



City of
Peterborough

To: Members of the General Committee

From: David J. Potts, Commissioner, Legislative Services

Meeting Date: February 17, 2026

Report: Advisory Committee Update, Terms of Reference, Riverview, Park and Zoo, Report LSCLK26-001

Subject

A report to update Council respecting Advisory Committees and to approve terms of reference for the Riverview Park and Zoo Advisory Committee.

Recommendations

That Council approve the recommendations outlined in Report LSCLK26-001, dated February 17, 2026, of the City Clerk as follows:

- a) That Council approve the draft Terms of Reference for the Peterborough Riverview Park and Zoo Advisory Committee, attached as Appendix A to Report LSCLK26-001; and,
- b) That Council amend By-law 22-088 by adding the Peterborough Riverview Park and Zoo Advisory Committee Terms of Reference as Schedule A-8, as per the amending by-law attached as Appendix B to the report.

Executive Summary

- Council, at its meeting of November 4, 2024, respecting Report COU24-002, Governance of Advisory Committees and Councillors' Participation on Local Boards, Municipal Corporations and Third-Party Organizations and Corporations, made changes to the political representation on various advisory committees, boards and organizations.

- This report responds to Council's direction to provide an update respecting advisory committees and seeks to approve the Terms of Reference for the Riverview Park and Zoo Advisory Committee.

Background

Council at its meeting of November 4, 2024, via Report COU24-002, Governance of Advisory Committees and Councillors' Participation on Local Boards, Municipal Corporations and Third-Party Organizations and Corporations, approved changes to the governance structure for advisory committees and Councillors' participation on local boards, Municipal corporations and organizations and directed as follows:

"f) If approved, the governance of advisory committees and council's participation on local boards, municipal corporations and third-party organizations be reviewed at the end of 2025 for possible recommendations for consideration".

This report is in response to Council's direction. Staff were also directed as follows:

"e) That staff be directed to provide to Council electronically, agendas for those advisory committee meetings that staff attend, which are listed on pages three and four of Report COU24-002". Staff continue to provide to members of Council via e-mail, an electronic copy of advisory committee agendas for those committees supported by the Clerk's Office. Upon review of the agenda material, members of Council may attend an advisory committee meeting if they so choose.

Council further directed,

"g) Beginning Jan 1st, 2025, those committees without council membership are invited to submit a summary update memorandum to the clerk's office every six months for dissemination to all members of council". Staff continue to work with representatives from the various divisions that support advisory committees to obtain updates on committee matters. This information is provided to members of Council via e-mail.

In April 2025, the Riverview Park and Zoo (RPZ) operations and assets were transferred to the City as part of the transaction that dissolved Peterborough Utilities Commission and transferred water related assets and operations. The RPZ forms part of the Recreation, Parks and Cultural Services Division. An advisory committee existed at the RPZ prior to the operational changes of April 2025. The committee continues to exist and is proposed to form part of the complement of City advisory committees to be supported by staff from the Recreation, Parks and Cultural Services Division and the Clerk's Office. To be consistent with other advisory committee procedures and practices, staff recommend that the draft Terms of Reference for the Riverview Park and Zoo Advisory Committee (RPZAC), attached as Appendix A to the report be approved. It is proposed that the five current members of the committee remain, if they wish, until the end of the term when many of the positions on advisory committees

expire. It is customary to appoint new members to advisory committees at the start of a new term of Council. This would include appointments to the RPZAC.

Subject to Council's approval, the Terms of Reference would be added to existing Advisory Committee By-law 22-088 as Schedule A-8, as per the amending by-law attached the report as Appendix B.

Strategic Plan

Strategic Pillar: Governance & Fiscal Sustainability

Strategic Priority: Pursue service excellence in governance to support long-term fiscal sustainability of the city while respecting the impact of decisions on taxpayers.

Approval of the proposed Terms of Reference for the RPZAC provides consistent governance for advisory committees.

Engagement and Consultation

The proposed Terms of Reference were drafted in consultation with the Zoo Management Team, the Director Recreation, Parks and Cultural Services, members of the existing Riverview Park and Zoo Committee, and staff from the Clerk's Office.

Budget and Financial Implications

Any financial implication related to supporting the proposed RPZAC will be accommodated within existing approved budgets.

Attachment

Appendix A: Draft Peterborough Riverview Park and Zoo Advisory Committee Terms of Reference.

Appendix B: By-law to amend By-law 22-088

Submitted by,

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Appendix A

Schedule A-8

Peterborough Riverview Park and Zoo Advisory Committee (RPZAC)

Terms of Reference

1. Composition

1.1. Members

The Committee consists of five (5) members:

- Five (5) citizens of the City of Peterborough

When choosing citizen appointments preference is given to members with specialized expertise and direct working experience in zoology, veterinary medicine, education, engineering, governance, recreational and cultural institution management, finance, philanthropy and marketing or animal care.

1.2 Terms

- Divide the citizen appointment end dates into 2- and 4-year terms.

1.3 Staff

The staff liaison for the Committee is the Director, Recreation, Parks and Cultural Services.

2. Mandate

- Advise respecting the governance of the Riverview Park & Zoo (RPZ) policies, planning initiatives and capital construction projects
- Inform and advise Council or City staff on matters concerning the Riverview Park & Zoo.
- Advise and support Recreation, Parks and Cultural Services Division as requested by Council or City staff
- Advice regarding animal collection, staff and programs.
- Community engagement as requested by Council or City staff
- Act as an Advisory Committee to Council and to City staff to support the long-term sustainability of the Riverview Park and Zoo.

3. Responsibilities

- Committee members advise City Council, Senior Municipal Administration, and the RPZ Curator by identifying issues, concerns and government policies that may affect the RPZ.

- Committee members provide input and feedback on major planning initiatives and capital construction projects as they pertain to the delivery of a zoological experience that is welcomed and supported by both the public and RPZ patrons
- As requested from time to time by Council or by City staff, Committee members will actively assist in the promotion of RPZ awareness to the public by Liaising with the community including individuals, groups, and organizations to get input and encourage support for the RPZ
- Promote the activities and programs of the RPZ
- The Committee may establish subcommittees as required. The Committee will appoint at least one Advisory Committee member to each Sub-Committee. The Chair of each Sub-Committee is a member of the Advisory Committee.
- The committee may undertake larger projects and initiatives as identified by staff and/or Council with the City of Peterborough.
- The RPZAC Committee has no delegated decision-making power from Council or Financial Budget

4. Meetings

Meetings, when convened, are held at City Hall at 5:00 p.m. on the second Wednesday of the month or, where necessary, on an alternate date and time agreed upon by the Committee.