

MISSION:

The Ordinance Review Committee (ORC) is a standing committee of the Corporation of Harpers Ferry Town Council. The ORC is responsible for the drafting and review of new ordinances and / or revisions of existing Town ordinances in accordance with current West Virginia Code and other applicable law, and informed by the current Comprehensive Plan.

DUTIES & RESPONSIBILITIES:

The ORC acts in an advisory role to the Town Council and shall have no line authority over any employee or office practice or procedure in pursuit of its mission.

- The ORC has as its primary duty to perform its role as outlined in the current "Procedure of Ordinance Review and Approval", adopted April 16, 2013.

At its discretion, the ORC may:

- Review current Harpers Ferry ordinances to confirm their compliance with current West Virginia Code.
- Organize and present to Town Council proposed changes to the current ordinances of Harpers Ferry, to meet anticipated changes to law, evolving technologies, newer or pending regulatory issues, and national codes and best practices.
- Monitor, propose, and prepare for closure ordinances that are mandated to "sunset."
- When necessary, consult with the appropriate Town deliberative bodies and / or employees to review ordinance changes.
- Per request and at the direction of the Town Recorder, coordinate with the Town Recorder. Activities may include but are not limited to:
 - Fulfilling recording and filing requirements.
 - Updating and maintaining a digital ordinance / resolution archive and ensuring that public access to it is maintained.
 - Updating and maintaining a master document of all Harpers Ferry ordinances.

MEMBERSHIP:

- The ORC is composed of three members of the current Town Council.
- The ORC members have term limits which coincide with the term limit of the current Town Council.
- The ORC has a Chairperson, appointed by the current Town Council, who will serve as the presiding officer.