jason Padden, Councilor Jim Davis, and Council President Traci Hensley. Staff consisted of Emily Guimont, City Attorney, and Maya Benham, Administrative Director/ City Recorder.

Background

The City Council Policies and Operating Guidelines were last adopted in November of 2025. There have been a few minor updates needed since adopting the 2025 version, Resolution No. 1448A.

The following is a brief summary of the proposed updates:

Chapter 1 – General Governance

- o City Attorney. The City Attorney shall substantively review all of the following items prior to their presentation to the Council: **All contracts presented to the Council for approval. All legislative land use decisions. Any appeals to be heard and decided by the Council. Any other item requested by the City Council or the City Administrator.** Per subcommittee, there was discussion of substantive review versus approved as to form and legal sufficiency.
- o Order of Business. Reordered the agenda language and made some items of business "as needed". Public Hearings is listed before Ordinances and Resolutions, Appointments are a subset under Consent Agenda, as needed, Slate of Ordinances is a subset under Ordinances and Resolutions for second readings, City Administrator Business and Staff Reports is listed before Mayor's Business.

Chapter 2 – Meeting Time, Location, and Frequency

- o Attendance. Added in Absence notification language. Members of the Council shall notify the Presiding Officer and City Recorder if they will be unable to attend any meetings or if they need to attend virtually. **Notice must be given at least 24 hours in advance of the meeting**, except in situations where 24 hours' advance notice is not possible.

Chapter 3 – Ordinances and Resolutions

- o Preparation and Introduction. Added in approved as to form language. All Ordinances shall, before presentation to the Council, been reviewed and approved as to form by the city attorney, or the City's legal counsel.
- o Method of Adoption. Revised section title.

Chapter 4 – Minutes

- o Generally. Added language to section.

2025 – 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.

2026 – Minutes of the Council's meetings shall be composed of written minutes and the audio and video recordings of the meetings, except in the case of executive sessions whose minutes shall only be written. The City Recorder shall maintain an electronic copy of the minutes in accordance with state law.

Chapter 8 – Ethics, Decorum, Outside Statements

- o Statements to the Media and Other Organizations

2026 – Rephrased language in this section, rephrased to add city employee to the list.

Representing City. The Council may authorize the Mayor, a member of the Council, or a City employee to appear before another governmental agency, the media, or an organization to give a statement on a matter as a representative of the Council. If so authorized, the Mayor, member of Council, or City employee must only state the official position of the Council that has been approved by a majority of the Council.

Personal Opinions. If the Mayor or a member of the Council appears before a governmental agency, the media, or an organization to give a statement on a matter without the Council's authorization, then the Mayor or member of the Council gives such statement in their personal capacity, not as a representative of the City, and such statement shall not be attributed to the Council. The Mayor or member of Council must clearly state that they are expressing their own opinion in their personal capacity and not the opinion of the Council before giving their statement.

Attachments

Resolution No. 1469

Exhibit A – The proposed new Policies & Operating Guidelines

Fiscal Impact

None

Options

To adopt Resolution No. 1469, repealing the Policies & Operating Guidelines adopted in November of 2025, and adopting the new Policies & Operating Guidelines, attached as Exhibit A to the Resolution.

Do not adopt Resolution No. 1469, repealing the Policies & Operating Guidelines adopted in November of 2025, and adopting the new Policies & Operating Guidelines, attached as Exhibit A to the Resolution.

Recommendation

Staff recommends repealing the Policies & Operating Guidelines adopted in November of 2025, and adopting the new Policies & Operating Guidelines, attached as Exhibit A to the Resolution.

Proposed Motion

"I move to approve Resolution No. 1469, a Resolution Repealing the Canby City Council's Policies &

RESOLUTION NO. 1469

A RESOLUTION REPEALING THE CANBY CITY COUNCIL’S POLICIES & OPERATING GUIDELINES ADOPTED IN NOVEMBER OF 2025 AND ADOPTING AN UPDATED VERSION OF NEW POLICIES & OPERATING GUIDELINES IN AUGUST OF 2026.

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 November of 2025;

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 November of 2025 and adopt the new Policies & Operating Guidelines.

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 November of 2025.
2. The City Council adopts the Policies & Operating Guidelines, 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, 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.

ADOPTED this 5th day of August, 2026, 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. The city attorney shall substantively review all of the following items prior to their presentation to the Council:
 - 1. All contracts presented to the Council for approval.
 - 2. All legislative land use decisions.
 - 3. Any appeals to be heard and decided by the Council.
 - 4. Any other item so requested by the Council or the City Administrator.

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. Consent Agenda.

a. Appointments, as needed.

7. Public Hearings, as needed.

8. Ordinances and Resolutions.

a. Slate of Ordinances

9. Other Business.

10. City Administrator Business & Staff Reports.

11. Mayor's Business.

12. Councilor Comments & Liaison Reports.

13. Citizen Input, Public Comment on Non-Agenda Items, & Community Announcements.

14. Action Review.

15. Adjournment.

B. 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.

C. 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.

D. 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.

E. 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.

F. 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 of public comment shall be used to comment on any issue of City business.
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.
- G. 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.

H. Ordinances and Resolutions – See Chapter 3

I. 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).

J. 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 shall notify the presiding officer and city recorder if they will be unable to attend any meetings or if they need to attend virtually. Notice must be given at least 24 hours in advance of the meeting, except in situations where 24 hours' advance notice is not possible. 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 reviewed and approved as to form 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. Method of Adoption.

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.

4. Except as otherwise provided by this section, each ordinance that was unanimously approved at its first reading shall, for its second reading, be placed on a slate of ordinances that shall be approved by the Council as a group through a single motion and vote to approve. When the Council votes to approve a slate of ordinances, the City Recorder shall call the role and enter the ayes, nays, and abstentions in the record.
5. Any member of Council, the Mayor, the City Administrator, or the City Attorney may object to the inclusion of an ordinance on the slate of ordinances. In the event of an objection, the ordinance shall be removed from the slate of ordinances and shall be considered separately from the slate of ordinances. Ordinances to be considered separately shall be read by title only unless any person present requests to have the ordinance or any part thereof read in full.
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 reviewed and approved as to form 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. Method of Adoption.

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. Minutes of the Council's meetings shall be composed of written minutes and the audio and video recordings of the meetings, except in the case of executive sessions whose minutes shall only be written. The City Recorder shall maintain an electronic copy of the minutes in accordance with state law.

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. The Council may authorize the Mayor, a member of the Council, or a City employee to appear before another governmental agency, the media, or an organization to give a statement on a matter as a representative of the Council. If so authorized, the Mayor, member of Council, or City employee must only state the official position of the Council that has been approved by a majority of the Council.
 - B. Personal Opinions. If the Mayor or a member of the Council appears before a

governmental agency, the media, or an organization to give a statement on a matter without the Council's authorization, then the Mayor or member of the Council gives such statement in their personal capacity, not as a representative of the City, and such statement shall not be attributed to the Council. The Mayor or member of Council must clearly state that they are expressing their own opinion in their personal capacity and not the opinion of the Council 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: 8/5/2026

To: The Honorable Mayor Hodson & City Council
Thru: Randy Ealy, Interim City Administrator
From: Don Hardy, Planning Director
Agenda Item: Middle Housing Oregon Home Rule Changes

Summary

The Oregon Land Conservation and Development department is proposing changes to allowed housing within cities in Oregon, called Middle Housing Oregon Home (MHOR). These changes would be to the Oregon Administrative Rules (OAR chapter 660, division 47). These changes override Canby development standards such as setbacks and allowed residential density.

Background

The Land Conservation and Development Commission (commission) met Wednesday, July 29, and held a public hearing for the Middle Housing Oregon Homes Rulemaking project. The commission, after reviewing the significant verbal and written public comment, decided to continue the public comment period until the close of their next hearing on August 27, 2026.

The commission's next business meeting will be August 27 to 28, 2026.

- Comments received by 5 p.m. on Friday August 7 will be considered by staff in the next draft and addressed in the August staff report.
- The overall comment period will remain open until the close of the hearing on August 27.
- All comments received during the public comment period will be shared with the commission.

Discussion

As with many other cities, staff has significant concerns regarding the adoption of proposed administrative rules. Staff is recommending that the Mayor sign the attached letter of objection.

Attachments

Draft letter for the Mayor's signature

Fiscal Impact

Adoption of the proposed administrative rules are anticipated to result in more staff work for the development services department, but it is not possible to provide a full estimate of the amount of work until all the changes are approved.

Options

Approve or modify the letter to the Land Conservation and Development Commission

Recommendation

Staff is recommending that the Mayor sign the attached letter or objection to the proposed administrative rules.

Proposed Motion

"I move to approve the Mayor to sign the letter to the Land Conservation and Development Commission objecting to the proposed administrative rule changes."



City of Canby

222 NE 2nd Avenue, Canby OR 97013
www.CanbyOregon.gov | 503.266.4021

July 30, 2026

Chair Allan Lazo
Land Conservation and Development Commission
635 Capitol St., Ste. 150
Salem, OR 97301

Delivered Via E-Mail: housing.dlcd@dlcd.oregon.gov

RE: City of Canby Comments in Opposition to Draft Rules for Middle Housing Oregon Homes (MHOR) Phase One

Dear Chair Lazo and Members of the Land Conservation and Development Commission:

Thank you for the opportunity to comment on the proposed Middle Housing Oregon Homes (MHOR) Phase One rules. The City of Canby supports the State of Oregon and its goal of producing more housing availability. We are actively advancing our efforts in this goal through our recent code changes, Comprehensive Plan Update, and upcoming UGB expansion.

Nevertheless, the City opposes adoption of proposed OAR chapter 660, division 47 as drafted. We believe that the Proposal goes beyond making state-approved building plans easier to use, and instead creates a separate statewide land-use entitlement that can displace acknowledged local plans and development standards and bypasses local review processes that are intended to preserve the identity goals and policies of the City. Canby's objection is not to middle housing or permit-ready plans; it is to a one size fits all approval pathway regardless of city size and urban character that removes community input and local planning in favor of a simplified approach that we believe has not been shown to reduce housing costs or increase availability.

Circumvention of Local Zoning, Density, and Community Planning

The proposed definition of an "Oregon Homes Development" includes a multi-family definition with seven to 11 units. An eligible "Oregon Homes Lot" may be any qualifying vacant lot from 1,500 to 20,000 square feet within an urban growth boundary and zoned for residential use. Proposed OAR 660-047-0020 would require a local government to approve such a project "notwithstanding any comprehensive plan or land use regulations or statewide land use planning goals" if the limited state standards are met.

