

**TO:** CITY MANAGER  
**FROM:** HUMAN RESOURCES MANAGER  
**SUBJECT:** RETIREMENTS  
**PURPOSE:** To inform Council of the following retirements

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**RECOMMENDATION:**

1. **THAT** the Mayor, on behalf of Council, send to the following retirees a letter of appreciation for their many years of loyal and dedicated service to the City.

**REPORT**

Mrs. Irene Calbick

Mrs. Calbick will be retiring from employment with the City on 1997 February 28 after 19 years of service.

She commenced employment with Burnaby on 1978 June 5 as a Clerk Typist in the Health Department and since 1981 has held the position of Administrative Assistant - Health Programs.

Ms. Patricia Donnelly

Ms. Donnelly will be retiring from employment with the City on 1997 February 28 after 18 years of service.

She commenced employment with Burnaby on 1979 December 12 in the Health Department and since 1993 has held the position of Long Term Care - Case Manager.

Ms. Millicent Lewis

Ms. Lewis retired from employment with the City on 1997 January 3 after 21 years of full-time service.

She commenced full-time employment with Burnaby on 1976 June 28 with the R.C.M.P. and has held the position of Secretary to the Officer in Charge since 1983.

Ms. Leita Robinson

Mrs. Robinson retired from employment with the City on 1997 January 17 after 16 years of service.

She commenced employment with Burnaby on 1981 August 20 with the R.C.M.P. and has held the position of Front Counter Clerk since 1993.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "P. K. Tennant".

P. K. Tennant  
HUMAN RESOURCES MANAGER

cc: Deputy City Manager  
Corporate Labour Relations