

Staff Report



To	City Council as Shareholder of Guelph Municipal Holdings Inc.
Date	Tuesday, June 25, 2024
Subject	Guelph Municipal Holdings Inc. Director and Chief Executive Officer Appointment

Recommendation

1. That report number 2024-309, entitled Guelph Municipal Holdings Inc. Director and Chief Executive Officer Appointment, dated June 25, 2024 be received.
 2. That Council, as Shareholder of Guelph Municipal Holdings Inc., ratify and appoint Jayne Holmes, Acting Chief Administrative Officer for the City of Guelph, as a Director and Chair of the Board and the Chief Executive Officer of Guelph Municipal Holdings Inc., for a term commencing on June 22, 2024 and expiring on the day the by-law appointing a permanent, full-time Chief Administrative Officer for the City of Guelph comes into force and effect.
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Executive Summary

Purpose of Report

To provide City Council, as Shareholder of Guelph Municipal Holdings Inc. (GMHI), with information regarding the recommendation to ratify and appoint the Acting Chief Administrative Officer (CAO) for the City of Guelph as Director, Chair and Chief Executive Officer (CEO) of GMHI.

Key Findings

Jayne Holmes has been appointed as the Acting CAO of the City of Guelph effective as of June 22, 2024, assuming the role from retiring CAO Scott Stewart. Scott Stewart has resigned from his position as Director, Chair and CEO of GMHI effective as of June 22, 2024.

It is recommended that Jayne Holmes, the Acting CAO of the City of Guelph, be appointed as Director, Chair and CEO of GMHI. It is recommended that this appointment be ratified to an effective date of June 22, 2024, the date upon which Ms. Holmes was appointed Acting CAO of the City of Guelph, and continue until the appointment of permanent CAO of the City of Guelph.

Financial Implications

None.

Report

The governing documents of GMHI provide that the Board of Directors shall consist of a minimum of one (1) and a maximum of twenty (20) directors, with the board composition currently set at one (1) director by resolution of the City as Shareholder. The Shareholder Declaration of GMHI specifies that the CAO of the City of Guelph shall be the CEO of GMHI, and provides that the City as Shareholder shall determine the Chair of the board of GMHI.

On June 11, 2024, by By-law (2024) – 20951, Jayne Holmes was appointed as the Acting CAO of the City of Guelph with an effective date of June 22, 2024, assuming the role from retiring CAO Scott Stewart. Scott Stewart has resigned from his positions as Director, Chair and CEO of GMHI effective as of June 22, 2024.

This report recommends that Jayne Holmes be appointed as Director, Chair and CEO of GMHI, in accordance with the governing documents of GMHI. It is recommended that this appointment be ratified to an effective date of June 22, 2024, corresponding with the effective date of Ms. Holmes appointment as Acting CAO of the City of Guelph, and expire upon the appointment of a permanent CAO of the City of Guelph. At which time, the permanent CAO of the City of Guelph will be recommended for appointment as Director, Chair and CEO of GMHI.

Financial Implications

None.

Consultations

None.

Attachments

None.

Report Author

Jennifer Charles, General Manager of Legal and Court Services / City Solicitor

This report was approved by:

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This report was recommended by:

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