The practical effect in Canby is significant. The City's published R-1 standards both provide for duplexes and middle housing and identify a 7,000-square-foot minimum lot and a 20-foot street yard on the side containing a driveway to be consistent with existing development, character, and interests in our community. Under division 47, an otherwise eligible vacant 7,000-square-foot lot in a neighborhood planned for low-density and/or middle housing could become

eligible for an 11-unit apartment building subject to a five-foot setback and a required approval of up to a 10 percent variation from that setback. Currently, Middle Housing code and mandatory adjustments get close to this number without the disruption to character or community interest.

That is a de-facto upzoning accomplished without the public input normally required to amend Canby's (or any cities) zoning. Proposed OAR 660-047-0020(6) expressly prohibits public notice or a hearing, which directly contradicts Statewide Goal 1, Citizen Involvement; a goal that is a defining factor of our state planning philosophy and is key to maintaining public interest and trust in local government. This is especially concerning after Canby residents, property owners, the Planning Commission, and the City Council invested substantial time in a recent locally tailored comprehensive planning process. Ignoring or purposefully avoiding this process with the goal of development speed will undoubtedly result in reduced confidence and trust of the public that the city serves in a time where public confidence in government is already reduced.

Local Context, Infrastructure, and Safe Site Design

The proposed five-foot setback on all sides does not account for the variety of street cross-sections, utility corridors, driveway configurations, and future right-of-way needs in Canby. Where a parking pad or a garage is proposed, a five-foot setback can leave inadequate room for safe vehicle maneuvering, including that for emergency vehicles, and pedestrian visibility. In cases where off-street parking is not provided, as the draft rules allow, a seven- to 11-unit project would place new demand on limited curb space without allowing the City to apply its ordinary parking and access framework which is based on commonly adopted safety and access requirements seen throughout the state and country.

Although proposed OAR 660-047-0020(7) preserves some application of public facilities plans, engineering plans, and traffic-impact requirements, that provision does not cure the conflict. Water, sanitary sewer, stormwater, transportation, utilities, fire access, and frontage improvements must be coordinated with building placement and site design. Mandating the entitlement and footprint while sharply limiting local siting standards risks moving conflicts to later engineering and building-review stages rather than eliminating them.

The Fiscal and Evidentiary Record Does Not Support the Proposed Preemption

The Notice of Proposed Rulemaking predicts that the program may reduce local review costs, calls the local fiscal impact negligible or modest, and states that outside assistance should not be necessary. Those conclusions do not account for the cost of creating and maintaining a second approval pathway, updating forms and permit software, training time and materials for planning, engineering, building, and code-compliance staff, coordinating eligibility and demolition history, or administering later alterations to Oregon Homes projects. While this may not greatly impact a city like Portland or Salem, small to medium cities like Canby have limited capacity to take on continual updates and regulations, further slowing down development and review.

The State's July 2026 Local Residential Development Process Improvement Study points in the opposite direction on local capacity. It identifies repeated code and procedure changes, staff training, and new applicant materials as burdens on already constrained local resources. The study's permitting appendix also cautions that its samples are uneven and are not statewide

estimates; among other limitations, its state-system multifamily sample contained only 12 permits from one jurisdiction, and available data could not consistently separate local-review time from applicant-response time.

The feasibility appendix is expressly illustrative and does not estimate feasibility for any specific parcel or jurisdiction. It supports improving clarity, coordination, and review timing, but it does not establish that overriding local density, setbacks, lot coverage, design, and public participation is necessary to obtain those benefits. The Notice itself describes the anticipated affordability gains as slight or marginal and acknowledges uncertainty about how many developers will use the program. The administrative and neighborhood impacts are concrete; the claimed affordability outcome is not assured.

Long-Term Implementation and Code-Compliance Challenges

Division 47 would operate as an overlay in addition to Canby's existing zoning, middle-housing, building, public-works, and land-division procedures. Staff would have to track lot eligibility, vacancy and demolition history, plan approval status, unit-size limits, tree mitigation, site variations, and the standards applicable to later additions or alterations. This added layer will make the development code harder for applicants and residents to understand and will complicate long-term code compliance. A ministerial label does not remove this work; it only redistributes it to a smaller number of individuals. The recommendation to designate a housing development project coordinator to handle these applications and the increased transition workload may work in large jurisdictions but is infeasible in smaller jurisdictions that do not possess the substantial extra resources required to take a member of staff away from other projects or hire additional staff.

Recommendation

The City of Canby respectfully requests that the Commission not adopt proposed division 47 in its current form and instead rely on Oregon's existing middle-housing framework while the State works with communities on optional permit-ready plans, model checklists, technical assistance, and locally adaptable process improvements. If the Commission proceeds, the City requests that the rules be revised to:

- Limit an Oregon Homes Development to housing types and maximum unit counts already allowed by the local zone, and remove seven- to 11-unit multiunit dwellings from lots planned for single-dwelling and middle housing;
- Preserve locally adopted maximum density, setbacks, height, lot coverage, frontage, access, parking, design, and infrastructure standards when those standards are clear and objective, especially when related to safety and access concerns for emergency vehicles;
- Remove the mandatory 10 percent site-plan variation and the blanket prohibition on notice or a hearing, or make those provisions optional through local adoption as they are already in place for limited land use, mandatory adjustments, and middle housing;

- Revise the fiscal impact analysis to account for implementation, training, permitting system, cross-department coordination, and long-term enforcement costs, and/or provide funding and adequate transition time;
- Follow the LRDPI Study's evidence-based recommendations for clearer submittal materials, coordinated review, concurrent processing where appropriate, technical assistance, local capacity, and better data collection.

Canby is prepared to continue working with LCDC, DLCD, housing providers, and neighboring jurisdictions, especially those of similar size and capacity, on approaches that genuinely reduce barriers while protecting infrastructure, neighborhood function, and meaningful community participation. We urge the Commission to pause adoption and revise the proposal accordingly.

Sincerely,

Brian Hodson
City of Canby Mayor

City Administrator Report (August 5, 2026)

Leadership Positions:

- Public Works Director (Spencer as interim)
- Police Chief Tro (Chief Jose Gonzalez)

Walnut- ODOT Permit Approval:

- August 8- Bid openings
- August 12- Council vote

Street Maintenance Fee:

- Scheduling meeting with SMFTF for recommendation to Council
- January 1, 2027 implementation

Council:

- Policies and Procedures
- Boards and Commissions
- Updating 2025-27 goals- 2027

Parks and Recreation:

- Daphne Glen (fence removal- ASAP; Grand Opening August 18)
- Parks tours in Canby
- Parks half day retreat
- Paid parking discussion
- Community Park
- Pedal Park- Honda Pits

Tours:

- LO/Tigard Water Treatment Plant- West Linn
- Wilsonville Water Treatment Plant
- WWSP- Sherwood

State legislation re Planning Commission/Staff:

- Closed Record Hearings

CURA Fir Street:

- Kittleson submitting 30-90% drawings- then out to bid (October)
- Construction window is next Spring

School District:

- Joint Council/Board- Targeting August

Budget:

- 5-year financial forecast; Finance has started

Fireworks:

- Bringing Ordinance forward ; TBD

E-Bike Safety:

- Second Reading on August 5

Canby Swim:

- Levy renewal- November 2026

Willow Creek Estates:

- Fence Replacement. HOA. Done



City of Canby Bi-Monthly Report
Department: Administration
For Months of: May & June 2026

To: The Honorable Mayor Hodson & City Council
From: Maya Benham, Administrative Director/ City Recorder
Prepared by: Teresa Ridgley, Deputy City Recorder
Through: Randy Ealy, Interim City Administrator
Date: 7/15/2026

2025-2027 Council Goals & Objectives:

N/A

Statistics:

Boards and Commissions Vacancies (current)

Board/ Commission/ Committee	Vacancy	Applications Received	Status
Bike & Pedestrian Committee	1	2	Term ends 6/30/2029
Traffic Safety Commission	1	1	Term ends 6/30/2027; Accepting applications until 7/10/2026
Heritage & Landmarks Commission (Regular & Student Positions)	2	0	1 Term ends 6/30/2029. Student position term ends at end of school year.
Transit Advisory Committee	2	0	Terms end 3/31/2029.

Public Records Requests

Processed 14 public records requests.

Liquor License/ Noise Variance Applications

There was one liquor license and no noise variance applications.



City of Canby Bi-Monthly Report
Department: Municipal Court
For Months of: May and June, 2026

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: 7/15/2026

2025-2027 Council Goals & Objectives:

Not Applicable

Statistics:

Monthly Statistics	May	June
Misdemeanors		
Offenses Filed	23	17
Cases Filed	15	9
Warrants Issued	16	7
Misdemeanor Case Detail		
Diversion/Deferred Sentence	5	4
Offenses Dismissed	4	4
Offenses Sentenced	4	7
Traffic & Other Violations		
Offenses Filed	301	284
Cases/Citations Filed	224	202
Parking Citations Filed	5	7
Traffic & Other Violations Case Detail		
Diversion (Good Driver Class/MIP)	16	28
Dismissal (Fix It Tickets)	23	21
Dismissed by Judge, City or Officer	15	24
Sentenced by Judge	32	47
Handled by Violations Bureau	51	82
Guilty by Default	40	56
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury Trial	0	0
Traffic Trial	2	9
Defendant Accounts Referred to Collections	\$0	\$38,347.25
Fines & Surcharges Collected	\$46,952	\$62,737

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:

In May and June, court defendants completed 110 court ordered hours of community service with the Canby Transit Department. The community service helped the Transit Department with cleaning buses, bus stops and the surrounding roads as well as multiple other projects.



City of Canby Bi-Monthly Report
Department: Economic Development
For Months of: May & June 2026

To: The Honorable Mayor Hodson & City Council
From: Jamie Stickel, Economic Development Director
Through: Randy Ealy, Interim City Administrator
Date: 7/15/2026

2025-2027 Council Goals & Objectives:

Goal 3.1 Receive Recommendations from Street Maintenance Fee Task Force and Update Fees

- Economic Development Director, Jamie Stickel, brought forth an update to City Council at the June 17th City Council meeting regarding the Street Maintenance Update with Kittelson & Associates. Kittelson has modernized business classifications using the Institute of Transportation Engineers 12th Edition Trip Generation Manual, which has consolidated 14 previously used categories into 7 land-use classifications. Staff has initiated a structural review to align billing rate descriptions with actual customer classifications and eliminate reporting inconsistencies. Through this process, staff and Kittelson are working on refining the cost-allocation framework to equitably distribute infrastructure costs among designated truck routes, arterials/collectors, and local residential roads. The creation of an auditing process linking GIS maps directly to account data and active business licenses will allow for better connection between commercial and industrial buildings and those businesses with business licenses. Kittelson & Associates is finalizing options for the fee structure based on input from the Street Maintenance Task Force and City Council, and providing scenarios based off an annual revenue target. The annual revenue target is then reverse engineered to provide calculations for residential and non-residential categories, which is a similar process to how the current Street Maintenance Fee was determined. Staff are working toward a July 22nd City Council joint work session with the Street Maintenance Task Force and Kittelson.

