



# University of Toronto

OFFICE OF THE GOVERNING COUNCIL

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## MEMORANDUM

To: Members of the Governing Council

From: Cristina Oke, Assistant Secretary of the Governing Council

Date: October 22, 2003

Re: **Material for Meeting of October 30, 2003**

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### **(a) Agenda Package**

Enclosed is the agenda package for the meeting of Governing Council which will be held on Thursday October 30, 2003 in the Council Chamber, 2<sup>nd</sup> floor, Simcoe Hall 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 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 meeting of September 18, since those items were included in the initial agenda package for the October 20 Executive Committee agenda package). In such instances, members are requested to retrieve the relevant documentation for the Governing Council meeting.

### **(c) Consent Agenda Items**

Five 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 Wednesday October 29, 2003**.

### **(d) Confirmation of Meeting Attendance**

If you have not already done so, please confirm your attendance at this meeting by contacting me by phone (416-978-8427) or email ([c.oke@utoronto.ca](mailto:c.oke@utoronto.ca)).

Thank you.

