



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

Phone: (416) 978-2118
Facsimile: (416) 978-8182
E-mail: l.charpentier@utoronto.ca

Memorandum to: Members of the Executive Committee

From: Louis R. Charpentier
Secretary of the Governing Council

Date: May 10, 2007 for May 17, 2007

Re: **Governing Council and Executive Committee Meeting Dates for 2007 - 08**

Agenda Item: 9

Item Identification: Governing Council and Executive Committee Meeting Dates for 2007 - 2008.

Sponsor: Secretary of the Governing Council

Jurisdictional Information:

Section 11 of *By-Law Number 2* of the Governing Council requires that at least five regular meetings of Governing Council be held during the academic year. The date and times of such meetings shall be determined annually in advance by the Executive Committee not later than June 30 preceding the period of such meetings. The Executive Committee may cancel at most one of the regular meetings of the Governing Council in each academic year for lack of sufficient business.

Highlights

Seven meeting cycles. The cycle of seven scheduled meetings is intended to provide the flexibility for assessors to introduce business into the governance structure, minimizing the need to call special meetings or to make last minute changes to the meeting schedule. It is always easier to cancel scheduled meetings that are not required than to seek to add them on short notice.

Governing Council Orientation. A Governing Council orientation will be held on Friday, September 7, 2007 from 8:30 a.m. – 2:00 p.m. concentrating on the governance process and the duties and trusteeship responsibilities of members of the Governing Council.

Final Meeting of the Governing Council. As will be the case in June 2007, the June meeting of the Governing Council has been scheduled for Monday, June 23, 2008 rather than on the final Thursday of the month as in past years. This slightly earlier date will allow for immediate follow-up to the meeting and other end-of-year matters prior to the summer vacation period.

Action Sought

The Executive Committee is asked to approve the following 2007 - 2008 meeting dates for the Governing Council, as well as its own dates.

Cycle	Executive Committee Usual time: 5:00 – 7:00 p.m. Location: Board Room	Governing Council Usual time: 4:30 – 6:30 p.m. Location: Council Chamber
Orientation		Friday, September 7, 2007, 8:30 a.m. – 2:00 p.m.
Cycle 1	Wednesday, October 17, 2007	Thursday, November 1, 2007
Cycle 2	Monday, November 26, 2007	Thursday, December 6, 2007
Cycle 3	Monday, January 7, 2008	Thursday, January 17, 2008
Cycle 4	Monday, February 25, 2008	Thursday, February 28, 2008
Cycle 5	Monday, March 31, 2008	Thursday, April 10, 2008
Cycle 6	Monday, May 12, 2008	Wednesday, May 21, 2008
Cycle 7	Monday, June 16, 2008 Monday, June 23, 2008, 3:00 – 4:00 p.m.	Monday, June 23, 2008 at 4:00 p.m.