Canby Business Connection: The City's Canby Business Connection initiative continues to highlight and support local businesses through featured stories in the *Canby Advantage Magazine*. Each month, the program showcases a local business to increase community awareness, celebrate entrepreneurship, and encourages residents and visitors to shop, dine, and support local.

In May, the Business Connection featured Sip & Slice, Canby's first speakeasy, recognizing the unique dining destination created by local owners Travis and Heidi Goins. The feature highlighted the business's innovative concept, handcrafted cocktails, elevated barbecue-inspired menu, and the distinctive experience it brings to Canby's restaurant scene. June's feature showcased Wally's Chinese Kitchen, celebrating the restaurant's long-standing presence in the community, its commitment to fresh, made-to-order cuisine, and the dedication of owners Winnie and Jaden to preserving a local favorite while continuing its tradition of exceptional service.

Each Business Connection feature offers more than just a business profile; it shares the stories behind the people and businesses that help shape Canby's local economy. By highlighting the passion, creativity, and investment of local entrepreneurs, the initiative encourages residents to discover and support businesses throughout the community while strengthening connections between businesses and the customers they serve. Through the Canby Business Connection, the City's Economic Development program continues to



promote local commerce and recognize the businesses whose success contributes to Canby's vibrant and resilient economy.

MOU with the Department of Industry and Trade of Bac Ninh Province, Vietnam:

On Tuesday, May 26th, the City of Canby hosted a delegation from the Department of Industry and Trade in Bac Ninh, Vietnam. City staff coordinated with members of the United Vietnam Alliance and Dragonberry Produce, both of which were instrumental in establishing a Sister City Program in March 2026. The event featured the signing of a Memorandum of Understanding (MOU) between the City of Canby and Bac Ninh, Vietnam as the two establish strong ties in trade and commerce. The parties agreed to promote positive relationships, maintain ongoing communication, and support business partnership in green transformation, agro-processing, and smart agriculture. The MOU was officially signed by both parties at a ceremony, held in the City Council Chambers.



Mt Hood Territories Partnerships: The City of Canby's Economic Development team continues its valuable partnership with Mt. Hood Territory (Clackamas County's tourism department) to expand awareness of Canby as a destination for visitors and travelers throughout the region. Through coordinated marketing efforts, the campaign showcased the many experiences Canby has to offer, including its vibrant downtown, local businesses, dining, parks, events, and unique community character.

A featured component of the campaign highlighted the historic Canby Ferry as a memorable stop along a broader Oregon travel itinerary, encouraging visitors to explore Canby while experiencing one of the state's most distinctive transportation landmarks. By positioning the ferry as both a destination and a gateway to the community, the campaign helped introduce new audiences to the attractions and businesses that make Canby a worthwhile place to visit.

The collaborative marketing efforts were highly successful, generating thousands of engagements across the City's social media channels while significantly increasing online visibility for Canby. This partnership continues to strengthen the City's tourism and economic development initiatives by promoting local businesses, encouraging visitor spending, and reinforcing Canby's reputation as a welcoming destination with unique experiences to offer year-round.

First Thursday Night Market: The City of Canby's First Thursday Night Market continued to grow as a successful community gathering, drawing many to Canby's Downtown throughout May and June. The May market celebrated Historic Preservation Month, highlighting Canby's rich heritage and encouraging visitors to explore the stories behind the historic buildings that shape downtown and the surrounding community. June's Touch-A-Truck-themed market welcomed families from across the region, featuring a community scavenger hunt that invited children to search downtown for the toy vehicles representing the equipment and services that help keep the City running.



These two markets also marked the successful launch of the Children's Entrepreneurship Market, giving young business owners an opportunity to showcase their products while gaining hands-on entrepreneurial experience. In addition, Cutsforth's Mini Cruise-In joined the event for the season, bringing another popular attraction that increased activity throughout downtown and complemented the market experience.

Attendance continued to grow during both events, generating increased foot traffic for local businesses, restaurants, and market vendors. The First Thursday Night Market continues to create meaningful opportunities for community connection while supporting downtown businesses and encouraging residents

and visitors alike to shop, dine, and explore Canby. Staff are excited to see the continued momentum and positive economic impact as the market season progresses.

Canby Civic Engagement Academy: The final two Canby Civic Engagement Academy meetings were held on May 14th and June 11th. The May meeting was held in the Willamette Room at City Hall and featured presentations by community partner organizations: Canby Fire, Canby School District, and Canby Utility. The final meeting was held at the Canby Public Works facility and featured presentations on Public Works, Wastewater Treatment Plant, and Canby Area Transit/Fleet/IT. After completion of the Civic Engagement Academy, participants were provided with a survey to share their experiences with the program. The survey informs staff of opportunities to develop the program, understand what worked well, and receive feedback from participants.

N Fir Street & NW 2nd Avenue Redevelopment: The N Fir Street and NW 2nd Avenue Redevelopment project continues to move along with staff and Kittelson Associates meeting on a bi-monthly basis. The redevelopment project is the final Urban Renewal District project and will be designed to scale to the amount of funding the City has available. The effort will complete downtown streetscape projects by redeveloping N Fir Street (between NW 1st Avenue & NW 2nd Avenue) and NW 2nd Avenue between N Fir and N Elm Street. The redevelopment will address safety upgrades to the sidewalks and curbs downtown. Kittelson & Associates met with City staff on June 15th to provide a first look at 30% design plans and detailing utilities along the site. As work continues, City staff and Kittelson will coordinate with the downtown business and property owners adjacent to the site.

Walnut Street Groundbreaking: The City of Canby held a groundbreaking event for the Walnut Street Extension on Saturday, May 30th. The event, held adjacent to Jarboe's Restaurant, was well attended and featured speaker Jason Sprague (Canby Excavating, contractor for the Walnut Street Extension project) and Mayor Brian Hodson. The ceremonial groundbreaking highlighted the transportation project which is critical to circulation and mobility in the city of Canby. This new street will extend from the heart of the Canby Pioneer Industrial Park along SE 1st Avenue, north to a new traffic signal on Highway 99E. The road will create a direct path for trucks and other vehicle trips generated by the industrial park. The project will alleviate congestion at other intersections along Highway 99E and will direct truck circulation away from neighborhoods and problematic intersections outside the city. Further, the Walnut Street Extension will include the construction of the new 50' wide roadway, sidewalks, bike lanes, and incorporate sanitary sewer, storm drainage system, water line, and dry utilities (gas, communications, electric services and street lights).



Heritage & Landmarks Commission: The nomination for the National Register designation of the Canby Historic City Hall was included in the Certified Local Government Grant. Heritage and Landmarks Commission (HLC) chair, Carol Palmer, wrote the nomination over the course of many months. The HLC reviewed the application at a special meeting on Wednesday, June 3rd. During the meeting, Ms. Palmer walked the board through the various points on the application and aligned them with the research and documentation provided in the National Register Nomination. The HLC voted 4-0-1 to approve the recommendation that it is in the opinion of the commission that the property meets the National Register Criteria. The one abstention was chair Palmer, who recused herself from the vote since she had written the application. On June 26th, the State Advisory Commission on Historic Preservation (SACHP) approved the application for a National Register designation for Canby's Historic City Hall. The application will be forwarded to the National Parks Service for final approval, and a final decision will be issued in 3-4 months.

Touch-a-Truck: The Touch-A-Truck event rolled into downtown Canby for its third year, once again attracting hundreds of residents and visitors for an evening of discovery, interaction, and family fun. Attendees had the

opportunity to get up close with an impressive lineup of vehicles and equipment, gaining a behind-the-scenes look at the tools and machinery that support essential City services and community infrastructure. The event showcased the teamwork and dedication of multiple City departments, including Economic Development, Canby Police Department, Public Works, and Parks, as well as several community partners such as Canby Utility and Canby Fire District. Together, they created an engaging experience that encouraged learning, exploration, and meaningful connections between residents and the people who serve the community every day. The annual Touch-A-Truck was held in conjunction with the First Thursday Night Market and Canby Public Library Open House on June 4, 2026. The pairing of these popular events helped draw visitors to the city center, support local businesses, and create a welcoming gathering place where families could connect, learn, and celebrate their community.

Canby Power Planning: The City of Canby continues to partner with Canby Utility, Portland General Electric, and Bonneville Power Administration to address needs and constraints for electricity both now and into the future. On June 10th, the City of Canby hosted a meeting with the three agencies and staff from planning and economic development to continue to have a better understanding of the efforts underway from CUB, PGE, and BPA and how they affect Canby, particularly with the City's Urban Growth Boundary Expansion work underway. Earlier in the month, staff met separately with Kari Duncan, Canby Utility, and developers in the Canby Pioneer Industrial Park to discuss momentum and how to prioritize necessary upgrades to Canby's power.

Downtown Pressure Washing: As the City prepares for summer – and summer events – in downtown Canby, the City Administrator made the determination to bring on a business to pressure wash downtown sidewalks. The City keeps a list of businesses with Canby business licenses and staff utilized that list to find three businesses to provide bids for the service. A local Canby company, Foam and Flow LLC, was chosen to complete the work in downtown Canby. The work was scheduled to begin after the Canby Area Chamber of Commerce's "Wine & Art Walk" as they had a local artist decorate City sidewalks with chalk art.

Canby Brochures: The City's Economic Development team is currently developing a new series of Canby map brochures designed to better showcase the community's businesses, attractions, and amenities. The project includes an updated Downtown map highlighting shopping, dining, and key destinations, as well as a broader citywide map that provides visitors and residents with an easy-to-navigate overview of Canby.

Significant effort is being invested in creating a map system that is both visually engaging and easy to update on a regular basis. By streamlining the design and maintenance process, the City will be able to keep business information current while adapting the maps to reflect new developments and opportunities as Canby continues to grow.

Once completed, the new maps will serve as a valuable resource, supporting business recruitment, tourism, community events, and visitor outreach. The brochures will provide another tool to promote Canby's local businesses, encourage exploration throughout the community, and highlight the many amenities that make Canby an attractive place to live, work, shop, and visit.

Canby Independence Day Celebration: As the City of Canby nears July 4th, preparation for the Canby Independence Day Celebration continues to ramp up. The yearly event, held at Wait Park, is set to be a successful and busy day in downtown Canby. The event features a parade, car show, street fair, family-friendly beer garden, live music – both at Wait Park and in the beer garden, free kids activities, pancake breakfast, and this year features a flyover from the Oregon National Guard, scheduled for 11:30a. The event is led by the Economic Development Department, which coordinates closely with other City departments and external partners to ensure a successful and well-organized celebration. Building on the strong foundation of previous years, the 2026 event is gearing up to be the biggest year yet. Agencies have been working collaboratively to address logistics and planning needs. This year's celebration is scheduled for Saturday, July 4th in downtown Canby – coinciding with the 250th celebration of America. A fireworks display hosted by Canby Fire District will follow the daytime activities at Trost Middle School. The City looks forward to welcoming the community for another memorable Independence Day.



