



University of Toronto TORONTO ONTARIO M5S 1A1

OFFICE OF THE GOVERNING COUNCIL

September 28, 2004

Memorandum to: Members of the Business Board

Subject: **Meeting of Wednesday, October 6, 2004
at 5:00 p.m., Council Chamber, Simcoe Hall**

Attached are your agenda and documentation for the first meeting of the Business Board for the 2004-05 academic year.

(1) Attendance

So that the Chair can be kept informed of attendance, would you kindly notify Ramona McKendrick (416-978-6576, ramona.cesar@utoronto.ca) if you will be **unable** to attend?

(2) Item 6 – *Ontarians with Disabilities Act Plan*

For those on the Academic Board, University Affairs Board or the Planning and Budget Committee mailing lists: you will not find a second copy of the proposed *Ontarians with Disabilities Act Plan* (agenda item 4) in this package. Would you please retrieve the copy of the Plan from your previous agenda package? If you do require a second copy of the document, please let me know.

Similarly, members of the Executive Committee and the Governing Council are asked to retain their copies for the meetings of those bodies.

(3) Critical Principles of Being Effective as a Governor at the University of Toronto

Attached is a document prepared by Ms Rose Patten, the Chair of the Governing Council, entitled “Critical Principles of Being Effective as a Governor at the University of Toronto.” It is being distributed for the information of members of all of the Boards of the Governing Council.

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(4) Post-Meeting Gathering

The Board's voting assessors, Professor Angela Hildyard, the Vice-President, Human Resources and Equity, and Ms Catherine Riggall, the Interim Vice-President, Business Affairs, have kindly invited members and assessors to an informal social gathering at the Faculty Club after the meeting

(5) Consent Agenda Items

In order to leave more time for the consideration of major issues, the Board deals with many of the reports for information, as well as some more routine approval items, on a "consent" basis. Consent items are usually found on the agenda under two headings, each with a number of sub-sections. They are "other items for approval" and "other items for information." (This agenda is somewhat atypical.)

Members are asked to review these items carefully and, before the meeting, to call the sponsor with any questions for clarification / information. The name and telephone number of the sponsor is usually shown on the summary sheet covering the item.

If members have any concerns about these items, they are asked to notify the Secretary well in advance of the meeting. I shall ensure that the item is flagged for discussion at the Board meeting, and I shall notify the relevant administrative assessor so that appropriate personnel can be asked to attend for the discussion.

For items where no member gives notice of a wish for a discussion, the items are dealt with quickly. The items for approval would be put to the vote with no introduction and (usually) with no discussion. Similarly with the reports for information would simply be taken as received and (normally) there would be no discussion at the Board.

(5) Parking

Regrettably, Governing Council parking permits are not being supplied to co-opted members of Boards and Committees for 2004-05. I have attached a meeting pass for co-opted members from off the St. George Campus. Would any member I have missed kindly let me know so that I can arrange for a pass to be faxed to you.

Secretary
Business Board