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**To:** "Direct to Mayor and Council - DL"  
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**Date:** 1/7/2019 4:44:16 PM  
**Subject:** New General Manager of Real Estate & Facilities Management

\*\*\*\*\* CONFIDENTIAL \*\*\*\*\*

Dear Mayor and Council,

I am pleased to announce that Nick Kassam is the successful candidate for the position of General Manager of Real Estate and Facilities Management (REFM).

Since 2012, Nick has been Chief Procurement Officer/Director in the Finance, Risk and Supply Chain Management department. Nick joined the City in 2010, where he started as a Category Manager.

Nick's tenure in Supply Chain Management (SCM) has been full of remarkable achievements, where he has led the way in strategic planning and operational work. Nick's leadership was essential in securing the City's Living Wage Employer certification, which won the Outstanding Case Study Award from the Sustainable Purchasing Leadership Council in 2018. Nick also led the Procurement Lifecycle Management project, transforming processes to ensure that we continuously improve the way the City delivers efficient and comprehensive procurement lifecycle services. Prior to joining the City, Nick spent many years working in the private sector in various roles covering finance, marketing, and procurement operations.

We underwent an extensive recruitment process to find the best fit for this role and I am confident in Nick's ability to lead the way. His innovative thinking, approachable leadership style and drive to improve complex processes make him well-suited for this role.

I would like to extend my gratitude and appreciation to Lisa Prescott for her leadership in serving as Acting General Manager of REFM. I know that Lisa will continue to play an important leadership role in our organization as she returns to her position as Director, Strategic Operations Planning & Program Management for REFM.

As we enter the New Year, Nick will transition to his new role as General Manager, which he will officially start on January 14. In the interim, we will begin recruitment for the Chief Procurement Officer/Director position. Alexander Ralph will take on the role of Acting Director of SCM during the transition period.

Please do not share this news more widely, as we will be giving Nick the opportunity to share this news with his team directly in the coming days. An announcement will be shared with all staff later this week.

Best,  
Sadhu

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