City of Canby Bi-Monthly Report
Department: Finance
For Months of: May & June 2026

To: The Honorable Mayor Hodson & City Council
From: Denise LaRue, Finance Director
Prepared by: Katy Joyner, Financial Analyst
Through: Randy Ealy, Interim City Administrator
Date: 7/15/2026

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.

- The FY2026-2027 Budget was approved by the Budget Committee in May and adopted by City Council in June. A supplemental budget for FY2025-2026 for the General Fund was also adopted in June.
- The Master Fee Schedule was updated for FY2026-2027 and presented to City Council, however further discussions were needed to address changes, and an additional meeting was scheduled for July 1st.
- The interim audit work begins in June, while staff also works to make sure all invoices are paid and new purchase orders and contracts are in place for the new fiscal year.
- The GFOA Budget Presentation Award application process will begin in early July and will be submitted before the end of July.
- The Finance Team participated in the following meetings, training and events this period:
 - o Council Meetings
 - o Leadership Meetings
 - o OPPA Conference
 - o Safety Meetings
 - o Finance Team meetings
 - o Budget planning meetings

Statistics FY 2025 & 2026

JUL-AUG FY26	SEP-OCT FY26	NOV-DEC FY26	JAN-FEB FY26	MAR-APR FY26	MAY-JUN FY26
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Accounts Payable

Invoices	480	464	522	490	547	531
Invoice Entries	1,156	1,154	983	1,219	1,498	1,301
Encumbrances	61	27	38	40	22	13
Manual Checks	5	2	3	2	2	1
Total Checks and Voucher	334	318	213	319	333	340

Payroll

Timesheets Processed	430	530	426	416	413	516
Total Checks and Vouchers	502	610	498	484	482	596
New Hires/Separations	0 / 5	6 / 2	1 / 4	2 / 2	2 / 2	2 / 3

Transit Tax Collection

Forms Sent	73	1,235	1,851	126	1,229	1,222
Accounts Opened/Closed	36 / 22	32 / 31	31 / 38	25 / 22	33 / 46	40 / 13
Returns Posted	1,283	903	475	60	806	403

Utility Billing

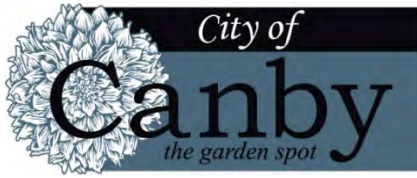
Bills sent	11,101	10,564	10,588	10,605	10,623	10,634
Counter payments	88	68	78	73	86	75
Accounts opened/closed	66 / 55	65 / 48	60 / 45	47 / 43	81/70	73/59
Lien payoffs completed	55	48	20	20	25	73
Lien payoff inquiries	55	52	22	42	79	69
Collection / Past Due Notices sent	199	185	205	189	190	184
Accounts sent to WCB	0	0	0	0	0	0

General Ledger

Total Journal Entries	257	211	253	302	309	270
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Cash Receipts Processed

Finance	1,152	889	674	1,227	1,093	810
Utility	276	223	176	195	207	237



City of Canby Bi-Monthly Report
Department: Fleet
For Months of: May & June 2026

To: The Honorable Mayor Hodson & City Council
 From: Todd Wood, Transit/ Fleet/ IT Director
 Prepared by: Robert Stricker, Lead Mechanic
 Through: Randy Ealy, City Administrator
 Date: 7/15/2026

May-26

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	0	\$0.00	\$0.00	\$485.58	\$485.58
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Facilities	0	\$0.00	\$0.00	\$75.39	\$75.39
Wastewater Collections	2	\$69.84	\$38.79	\$729.43	\$838.06
Wastewater Treatment	4	\$151.17	\$374.28	\$68.21	\$593.66
Parks	2	\$458.99	\$341.62	\$1,376.16	\$2,176.77
Police	9	\$1,742.43	\$1,951.98	\$9,144.28	\$12,838.69
Streets	4	\$2,063.25	\$413.02	\$3,105.68	\$5,581.95
Fleet Services	0	\$0.00	\$0.00	\$133.71	\$133.71
Canby Area Transit (CAT)	14	\$3,509.93	\$2,395.37	\$17,932.19	\$23,837.49
Total	35				Total \$46,561.30

Jun-26

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	0	\$0.00	\$0.00	\$547.92	\$547.92
Facilities	0	\$0.00	\$0.00	\$153.09	\$153.09
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Wastewater Collections	0	\$0.00	\$0.00	\$591.82	\$591.82
Wastewater Treatment	1	\$29.07	\$0.00	\$211.48	\$240.55
Parks	8	\$1,414.08	\$845.69	\$2,500.15	\$4,759.92
Police	12	\$2,691.44	\$1,845.02	\$7,380.25	\$11,916.71
Streets	5	\$367.78	\$1,596.41	\$2,654.29	\$4,618.48
Fleet Services	0	\$0.00	\$0.00	\$81.81	\$81.81
Canby Area Transit (CAT)	11	\$3,572.20	\$2,584.76	\$15,862.45	\$22,019.41
Total	37				Total \$44,929.71



City of Canby Bi-Monthly Report
Department: Human Resources
For Months of: May & June 2026

To: The Honorable Mayor Hodson & City Council
From: Peter Wood, HR Director
Prepared by: Same as above
Through: Randy Ealy, Interim City Administrator
Date: July 15, 2026

2025-2027 Council Goals & Objectives: N/A

Human Resources 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. The City recently completed the Police Chief hiring process and is working to replace Chief Jorge Tro.

Recruitment efforts are being conducted for the following positions: Parks Lead (Internal Candidates), Parks Maintenance Worker I, Wastewater Maintenance Technician, Swim Center Program Coordinator, Swim Center Head Lifeguard, and Police Officer - Lateral. The Public Works Director recruitment will begin again shortly.

Key Recruiting Statistics

Office Specialist II. The City plans to interview candidates on July 15, 2026.

The remaining positions close on or around July 12, 2026.

Upcoming Retirements

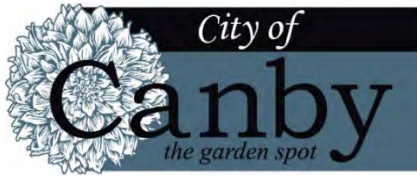
Chief Tro's retirement, effective July 10, 2026; anticipate 1-2 Canby Police Department retirements in the next 90-120 days.

Human Resources Events and Processes

Health Benefits Fair. The City will host a health benefits fair with our business partners on August 12, 2026. City employees and dependents will have the opportunity to meet with our health partners from 11:00 to 1:00.

Training: The City recently hosted OSHA Wildland Fire Exposure Training at City Hall. Additionally, the City scheduled confined space and fall training for August 20, 2026. City Wide Training is scheduled for all employees for September 16, 2026, on creating a culture of civility and respect.

Rewrite of City Personnel Policy is ongoing and is a significant project. The policy was last revised in 2006 and requires updates to reflect current Human Resources practices and statutory changes.



City of Canby Bi-Monthly Report
Department: IT
For Months of: May & June, 2026

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: 7/15/2026

2025-2027 Council Goals & Objectives:

Goal 1: Promote Financial Stability

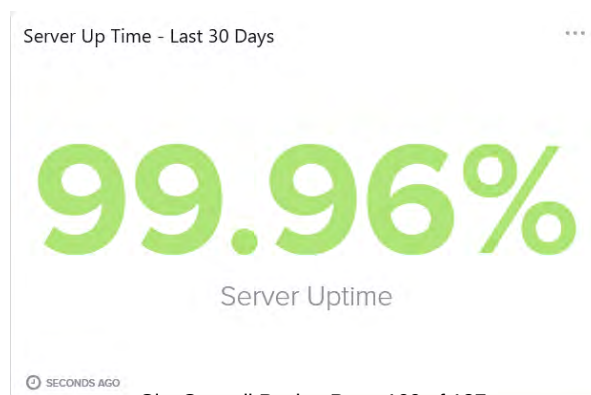
[See Department Activities Below](#)

Tickets:

Tickets Resolved in FY 26: 853
Tickets Resolved this period: 110
Open Tickets as of this report: 51



Server Status during this period:



System Security Status:

PROCESS INSIGHTS

During this time frame, your cybersecurity platform analyzed **28,535,102 process events** to identify suspicious processes that could lead to malware execution.

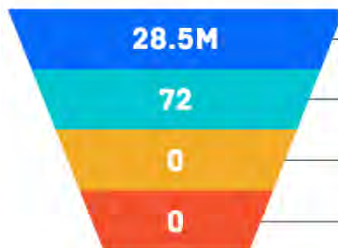
Of those events, there were **72 process signals detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team.

SUMMARY

During the time frame of this report, your cybersecurity platform analyzed **28,592,390 events** from **186 entities** on your network.

Of those events, there were **366 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.

PROCESS INSIGHTS EVENT TRIAGE



PROCESS EVENTS ANALYZED

PROCESS SIGNALS DETECTED

PROCESS SIGNALS INVESTIGATED

PROCESS INCIDENTS REPORTED



ENTITIES PROTECTED



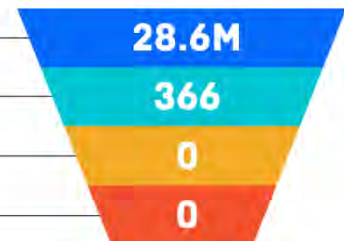
186 18

EVENTS ANALYZED

SIGNALS DETECTED

SIGNALS INVESTIGATED

INCIDENTS REPORTED



PERSISTENT FOOTHOLDS

During this time frame, your cybersecurity platform analyzed **54,081 autorun events** to discover persistent footholds that, if not remediated quickly, could become malicious threats to your business.

Of those events, there were **269 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 **2,815 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

524

Protected User Profiles

with **2,815** total canary files, deploying multiple canary files per user

0

Ransomware Incidents Reported

across **186** endpoints

Department Activities:

Ordered Network storage and servers for the PD.

Staff continue to replace outdated PCs with newer supported devices.

The City website needs to be moved to a new platform, and this will result in a change to the website. That change is currently being implemented, expect to see a new version of the website in a few months.

Staff is working on ordering a new Tri Caster for council chambers to improve reliability for council meeting broadcasts.

Polar is currently evaluating all switches due for replacement in 2027.



