

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 on certain policies, programs, and projects that implement actions in the 2030 Regional Waste Plan
3. Review and provide input on the status of implementation of the 2030 Regional Waste Plan.

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 participates in group discussions.
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.
8. We will value each person's perspective, experiences and skills.

Expectations for Metro staff

1. When providing context for committee discussions, do include:
 - 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 Council¹ during committee discussions and decision-making;

¹ 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

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- 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.
2. When building agendas for committee meetings:
 - a. Build small group work into meeting agendas 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;
 - i. Following a decision, Metro staff should plan to return to the committee to provide an update on how their feedback or decision was used or not used as the work on the topic advances. *(updated 9/17/2020)*
 - 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.
 - i. Maintain a schedule of topics with tentative meeting dates for each *(updated 9/17/2020)*
 - g. Each topic should generally appear over two meetings:
 - i. First meeting is informational to allow committee to become familiarized with the topic at hand. *(updated 9/17/2020)*
 - ii. Second meeting is advisory or requesting a decision from the committee. *(updated 9/17/2020)*
 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 an optional pre-committee meeting for committee's community members to engage with staff on the scheduled topics. *(updated 9/17/2020)*
 7. Provide reminders for upcoming meetings to committee members.
 8. Provide a minimum of two weeks' notice for meeting date or time changes.

disadvantaged communities while also improving the region's quality of life. See Attachment B for details on this policy.

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Decision-making

1. This committee may use one of the following decision-making processes and will depend on the decision on the table. Options include:
 - a. Consensus – The committee will strive for consensus on a topic.
 - b. Vote – The committee will call for a vote of all members for or against a topic.
 - c. Consultative – Metro will consult the committee for input (consensus or vote) and Metro makes a decision using that input.
 - d. Delegated – Metro delegates a certain decision to the committee.
2. Use the red-yellow-green color cards whereby all committee members have an opportunity to express themselves during discussions. Use this method to check for agreement among committee members, then facilitate discussion as needed to reach consensus or before voting.
 - 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
3. Sub-committees can be utilized as an option for complex or highly technical content. Committee may
 - a. Decide to form a sub-committee to liaise with Metro staff and experts.
 - b. Information will be brought back to the main committee for consideration.
4. Committee decisions will be transparent by doing the following:
 - a. Metro will note expectations of the committee on the monthly agendas with:
 - i. Inform/informational
 - ii. Input requested
 - iii. Vote/consensus
 - b. Metro will preserve any committee vote in the meeting minutes which exists as a permanent record once committee has approved meeting minutes. Approved minutes will also be accessible on the Metro website.
 - i. Any dissenting opinions or opposition votes should be recorded in the minutes. Committee members should still speak up regardless of status in the majority or minority opinion.
 - c. 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.

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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.