

## **Regional Waste Advisory Committee**

### **Attachment A: DRAFT WORKING AGREEMENT**

#### **The Metro Regional Waste Advisory Committee will:**

1. Provide input on certain legislative and administrative actions that the Metro Council or Chief Operating Officer will consider related to implementation of the 2030 Regional Waste Plan
2. Provide input to WPES leadership and staff on certain policies, programs, projects that implement actions in the 2030 Regional Waste Plan; review RWP progress reports
3. Review and provide input to WPES leadership on the status of implementation of the 2030 Regional Waste Plan, including progress reports and midterm review.

#### **Committee participation**

1. Be on time for committee meetings and commit time to attend the full meeting.
2. Review materials before the meeting to be prepared to participate.
3. Participate and be present; resist the urge to use cell phones during the meeting except for meeting purposes.
4. Recognize when you are and are not talking; ensure everyone has the opportunity to participate through virtual or in-persons discussions, group discussions and mechanisms to provide written feedback during and between meetings at [RegionalWasteAdvisoryCommittee@oregonmetro.gov](mailto:RegionalWasteAdvisoryCommittee@oregonmetro.gov).
5. Listen and ask questions to understand, not just to respond.
6. Commit to building understanding of the 2030 Regional Waste Plan and the equity guiding principles.
7. Share your own perspective on the topic at hand and identify if you are representing the perspective of your organization or local jurisdiction.
8. We will value each person's perspective, experiences and skills.
9. Community representatives have the option of participating in a monthly pre-meeting prior to the full RWAC meetings.

#### **Expectations for Metro staff**

1. Provide context and background information for committee discussions, including:
  - a. A description of the garbage and recycling system structure (who, what, where, why);
  - b. The roles of all of the players (don't assume committee members know this context);
  - c. Break down complex concepts, avoid jargon and expand acronyms;
  - d. Support the committee's application of a racial equity lens as adopted by Metro

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- Council<sup>1</sup> during committee discussions and decision-making;
  - e. How communities are impacted or benefit from the topic being discussed;
  - f. Historical context, particularly on the front end of these committee meetings rather than later in the process;
  - g. Where relevant, a map of the affected system/facilities with affected communities noted; and
  - h. Identify decision-makers responsible for changes being pursued and options for how the committee can influence decision-making.
  - i. Information on WPES funding sources, budgets, contracts
2. When building agendas for committee meetings:
    - a. Build small group work into meeting agendas when possible to facilitate dialog;
    - b. Be clear about what Metro seeks from the committee on each agenda item;
    - c. Include the purpose of each discussion item and whether a decision is requested;
    - d. Build adequate discussion time into agendas;
    - e. Create agendas that balance flexibility for discussion and active facilitation so that items at the end of meeting aren't cut short; and
    - f. Work with the committee to develop an annual committee meeting calendar with topics and upcoming Council decisions noted.
  3. Tie topics being discussed to the goals of the 2030 Regional Waste Plan and other Metro plans to advance racial equity.
  4. Prioritize actions and make sure committee understands priorities.
  5. Provide materials one week in advance of committee meetings.
  6. Provide reminders for upcoming meetings to committee members.
  7. Provide a minimum of two weeks' notice for meeting date or time changes.

### **RWAC's role in decision-making**

1. RWAC provides consultation to decision makers via a summary of committee input or a formal committee recommendation on select policy issues.
2. WPES staff will indicate on meeting agendas whether a topic requires input from the committee members or a committee recommendation.
3. When a committee recommendation is required the group will utilize a green-

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<sup>1</sup> To address the barriers experienced by people of color, the Metro Council adopted the Strategic Plan to Advance Racial Equity, Diversity and Inclusion in June 2016. This plan concentrates on eliminating the disparities that people of color experience, especially in areas related to Metro's policies, programs, services and destinations. This strategic direction allows Metro the opportunity to make a difference in the lives of disadvantaged communities while also improving the region's quality of life. See Attachment B for details on this policy.

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yellow-red card decision-making process. This method allows each member an opportunity to express their support or opposition to a proposal and to check with areas of agreement or disagreement among committee members. In virtual meetings the green-yellow-red process may be replaced with thumbs up (green), thumb sideways (yellow) or thumb down (red).

- a. Green – I agree with the statement/proposal/decision
  - b. Red – I do not agree with the statement/proposal/decision
  - c. Yellow – I need more information or have more questions
4. Committee members indicating a yellow or red vote have the responsibility to describe what changes to the proposal would move them to a green. The committee will discuss these changes before taking another committee vote.
5. If no consensus is reached through this process the cards will be counted as committee member votes and the majority of green or red votes would carry the committee recommendation.
6. Metro will preserve any committee input and formal recommendation if requested in the meeting minutes. Minutes will reflect key themes and any dissenting opinions or opposition votes. Notes exists as a permanent record once committee has approved meeting minutes and will be accessible on the Metro website.
7. Committee may opt to create a report or written memo of its opinions. This may also include an option of a minority report for any opinions or votes in the minority.
8. Sub-committees can be utilized as an option for complex or highly technical content.
9. Committee members can hear from the public via public testimony prior to each meeting or public input via the [RegionalWasteAdvisoryCommittee@oregonmetro.gov](mailto:RegionalWasteAdvisoryCommittee@oregonmetro.gov)

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### Attachment B: Metro adopted policy guidance on advancing racial equity

#### **From the 2030 Regional Waste Plan, page 30: Metro policy guidance on advancing equity**

To address the barriers experienced by people of color, the Metro Council adopted the Strategic Plan to Advance Racial Equity, Diversity and Inclusion in June 2016. This plan sets five goals for advancing regional equity:

- A. Convene and support regional partners to advance racial equity
- B. Meaningfully engage communities of color
- C. Hire, train and promote a racially diverse workforce
- D. Create safe and welcoming services, programs and destinations
- E. Prioritize resource allocation that advances racial equity

To accomplish these goals, this plan concentrates on eliminating the disparities that people of color experience, especially in areas related to Metro's policies, programs, services and destinations. This strategic direction allows Metro the opportunity to make a difference in the lives of disadvantaged communities while also improving the region's quality of life.

#### **From 2030 Regional Waste Plan, page 45: Equity guiding principles**

*This plan provides Metro and local governments a powerful opportunity to advance racial equity, diversity and inclusion.* The following principles were developed by the Equity Work Group in collaboration with Metro staff. Their purpose is to help address historical and disproportionate impacts of the waste system on marginalized communities and to define how the plan may advance racial equity.

**Community restoration:** Take action to repair past harms and disproportionate impacts caused by the regional solid waste system. In practice, this means:

- Acknowledging historical impacts passed from generation to generation within communities.
- Actively including communities that have been historically marginalized from decision-making processes.
- Equitably distributing costs and benefits, taking into account historical and system impacts.
- Valuing indigenous and cultural knowledge about using resources sustainably.
- Committing to building a greater awareness of equity among providers of garbage and recycling services.

**Community partnerships:** Develop authentic partnerships and community trust to advance the plan's vision. In practice, this means:

- Prioritizing historically marginalized communities within the delivery of programs and services.
- Expanding voice and decision-making opportunities for communities of color.
- Supporting resilient community relationships by creating ongoing opportunities for leadership development.

**Community investment:** Emphasize resource allocation to communities of color and historically marginalized communities. In practice, this means:

- Making investment decisions in partnership with communities.
- Investing in impacted communities and youth through education and financial resources.
- Eliminating barriers to services and employment.