City of Canby Bi-Monthly Report
Department: Library
For Months of: May & June 2026

To: The Honorable Mayor Hodson & City Council
 From: Marisa Ely, Library Director
 Prepared by: Same as above
 Through: Randy Ealy, Interim City Administrator
 Date: 7/15/2026

2025-2027 Council Goals & Objectives:

Promote Financial Stability: *Develop a Plan to Fund Current and Expanded Library Services*

Statistics

 CANBY PUBLIC LIBRARY MAY/JUN '26 SNAPSHOT	
Items added to the collection - 1,194 	Room reservations 233
Holds filled 7,792	 New cards 247
Checkouts  Digital: 10,755 Physical: 44,130	Outreach & Inreach: 10 events - 831 participants
Items checked in 40,201	 Adult events - 12 Participants - 112
Reference interactions - 3,228 	Children's events - 14 Participants - 385
Visitors 17,419	 Teen events - 9 Participants - 32

Department Activities:

- Grant-funded *Career Center* stats:

Computer sessions: 22	Pages printed: 511	Supplies used: 9	Users who found success: 10
---------------------------------	------------------------------	----------------------------	---------------------------------------

- Outreach: Attended four outreach events in May, including Bridging Cultures events, Canby Adult Center Resource Fair, and a high school visit, interacting with 299.
- Our *annual Library Open House* on June 4th was a success, with participation from the Library Advisory Board, Library Foundation, Friends of the Library, Canby Kiwanis, Bridging Cultures, Canby Pride, Canby Fire, and library volunteers. We had over 300 visitors and they completed 48 Bingo activity sheets! (pictured)
- The library moved to a new programming and meeting room reservation system called *LibCal*. It is much easier to use for patrons and staff.
- Our Summer Teen Intern, Finley, started on June 16th and she will be assisting our Children's Librarian with the annual Summer Reading Program that runs from June 1 – August 31st!
- Our new Maker Lab display is up thanks to Luana Hill, who is an active Maker Lab volunteer! (pictured)
- The LINCC Library Trail program (where folks visited each LINCC library) wrapped up on May 31st. This all-ages countywide program had 201 Canby patrons sign up, with 21 participants finishing. 3 people won prize bundles and one person won the grand prize gift card. (pictured)



- Upcoming events:
 - *Lego Building Competition, July 9th at 5pm*
 - Summer Reading Performances:
 - *Bilingual Music with Nathalia, July 10th at 11am* (Wait Park)
 - *Juggling with Rhys Thomas, July 17th at 11am* (Wait Park)
 - *Traditional Japanese Drumming with Entaiko, July 24th at 11am* (Wait Park)
 - *BEE AMAZED! With U of O's Museum of Natural and Cultural History, July 31st at 11am* (Wait Park)
 - *Planning and Planting Your Fall and Winter Garden, July 11th at 1pm*
 - *Clackamas County Repair Fair, July 18th at 10am*





City of Canby Bi-Monthly Report
Department: Police
For Months of: MAY & JUNE 2026

To: The Honorable Mayor Hodson & City Council
 From: Chief Jorge Tro
 Prepared by: Katie McRobbie, Administrative Supervisor
 Through: Randy Ealy, Interim City Administrator
 Date: 7/15/2026

2025-2027 Council Goals & Objectives: *N/A - See Department Activities below.*

STATISTICS:

	MAY	JUNE
Calls for Service - Dispatched 911 / Non-Emergency Calls / Self-Dispatched Calls	1217	1268
PROPERTY CRIMES REPORTED		
Burglary	0	0
Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle	1	1
Robbery	0	0
Theft I, II, & III	10	9
Forgery / Counterfeiting	0	0
Trespass	2	3
Vandalism / Criminal Mischief	8	3
PERSON CRIMES REPORTED		
Assault I, II, IV	1	2
Carrying Concealed Weapons (knife, blade, etc.)	0	0
Disorderly Conduct (includes resisting arrest)	3	2
Endangering Welfare of a Minor / Recklessly Endangering	2	0
Felon in Possession of Firearm / Restricted Weapon	0	0
Harassment, Intimidation or Threats	8	3
Identity Theft	3	1
Interfering with Peace Officer	1	0
Menacing	2	0
Sex Offenses	1	1
Strangulation	2	0
ARRESTS		
Warrant Arrests (includes contempt of court, restraining order violations, parole violations)	18	16
Adult and Juvenile Custodies (includes juvenile curfew)	37	31

DRUG CRIMES		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	1	3
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	0
Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance)	9	10
Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless Driving, Failure to Surrender Suspended License / Use Invalid License)	15	15
Traffic Accidents	8	11
Traffic Citations	577	467

CODE COMPLIANCE		
	MAY	JUNE
Total Complaints Received (Includes Self-Initiated)	89	118
Email Complaints; Including MyPDConnect online complaints	25	52
Voice Mail Complaints	15	23
Radio Dispatch (MDT, Lobby Walk-Ins)	4	9
Sex Offender Registrations	2	4
Proactive / Self-Initiated	28	19
Type of Complaints		
Property Maintenance (Noxious Weeds, Vegetation, Trash)	5	3
Planning Code / Zoning Code (Illegal Camping, etc)	5	18
Parking (Chalked)	14	22
Parking (Impound Tags)	3	7
Graffiti	4	3
Finance / Business License Violations	6	4
Animal Complaints		
Noise (Barking, etc.)	2	5
Special Animal Permit Violations	1	1
Outcomes / Resolutions		
Violations Confirmed	12	28
Violations Abated Voluntarily	6	15
Parking Citations Issued	4	8
UTC Issued / Enforcement Action	0	0
Notices of Violation / Compliance Letters	11	26
Towed Vehicles (Including Tow Notices)	0	1
Meetings	3	3
Reports Written (Original and Supplemental)	0	1
Routine Patrol	40%	40%

POLICE DEPARTMENT ACTIVITIES & EVENTS:

- Launched Online Reporting via MyPDConnect December 2025. Online Reports submitted in May and June 2026:

Report Counts by Month Submitted

Date range 05/01/2026 to 06/30/2026

Year/Month Submitted	Report Count
2026-05	22
2026-06	44

- Hosted Meet the Police Chief Candidates
- Annual Bike Rodeo at Kight Elementary
- Annual Touch-a-Truck Event
- Annual Police vs. Fire Softball Game
- Police Department EVOC Training
- Monthly Clackamas County Law Enforcement Executive Meeting
- Monthly CPD / CFD Meeting
- Monthly C800 Board Meeting
- Monthly Clackamas County Department of Communications (C-COM) Meeting



City of Canby Bi-Monthly Report
Department: Development Services
For Months of: May & June 2026

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: 7/15/2026

2025-2027 Council Goals & Objectives:

Promote Financial Stability (Adjust System Development Charges)

- City Council adopted the City's new System Development Methodology Report on July 1, 2026.

Align Resources to Address Future Community Growth (Complete the Housing Production Strategy/HPS)

- On July 30, 2026, the City received final approval from DLCD/HAPO for its adopted Housing Production Strategy (HPS).

Complete the Comprehensive Plan Update

- City Council adopted the Comprehensive Plan Update on May 20, 2026 and the second reading for the approving ordinance was held on June 3, 2026.

Complete the Transportation System Plan Update

- City Council unanimously adopted the TSP on May 6, 2026.

Complete the UGB Expansion Process

- A listening session was held in Council Chambers on June 24, 2026 for property owners in the study area for the proposed UGB amendment. Approximately 60 people attended.
- A UGB Expansion Report is currently being finalized and will be submitted to DLCD in mid-July, per state noticing requirements.
- A Community Summit will be held in late July.
- Hearings for the UGB amendment will be on August 24 (Planning Commission) and September 16 (Council).

Complete the City's Development Code Update

- The consultant team for the code audit is currently performing its initial assessment of the existing code's compliance with state law, including recently passed housing laws.

Statistics:

Land Use Application Activity:¹

1. **Pre-Application Conferences** held for the period of May 1 – June 30, 2026: 1 Diesel Repair Shop
2. **Pre-Construction Conferences** held for the period of May 1 – June 30, 2026: No Pre-Construction meetings were held.
3. **Site Plans Submitted for Zoning Conformance**, May 1 – June 30, 2026: 33 site plan review applications were submitted and have been or are being released for building permits
4. **Signs Submitted for Plan Review**, May 1 – June 30, 2026: 2 signs: Tievoli Commons and Millar's Point S

Planning Commission Activity:

1. Agenda Items Reviewed May 1 – June 30, 2026: During this period, the Planning Commission:
 - a. Held a public hearing to approve the Senior Living and Memory Care project. This item was heard on April 27, 2026, but was continued to June 9, 2026.
 - b. Participated in a work session on Planning Commission procedures, led by Staff, on June 22, 2026.

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: Public Works
For Months of: May & June 2026

To: The Honorable Mayor Hodson & City Council
From: Todd Wood, Transit/ Fleet/ IT Director
Prepared by: Ruth Kyle Reyes, Finance Tech II
Through: Randy Ealy, Interim City Administrator
Date: 7/15/2026

Facilities Maintenance Department

Statistics:

Facilities	Total Hours
May	140
June	150

Department Activities:

During this reporting period, the facilities team completed a critical infrastructure upgrade by installing a new ventilation system for the Public Works backup generator. Alongside this project, seasonal debris was cleared by power washing the exterior building windows. Aswell as attending to the daily staff and routine maintenance requests.



Parks Department

Statistics:

Parks	Total Hours
May	N/A
June	784

Department Activities: While we recently welcomed a new team member to the Parks department, the division continues to operate below full staffing levels, currently short one regular FTE and seasonal support. Despite these capacity constraints, the Parks crew has demonstrated exceptional dedication, successfully managing both routine maintenance schedules and responsive service demands.

Sewer Collections Department

Statistics:

Sewer	May Total Hours	June Total Hours
Sewer Cleaning	41	0
Sewer Maintenance/Repair	66	2
Sewer TV'ing	7	18
Lift Station Maintenance	15	56
Locating Utilities	39	30
Sewer Inspections	4	0

Department Activities:

Sewer Collections Department dedicated significant hours to routine operations. Key efforts included extensive utility locating to safeguard underground lines, alongside comprehensive lift station maintenance to ensure uninterrupted system operations. Additionally, the crew utilized specialized camera equipment for sewer TV'ing line diagnostics, providing the data necessary to stay ahead of future maintenance and preventative repairs.

Streets Department

Statistics:

Streets	May Total Hours	June Total Hours
Street Maintenance	346.5	292
Sidewalk Inspections	18	0
Driveway Approach Inspections	2	3
Street Sign Manufacturing	10	24
Street Sign Maintenance	5	5
Street Light Repair	0	0
Tree Maintenance	76	41
Dump Truck	6	0

Department Activities:

The crew successfully balanced distinct community projects with routine work order completions. Key milestones included executing tree trimming maintenance, completing a sign installation on S. Ivy, and carefully relocating the city's 9/11 artifact from the School District to its new home at the Police Department. Alongside these specialized tasks, the team maintained its steady pace on daily operations, ensuring standard public works service requests across the city were resolved efficiently and kept on schedule.



