



MEMORANDUM

To: Members of the Planning and Budget Committee

From: Anwar Kazimi, Secretary to the Committee

Date: January 4, 2012

Re: **Material for the Meeting of Wednesday, January 11, 2012**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Planning and Budget Committee that will be held on **Wednesday, January 11, 2012 at 4:10 p.m. in the Council Chamber, Simcoe Hall, 27 King's College Circle.**

(b) Consent Agenda

Consent agenda items 6 to 9 (inclusive) will be given individual consideration by the Committee only if a member requests so. Therefore,

- Members with questions are invited to telephone the contact person shown on the cover sheet in advance of the meeting.
- Members with concerns who would like a consent agenda item to be discussed by the Committee are invited to notify me at least 24 hours in advance of the meeting. I could be reached by phone (416-978-8427) or email (anwar.kazimi@utoronto.ca).

(c) Confirmation of Meeting Attendance

Please contact Ms Rena Parsan by phone (416-978-6576) or email (governing.council@utoronto.ca) to indicate whether or not you will be able to attend the meeting, so that we may ensure that quorum will be met.

Thank you.