



MEMORANDUM

To: Members of the Planning and Budget Committee

From: Anwar Kazimi, Secretary to the Committee

Date: October 26, 2011

Re: **Material for the Meeting of Wednesday, November 2, 2011**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Planning and Budget Committee that will be held on **Wednesday, November 2, 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, October 28, 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.

(b) 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.

PB/2011-11-02/PB – Agenda CS – Nov 2 2011