Storm Water

Statistics:

Storm Water	May Total Hours	June Total Hours
Catch Basin Maintenance	48	104
Drywell Maintenance	16	4
Erosion Control Inspections	2	7
Storm line Maintenance/Repair	7	7
Storm Line Inspections	10	8
Drying Beds	0	0

Department Activities:

Storm Water department prioritized system capacity and preventative regulatory oversight. A major portion of operational hours was dedicated to extensive catch basin maintenance to ensure proper drainage flow, paired with essential drywell maintenance across the network. Additionally, the team conducted active field oversight with routine erosion control inspections.

Miscellaneous

Miscellaneous	May Total Hours	June Total Hours
Meetings	11	17
Equipment Cleaning	0	30
Training	16	0

The team collective allocated substantial hours to mandatory training sessions and regular departmental meetings to coordinate regional projects and maintain compliance standards. Furthermore, personnel dedicated, focused effort toward routine equipment cleaning, ensuring that the city's fleet and specialized maintenance tools remain in optimal, safe working condition for field deployments.



City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: May & June 2026

To: The Honorable Mayor Hodson & City Council
From: Nathan Templeman, Aquatic Program Manager
Prepared by: Same as Above
Through: Randy Ealy, Interim City Administrator
Date: 7/15/2026

2025-2027 Council Goals & Objectives: N/A. See Department Activities.

Statistics (see attached):

Combined attendance for May–June 2026 totaled 10,875 visits, compared to 12,285 over the same period in 2025 (–11.5% year over year). May attendance totaled 5,084 visits compared to 5,942 in May 2025, while June attendance totaled 5,791 visits compared to 6,343 the prior year. The year-over-year gap narrowed considerably from the March–April reporting period, when combined attendance was down 22.4%.

Several core programs showed strong or improving participation during the reporting period. Afternoon Public Swim exceeded prior-year participation in both May and June, while Evening Lap Swim continued to show substantial growth. Canby Gators attendance for the two-month period remained relatively close to the prior year, with 1,590 visits compared to 1,691 in May–June 2025. School and public lessons continued to account for a substantial share of overall facility participation. Parent/Child/Family Swim and Evening Public Swim remained below prior-year levels.

As noted previously, the method used to classify certain organized programs and lesson participation was adjusted during FY 25–26, with several activities now tracked under pass-based participation rather than single-admit usage. This change impacts direct comparison of admit/pass subcategories year over year, though overall attendance totals remain comparable.

Year-to-date attendance for FY 25–26 through June stands at 51,391 visits, compared to 59,000 at the same point in FY 24–25 (–12.9%).

Department Activities

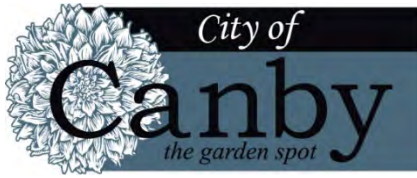
Planning for the Swim Center renovation continued during the reporting period. The project team has been working through design development, site constraints, and construction requirements while preparing the project for permitting and contractor solicitation. Bidding is now open and closes July 23.

MAY 2026 Canby Swim Center Monthly Attendance Numbers

	ADMIT 2025	ADMIT 2026	PASS 2025	PASS 2026	TOTAL 2025	TOTAL 2026	YTD TOTAL 24-25	YTD TOTAL 25-26
MORNING LAP	53	39	329	279	382	318	4169	3278
ADULT RECREATION SWIM	23	40	446	350	469	390	4921	3778
MORNING WATER EXERCISE	85	92	153	142	238	234	2571	2156
PARENT/CHILD/FAMILY SWIM	268	0	0	109	268	109	2676	2153
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3262	3574
SCHOOL LESSONS	1073	0	0	924	1073	924	2691	2244
NOON LAP	122	112	383	386	505	498	5031	4251
AFTERNOON PUBLIC	257	289	2	10	259	299	4404	3191
PENGUIN CLUB	0	0	154	120	154	120	1161	1180
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	1221	1235
CANBY GATORS	0	0	1082	940	1082	940	7016	6850
MASTER SWIMMING	0	0	44	16	44	16	235	136
EVENING LESSONS	1097	0	0	923	1097	923	9728	8434
EVENING LAP SWIM	39	61	22	71	61	132	850	957
EVENING PUBLIC SWIM	223	149	45	14	268	163	2291	1934
ADULT LESSONS	32	0	0	18	32	18	238	213
GROUPS AND RENTALS	0	0	0	0	0	0	62	20
OUTREACH SWIMMING	10	0	0	0	10	0	130	16
TOTAL ATTENDANCE	3,282	782	2,660	4,302	5,942	5,084	52,657	45600

JUN 2026 Canby Swim Center Monthly Attendance Numbers

	ADMIT 2025	ADMIT 2026	PASS 2025	PASS 2026	TOTAL 2025	TOTAL 2026	YTD TOTAL 24-25	YTD TOTAL 25-26
MORNING LAP	58	28	368	324	426	352	4595	3630
ADULT RECREATION SWIM	55	38	397	389	452	427	5373	4205
MORNING WATER EXERCISE	89	122	187	133	276	255	2847	2411
PARENT/CHILD/FAMILY SWIM	452	0	0	186	452	186	3128	2339
MORNING PUBLIC LESSONS	1108	0	0	936	1108	936	4370	4510
SCHOOL LESSONS	195	0	0	281	195	281	2886	2525
NOON LAP	114	96	295	256	409	352	5440	4603
AFTERNOON PUBLIC	434	503	20	20	454	523	4858	3714
PENGUIN CLUB	0	0	224	190	224	190	1385	1370
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	1221	1235
CANBY GATORS	0	0	609	650	609	650	7625	7500
MASTER SWIMMING	0	0	20	8	20	8	255	144
EVENING LESSONS	1120	0	0	1087	1120	1087	10848	9521
EVENING LAP SWIM	53	49	40	85	93	134	943	1091
EVENING PUBLIC SWIM	416	367	29	38	445	405	2736	2339
ADULT LESSONS	30	0	0	5	30	5	268	218
GROUPS AND RENTALS	15	0	0	0	15	0	77	20
OUTREACH SWIMMING	15	0	0	0	15	0	145	16
TOTAL ATTENDANCE	4,154	1,203	2,189	4,588	6,343	5,791	59,000	51,391



City of Canby Bi-Monthly Report
Department: Transit
For Months of: May & June 2026

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: 7/15/2026

2025-2027 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](#)

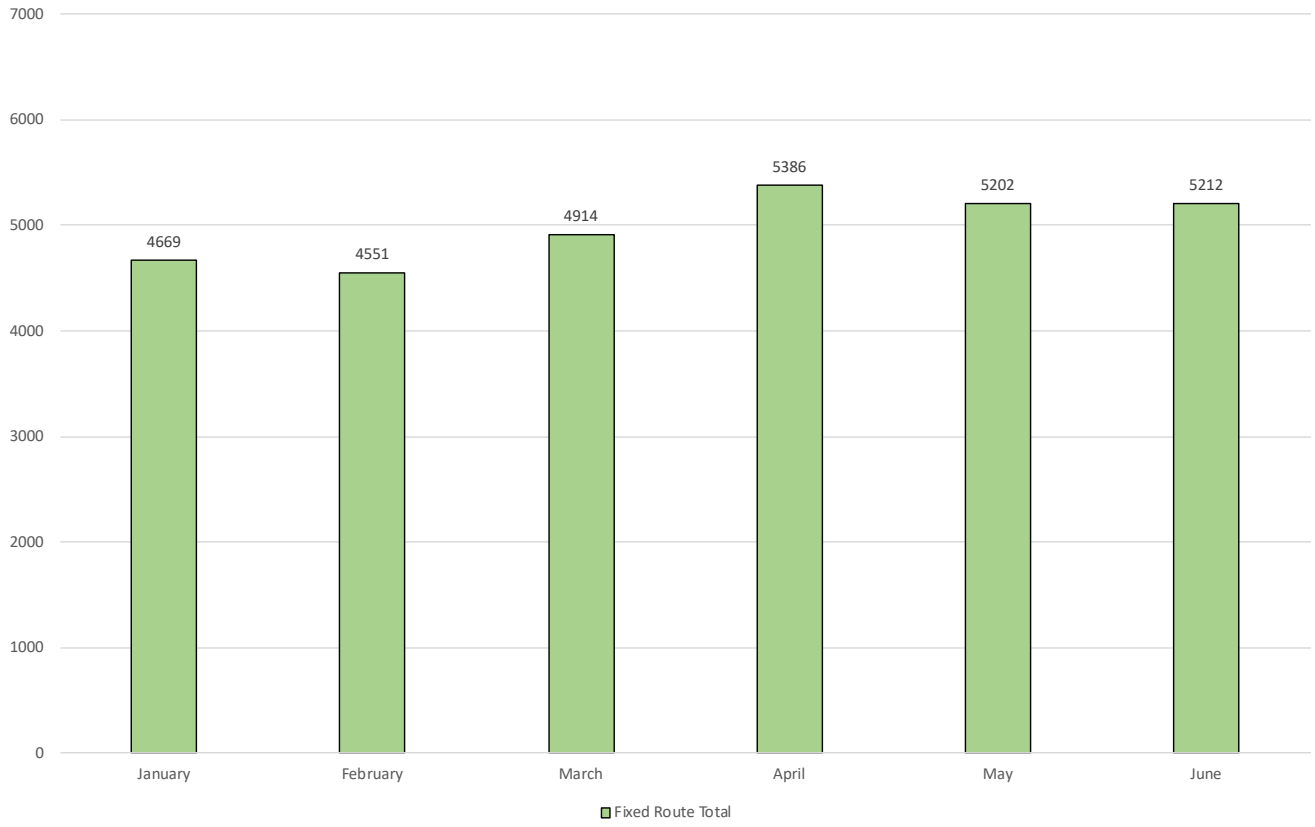
Statistics:

May average daily weekday daily 99x route ridership:	226 trips
May average daily weekend daily 99x route ridership:	135 trips
June average daily weekday daily 99x route ridership:	212 trips
June average daily weekend daily 99x route ridership:	137 trips

