



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: December 9, 2004

Re: **Material for Governing Council Meeting of December 16, 2004**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Governing Council which will be held on **Thursday, December 16, 2004**, 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) Holiday Reception

Following the meeting, the Chair of Governing Council is hosting a reception for members of the Governing Council in the Upper Dining Room of the Faculty Club. An invitation is included in the agenda package.

(d) Confirmation of Meeting Attendance

If you have not already done so, please confirm your attendance at this meeting, and at the holiday reception, by contacting Ramona McKendrick by phone (416-978-6576) or email (ramona.mckendrick@utoronto.ca).

Thank you.