

ITEM 19
MANAGER'S REPORT NO. 39
COUNCIL MEETING 91/06/17

TO: MUNICIPAL MANAGER
FROM: HUMAN RESOURCES DIRECTOR
SUBJECT: RETIREMENT - MRS. GRETA WOOD
PURPOSE: To inform Council of the retirement of Mrs. Wood

RECOMMENDATION:

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

REPORT

Mrs. Wood will be retiring from employment with the Corporation on 1991 August 31 after 19 years of service.

She commenced employment with Burnaby on 1958 December 05 as a Clerk Steno 3 in our Finance Department and separated on 1959 September 04. She was rehired in 1960 as a Clerk Steno on a part-time basis and worked in various departments. She became Secretary to the Municipal Treasurer on 1972 August 07, with a title change to Accounting Clerk - Secretary on 1974 December 06, the position she has held since that time.

Arrangements have been made for presentation of the gift from the Corporation to take place at Mrs. Wood's desk in the Finance Department at 3:00 p.m. on 1991 June 28.

George J. Harvie

G. V. Harvie
HUMAN RESOURCES DIRECTOR