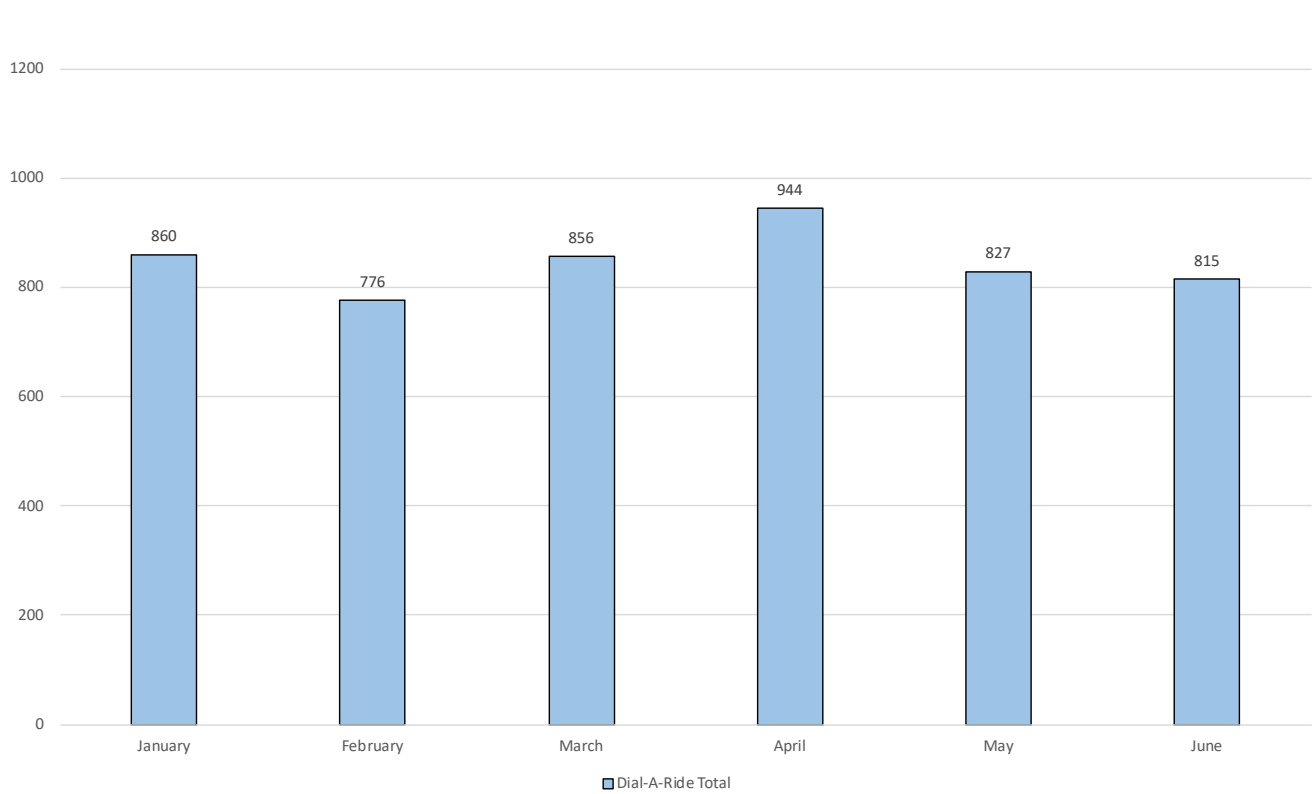
May average daily weekday Dial-a-Ride route ridership:	35 trips
May average daily weekend Dial-a-Ride route ridership:	27 trips
June average daily weekday Dial-a-Ride route ridership:	33 trips
June average daily weekend Dial-a-Ride route ridership:	24 trips

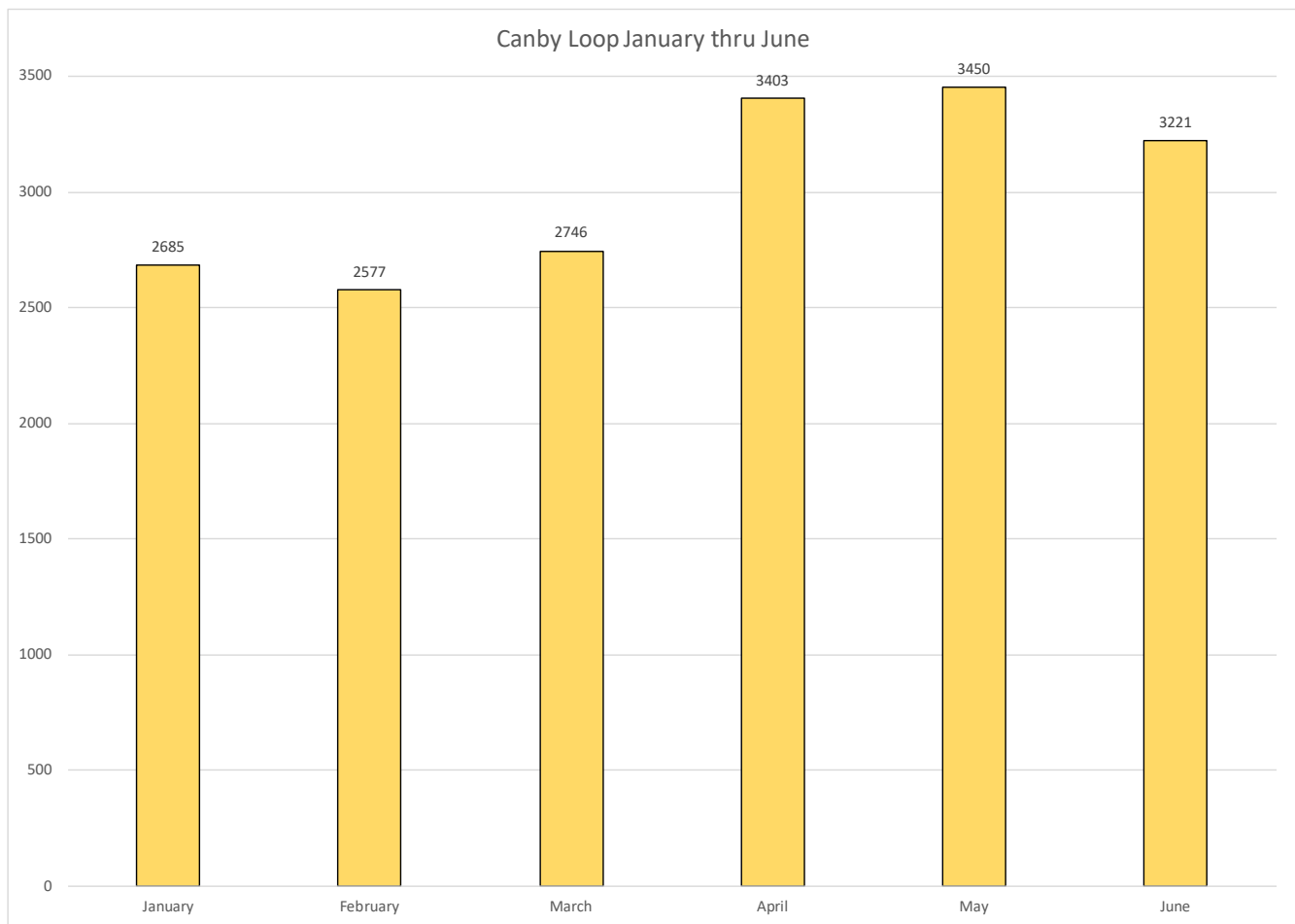
May average daily weekday daily Loop route ridership:	147 trips
May average daily weekend daily Loop route ridership:	99 trips
June average daily weekday daily Loop route ridership:	132 trips
June average daily weekend daily Loop route ridership:	76 trips

99x Ridership January thru June



Dial-A-Ride Ridership January thru June





Department Activities:

1) Grant Activities:

Submitted Reports for 5311, 5310, STIF

Submitted Quarterly Charter Reports

Applied for next biennium's 5310, 5311 grants

Applied for vehicle replacement grants for 4 new vehicles to replace our aging fleet.

2) New Vehicles:

Transit has received a new Cut Away bus for use on the 99x. It will begin service in Late July and help bolster our aging fleet.

3) Upcoming Changes to State Funding:

In order to align state funding cycles with federal funding cycles, the State will transition its grant funding schedule from July–June to October–September, beginning in 2027. This transition will create a temporary funding gap for federal transit funds between July and October 2027. To address this gap, Transit has applied for state funding to provide interim support during the transition period.

4) Transit Advisory:

Transit advisory has updated meeting from every other month to every Quarter to better align with regulatory reporting. The next meeting will be July 23rd in the Mt Hood Room at 6pm. We will be discussing End of Year results, Finances, and upcoming route changes to the 99x.



City of Canby Bi-Monthly Report
Department: Wastewater Treatment Plant
For Months of: May & June 2026

To: The Honorable Mayor Hodson & City Council
 From: Patrick Mahoney, WWTP Supervisor
 Prepared by: Same as above
 Through: Randy Ealy, Interim City Administrator
 Date: 7/15/2026

Wastewater Treatment Plant (WWTP) NPDES Permit Compliance

NPDES Permit Parameter	NPDES Permit Limit	WWTP - May Monthly Avg	WWTP - June Monthly Avg
Biochemical Oxygen Demand (CBOD)	10 mg/l	2 mg/l	2 mg/l
Total Suspended Solids (TSS)	10 mg/l	2 mg/l	1 mg/l
BOD Removal Efficiency	85%	99%	99%
TSS Removal Efficiency	85%	99%	99%

The WWTP Team Gets Work Done and Welcomes a New Operator, Michael Nichols

The WWTP maintained 100% NPDES permit compliance throughout May and June, with zero safety incidents reported.

- Hiring new WWTP maintenance technician.
- 7 Tours given.
- OSU partnership research sampling for: The Flu, SARS-CoV-2, RSV and Measles.
- Clackamas Community College WET Program Tour & Internship.
- Finished major maintenance and repairs to Belt Filter Press to improve reliability and extend service life.
- Supervisor Training with CIS.
- Ordinance #1676 (Heard Farms) & #1666 (4 new RAW pumps) passed.
- Gordian/APEX UV Disinfection CIP proposal and reviews.

Solids Processing			
Month	WWTP Solids Processed	WWTP - Belt Press Operation	Solids Hauled to Heard Farms
May	790,900 gallons	19 days	~160 wet tons/8 loads**KAHUT
June	874,600 gallons	20 days	234 wet tons/7 loads

Stats from May & June Bi-Monthly Reports

Admin: 14 Public Records Requests processed	Library: 247 new library cards issued
Court: Fines & Surcharges: \$46,952 (May) & \$62,737 (June)	Planning: 33 site plan reviews submitted
Economic Development: Hosted delegation & MOU ceremony w/ Dept. of Industry & Trade, Bac Ninh	Police: Calls for Service: 1,217 (May) and 1268 (June)
Finance: FY 27 budget approved by Budget Committee in May; approved by City Council in June	PW: Facilities: Critical infrastructure upgrade w/ new ventilation install for PW backup generator
Fleet: Averaged 36 completed work orders each month	Swim: 10,875 visits - combined attendance for May & June
HR: Conducted 6 recruitments (2 parks, wwtp, 2 swim, police)	Transit: Daily Loop weekday ridership: 147 trips (May) and 132 (June)
IT: 110 tickets resolved in May & June	WWTP: Welcomed a new operator, Michael Nichols



222 NE 2nd Avenue, Canby OR 97013
www.CanbyOregon.gov | 503.266.4021

July 24, 2026

Mary Jo Prlain
Executive Director
Reser Family Foundation
P.O. Box 8
Beaverton, OR 97075

Dear Grant Review Committee:

It is our pleasure to offer our strongest endorsement of the Canby Adult Center's request for funding for its new facility. As landlord, Council Liaison, and Interim City Administrator to the City of Canby we have seen firsthand the extraordinary impact the Canby Adult Center has on the lives of older adults throughout our Canby community.

