



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

MEMORANDUM

To: Members of the Executive Committee

From: Cristina Oke, Committee Secretary

Date: August 29, 2003

Re: Material for Meeting of September 5, 2003

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Executive Committee which will be held on **Friday September 5, 2003 at 12 noon in the Board Room, 2nd floor, Simcoe Hall.**

(b) Parking

The Students' Administrative Council will be holding their annual orientation on the front and back campuses on September 5. King's College Circle, Hart House Circle and Tower Road will be closed to accommodate this event. However, Galbraith Road and the Simcoe Hall lot will be open, and arrangements are being made to allow members of the Executive Committee to park in the Simcoe Hall lot. If you would like additional information about parking, please contact Ramona McKendrick by email (r.cesar@utoronto.ca;) or by phone (416-978-6576).

(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.