



CITY OF WILLIAMSBURG

MEMORANDUM

To: Mayor and City Council

From: Andrew O. Trivette, City Manager

Date: Thursday June 22, 2021

RE: Truth and Reconciliation Committee Governance

Mayor and Members of City Council:

The intention of this memorandum is to provide governance structure for the proposed Truth and Reconciliation Committee.

At the July 8, 2021 City Council Meeting, the Mayor and Council will review a draft of Resolution 21-05 directing the City Manager to form a Truth and Reconciliation Committee. The Council, if satisfied with the content will adopt the Resolution at the same meeting.

To assist in the understanding of the purpose and structure of the proposed committee I have developed the following governance principles.

The City Manager's Committee for Truth and Reconciliation shall:

(1) Membership:

- a. have five to seven members appointed by the City Manager upon recommendation of the Mayor and Vice-Mayor;
- b. have members serving a single year term (August 2021 – June 30, 2022);
- c. have a majority of serving members be residents of the City of Williamsburg;
- d. have a majority of serving members be from communities of color who have been subjected to systemic racism, racial inequity, and racial injustice;
- e. have one member of City Council serve as ex-officio; and
- f. have four staff liaisons to include the City Manager, City Attorney and two designees.

(2) Meetings:

- a. have at least one meeting each month;
- b. have meetings that are private (organizational) or public (receive input); and
- c. have its first meeting occur not more than 60 days after the adoption of Resolution 21-05.



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(3) Organization:

- a. elect, from its voting city resident members, a chairperson to lead the Commission in presiding over its meetings and elect a vice-chairperson to serve in the absence of the chair;
- b. submit within 60 days of its first meeting a proposed mission statement and action plan for review by the City Manager and City Council; and
- c. utilize Robert's Rules, as appropriate, for small committees to conduct its business.

(4) Purpose:

- a. base their work on the three pillars of Restorative Justice:
 - i. Understanding the harm that has been done and the needs which result from that harm;
 - ii. Identifying what must be done to right the wrong and require accountability to right the wrong; and
 - iii. Engaging with the victims, offenders, and the wider community in this process.
- b. provide opportunities for individuals impacted by racial injustice, racial disparities, and systemic racism in the City to share their stories and experiences, including relating to policies, practices, and actions by the City of Williamsburg; facilitating conversations among and between community members from various backgrounds; identifying, analyzing, and recommending to the Williamsburg City Council institutional and policy reforms meant to mend the wounds of racial injustice and combat systemic racism; and
- c. report findings and recommendations to the Williamsburg City Council by not later than its June 2022, regular meeting.