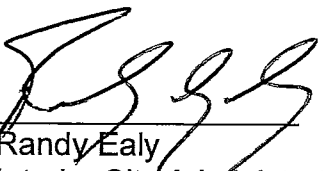
One of the strongest examples of their impact is the Center's meal program. Every month, they provide more than 3,500 meals to area seniors, with approximately two-thirds delivered directly to homebound individuals through a dedicated network of volunteers. The Canby Adult Center and the City also worked very closely together during COVID, when the City transferred \$512,000 in ARPA money to help them acquire their new location.

The proposed new facility will allow the Canby Adult Center to expand its reach and meet the growing needs of our aging community. It is an investment that will strengthen an organization with a proven record of compassionate service, responsible stewardship, and meaningful community impact.

We have also had the pleasure of working with Executive Director Kathy Robinson and have tremendous confidence in her leadership. Her vision, dedication, and commitment to serving older adults have earned the respect of our community, and we have every confidence that she and her team will maximize the impact of every philanthropic investment made in this project.

Thank you for your thoughtful consideration.

With Appreciation,


Randy Ealy
Interim City Administrator


Jim Davis
City Council Liaison



A New Home for *Healthy Aging*

July 23 2026

Randy Ealy
Interim City Administrator
City of Canby
222 Ne 2nd Avenue
Canby OR 97013

Dear Randy,

I am excited to share some wonderful news: Construction is underway on the Canby Adult Center's new home!

If you have been by the corner of N Holly and Territorial recently, you've probably noticed the activity. We have already completed abatement and demolition is underway. We are working closely with Paradigm Construction to keep the project moving forward, with a projected move-in during the first quarter of 2027.

There's even more to see! Thanks to the Canby Rotary Club, our picnic shelter is now freshly painted in the colors that will welcome everyone to our new home. We hope you'll stop by to check the shelter out as the transformation begins.

While construction moves ahead, life at the Canby Adult Center continues to be as busy as ever. Every day older adults gather for nutritious meals, fitness classes, and meaningful social connections. As our community continues to grow, so does the demand for our services—making our new home more important than ever.

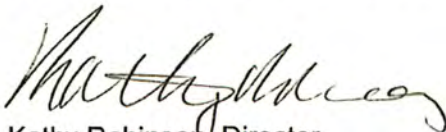
Our capital campaign is gaining momentum as the community rallies behind this vision. In addition to the \$1 million in government funding, we have received a \$250,000 grant from a private foundation, and over \$200,000 in gifts and commitments from local businesses and individuals. Combined with up to \$1 million of the Center's own investment, we are now over halfway to our \$4.2 million goal.

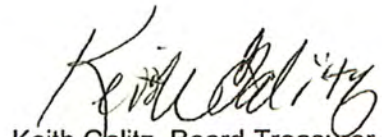
This summer will be an important one. Several grant applications are under review, and many funders want to see the project reach approximately 80% of its goal before making their final commitments. Every gift and every show of community support helps move us closer.

We would not be where we are today without the support of people like you who believe that Canby's older adults deserve a permanent home where they can stay active, connected, healthy and independent for years to come.

If you'd like to learn more, or explore ways to help bring this vision to life, we'd love to hear from you.

Thank you for your continued support –


Kathy Robinson, Director

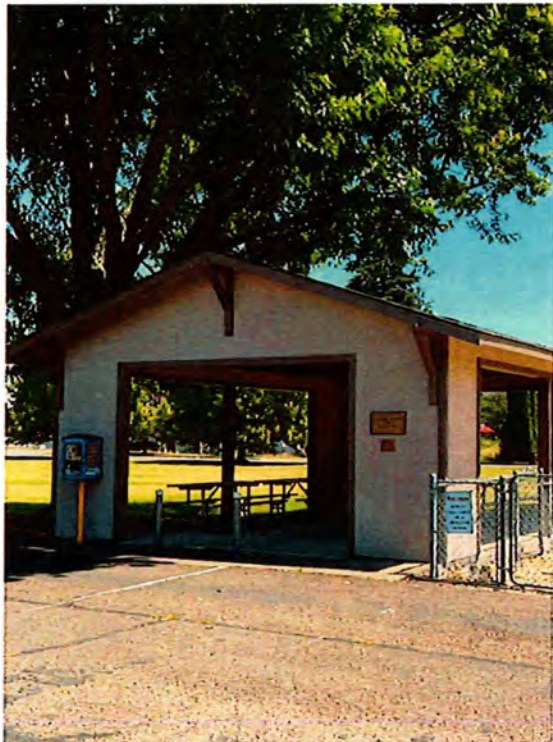

Keith Galitz, Board Treasurer and Campaign Chair

PS: Did you know that you can assign your IRA required minimum distribution directly to the Canby Adult Center, with significant tax advantages? See your investment advisor to find out how – but please let us know of your intentions so that we can recognize you appropriately!

A couple of project photos –



Future client services, transportation and
Home delivered meals offices



Picnic shelter



City of Canby

222 NE 2nd Avenue, Canby OR 97013
www.CanbyOregon.gov | 503.266.4021

July 30, 2026

Mary Jo Prlain, Executive Director
Reser Family Foundation
P.O. Box 8
Beaverton, OR 97075

Dear Grant Review Committee:

It is my pleasure to offer my strongest endorsement of To:gether Canby's request for funding to strengthen its **Reading Mentors and Quest** programs. As Interim City Administrator for the City of Canby, I have had the opportunity to partner with many organizations serving our community. To:gether Canby has distinguished itself as a trusted partner that consistently brings people together to address local needs through collaboration, thoughtful leadership, and a genuine commitment to our community.

One of the strongest examples of that partnership is To:gether Canby's longstanding work with the Canby School District. Through Reading Mentors and Quest, students receive individualized academic support, caring adult relationships, and meaningful family engagement that complement the work of our schools. These programs reflect the kind of collaborative investment that strengthens not only individual students but our community as a whole.

Throughout my time working with To:gether Canby, I have seen an organization that responds thoughtfully to changing community needs while building strong partnerships across the public, nonprofit, business, and volunteer sectors. That collaborative approach has made To:gether Canby a valued community partner and has helped ensure its programs remain both responsive and sustainable.

Executive Director Ray Keen and his team have earned the respect of our community through years of faithful leadership, responsible stewardship, and a willingness to work alongside others for the benefit of Canby families. I am confident they will maximize the impact of every philanthropic investment made in **Reading Mentors and Quest**.

Thank you for your thoughtful consideration.

With appreciation,

A handwritten signature in black ink, appearing to read 'Randy Faly', with a stylized, flowing script.

Randy Faly
Interim City Administrator
City of Canby



CANBY VOLUNTEER FIREFIGHTER ASSOCIATION

221 S. Pine Street, Canby, OR 97013
Bus. 503-266-5851 / Fax 503-266-1320

July 16, 2026

\$500



City of Canby
PO Box 930
Canby, OR 97013

What an incredible Independence Day fireworks show! We feel so blessed to be a part of something so special with our Canby community! Because of your generosity, our community was able to enjoy another amazing fireworks show this year. Seeing families spread out on blankets, kids looking up in amazement, and neighbors spending time together reminded us why this tradition means so much.

We know there are many worthy causes asking for support, and we're truly grateful that you chose to help make this event happen. Every donation, whether big or small, played a part in creating a night our community will remember.

Our local businesses and community members continue to show what makes this town special. Your support isn't just about putting on a fireworks show—it's about bringing people together and creating memories that last long after the final firework fades.

As we start planning for next year, we hope you'll consider supporting the fireworks again. With your help, we can keep this tradition going for years to come and make each celebration even better than the last.

From the bottom of our hearts, thank you for believing in this event and in our community. We couldn't do it without you, and we hope to have you with us again next year.

P.S. Don't forget we are a registered 501(c)(3) nonprofit, making your donations fully tax-deductible!

With sincere appreciation,

Wayne Austen

Wayne Austen
Division Chief
Canby Volunteer Firefighter Association

The Canby Volunteer Firefighter Association is a 501(c)(3) not for profit organization for the exclusive benefit of social welfare. **EIN: 93-6032322**

Date	Agenda Item	Staff
August 12, 2026	Council Goals & City Administrator Workplan through December 31, 2026 - Tentative	Randy
Date	Agenda Item	Staff
August 19, 2026	WWTP Stormwater and Sanitary Sewer Plan by Resolutions (tentative)	Spencer
	Ordinance - UV Project item (First Reading?)	Patrick/Denise
	Ordinance - Extension of Part-time staff with Summitt Staffing	Pete
	Ordinance - Walnut Street	Spencer
	Ordinance for Sweeper (First Reading)	Spencer
Date	Agenda Item	Staff
September 2, 2026	Work Session: UGB Expansion	Don
	NW Natural Franchise Agreement (tentative)	Randy
	Mayor's Business: LOC Priorities (Top 5)	
Date	Agenda Item	Staff
September 16, 2026	Bi-Monthly Reports	
	UGB Expansion Public Hearing	Don
Date	Agenda Item	Staff
October 7, 2026		
Date	Agenda Item	Staff
October 21, 2026		
Date	Agenda Item	Staff
November 4, 2026	Work Session: Potential Additional Work Session Items and Dates	
Date	Agenda Item	Staff
November 18, 2026	Small Business Saturday Proclamation	Tyler
	Bi-Monthly Reports	
	Library Strategic Plan Update	Marisa
Date	Agenda Item	Staff
December 2, 2026		

Date	Agenda Item	Staff
December 16, 2026	Potentially cancel meeting?	
Not assigned	Agenda Item	Staff
	Ordinance: Termination of the URA (first reading)	Jamie
	Ordinance: Termination of the URA (second reading)	Jamie
	Work Session: Floodplain	Don
	Ordinance: Floodplain	Don
	Work Session: Camping Ordinance (late spring/post legislative session)	Daniel
	Work Session: Bridging Cultures and Immigration Attorney/Outreach with Community	
	Work Session: Street Maintenance Fee Task Force Recommendation	
	Work Session: ED/Parks Opportunities in conjunction with UGB expansion	
	New Business: Fire Code Update	
	Old Business: Transit HQ Options	Pete
	Personnel Policy Update - post June	Pete
	CAPR & City Council - Joint Meeting	Randy
	Community Summit - Sports Complex - Tentative	
	Joint Council & School Board Meeting (after May election)	
	Work Session: Fire Works Ordinance	