



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

MEMORANDUM

To: Members of the Governing Council

From: Cristina Oke, Assistant Secretary of the Governing Council

Date: March 18, 2005

Re: **Material for Governing Council Meeting of March 30, 2005**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Governing Council which will be held on **Wednesday, March 30, 2005**, in the Council Chamber, 2nd 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 package). In such instances, members are requested to retrieve the relevant documentation for the Governing Council meeting.

(c) 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).

Thank you.