ITEM	1
MANAGER'S REPORT NO.	27
COUNCIL MEETING	1981 06 15

RE: RETIREMENT - MRS. AMY GRAHAM

Mrs. Graham will retire on 1981 July 31. Additional information is contained in the following report from the Personnel Director.

RECOMMENDATION:

1. THAT the recommendation of the Personnel Director be adopted.

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TO: MUNICIPAL MANAGER DATE: 1981 JUNE 08

FROM: PERSONNEL DIRECTOR

SUBJECT: RETIREMENT - MRS. AMY GRAHAM

RECOMMENDATION:

THAT the Mayor, on behalf of Council, send to Mrs. Graham a letter of appreciation for her many years of loyal and dedicated service to the Municipality.

REPORT

Mrs. Graham will be retiring from employment with the Corporation on 1981 July 31 after nearly 21 years of service.

She commenced employment with Burnaby on 1960 August 15 as a Clerk Typist 2 in our Social Service Department, became a Clerk Stenographer 2 in our Parks Department on 1961 April 17, a Clerk Stenographer 3 on 1961 November 20, a Clerk 3 in 1966, a Clerk 4 in 1969, Secretary to the Parks & Recreation Commission in 1970 and Supervisor - Parks Office Administration in 1975, the position she has held since that time.

Arrangements have been made for the presentation of the gift from the Corporation at a retirement party to be held at the Burnaby Lake Pavilion on 1981 June 18, Thursday, at 17:00 h.

D. F. Hicks
PERSONNEL DIRECTOR

OH/DFH:mg