



# University of Toronto

OFFICE OF THE GOVERNING COUNCIL

## MEMORANDUM

To: Members of the Planning and Budget Committee

From: Cristina Oke, Secretary to the Committee

Date: September 14, 2004

Re: **Material for Meeting of September 21, 2004**

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### **(a) Agenda Package**

Enclosed is the agenda package for the meeting of the Planning and Budget Committee which will be held on **Tuesday September 21, 2004 in the Council Chamber, 2<sup>nd</sup> floor, Simcoe Hall at 4:10 p.m.** Two additional items may be added to the agenda prior to the meeting, in which case a revised agenda and documentation will be distributed to you electronically.

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

Enclosed with this mailing is information about the Planning and Budget Committee. The meeting schedule, membership and Terms of Reference for the Committee, as well as the agendas and reports from 1999-2000 onwards are available on the Governing Council website at <http://www.utoronto.ca/govcncl/bac/details/pbdetail.htm>.

An organization chart of the Governing Council and its Boards and Committees is available at <http://www.utoronto.ca/govcncl/tgc/2.02.03.pdf>. A schedule of the meetings of Governing Council and its Boards and Committees may be found at <http://www.utoronto.ca/govcncl/gcs/bydob.pdf>.

### **(c) Confirmation of Meeting Attendance**

If you have not already done so, please confirm your attendance at this meeting by contacting me by phone (416-978-8427) or email ([c.oke@utoronto.ca](mailto:c.oke@utoronto.ca)).

Thank you.