



**MEMORANDUM**

To: Members of the Planning and Budget Committee

From: Anwar Kazimi, Secretary to the Committee

Date: September 14, 2011

Re: **Material for the Meeting of Wednesday, September 21, 2011**

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**(a) Agenda Package**

Enclosed is the agenda package for the meeting of the Planning and Budget Committee that will be held on **Wednesday, September 21, 2011 at 4:10 p.m. in the Council Chamber, Simcoe Hall, 27 King's College Circle**. If members have questions on any of the agenda items, please notify me by 12:00 noon on Friday, September 16, 2011, so that appropriate information may be obtained. I can be reached by telephone at (416) 978-8427 or by e-mail at [anwar.kazimi@utoronto.ca](mailto:anwar.kazimi@utoronto.ca).

**(b) Information about the Planning and Budget Committee**

The following information is provided for reference and background to your work as a member of the Planning and Budget Committee in the 2011-2012 academic year.

**1. Membership & Meeting Schedule:**

- [Schedule of Governing Council meetings for 2011-12](#)
- [Members of the Planning and Budget Committee for 2011-12](#)

**2. Procedures:**

- [Terms of Reference of the Planning and Budget Committee](#)
- [Frequently Asked Questions: Planning and Budget Committee](#)
- Agenda and reports of the Planning and Budget Committee are available on the web at <http://www.governingcouncil.utoronto.ca/bac/pb.htm>

**3. Organization**

- [Governing Council Organization charts](#)
- [Staff contact list for the Office of the Governing Council](#)

**(c) Confirmation of Meeting Attendance**

Please contact Ms Rena Parsan by phone (416-978-6576) or email ([governing.council@utoronto.ca](mailto: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.