



# University of Toronto

OFFICE OF THE GOVERNING COUNCIL

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## MEMORANDUM

To: Members of the Executive Committee

From: Henry Mulhall, Committee Secretary

Date: November 24, 2005

Re: **Material for Meeting of December 1, 2005 at 5:00 p.m.**

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### (a) Agenda Package

Enclosed is the agenda package for the meeting of the Executive Committee which will be held on Thursday December 1, 2005 at 5:00 p.m. in the Board Room, 2<sup>nd</sup> floor, Simcoe Hall. Additional documentation will be forthcoming as soon as it is ready for distribution. Non-confidential material will also be available at <http://www.utoronto.ca/govcncl/bac/details/exdetail.htm>.

### (b) Material previously distributed

Please note that, when distributing documentation for Executive Committee meetings, we do not include specific items of documentation for those members who will have previously received copies as part of their agenda packages for board and committee meetings. In such instances, members are requested to retrieve the relevant documentation for the Executive Committee meeting.

### (c) Confirmation of Meeting Attendance

If you have not already done so, please confirm your attendance at this meeting by telephone to Stephan Humphrey (416-978-6576) or by email to [governing.council@utoronto.ca](mailto:governing.council@utoronto.ca).

Thank you.