



OFFICE OF THE GOVERNING COUNCIL

MEMORANDUM

To: Members of the Governing Council
From: Cristina Oke, Assistant Secretary of the Governing Council
Date: December 5, 2003
Re: **Governing Council Meeting – Monday, December 15, 2003 at 4:30 p.m.
at the University of Toronto at Mississauga**

(a) Agenda Packages

Agenda packages are enclosed for the meeting of the Governing Council on Monday, December 15, 2003 at 4:30 p.m.

(b) Material previously distributed

Please note that, when distributing documentation for Governing Council meetings, we do not include the appendices to reports or reports of meetings for those members who will have previously received copies (i.e. members of the Academic Board will not receive the items and/or appendices to the report of that Board as those members will have received this documentation with their Academic Board agenda packages; members of the Executive Committee will not receive the reports of the Academic Board or the minutes of the Governing Council meetings, since those items were included in the agenda package for the December 2, 2003 Executive Committee meeting). In such instances, members are requested to retrieve the relevant documentation for the Governing Council meeting. This documentation is also available at <http://www.utoronto.ca/govcncl/bac/details/gcdetail.htm>.

(c) Consent Agenda Items

Four items have been designated as Consent Agenda items for the Governing Council meeting and will be considered in one motion. The use of consent agenda items is intended to be an efficient way of dealing with approval items that would not normally engender debate. This motion will be moved, seconded and voted on without introduction or debate. Prior to the meeting, members who have questions or concerns about any of these items are asked to contact the sponsor of the item given on the cover sheet. After consulting the sponsor, if a member still wishes to have a matter discussed, he or she may so request by notifying me by **noon on Friday December 12, 2003.**

(d) Meeting Location – Council Chamber, University of Toronto at Mississauga

Please note that the meeting will take place in the Council Chamber, South Building, University of Toronto at Mississauga. Directions are enclosed. If you have not already done so, **please confirm your attendance** with Ramona McKendrick at (416) 978-6576 or ramona.cesar@utoronto.ca, **and indicate if you require transportation to and/or from the meeting, if you will participate in a tour of the campus, and if you will be attending the reception** following the meeting.

(e) Parking

Parking will be available in Lot #4 from 3 p.m. - 5 p.m. on December 15. People should identify themselves to the parking attendant as participants in the Governing Council meeting, and they will be provided with a permit (if they don't already have a St. George pass).

(f) Principal's Reception to Follow the Meeting

Vice-President and Principal Ian Orchard will be hosting a holiday reception for members of the Governing Council following the meeting. This will take place at the Principal's residence, Lislehurst, which is shown on the far left side of the enclosed map of the University of Toronto at Mississauga.

Thank you.