



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: November 3, 2004

Re: **Material for Meeting of November 10, 2004**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Planning and Budget Committee which will be held on **Wednesday November 10, 2004 in the Council Chamber, 2nd floor, Simcoe Hall at 4:10 p.m.**

(b) Material for Academic Board meeting, November 11, 2004

Please note that several items on the agenda of the Planning and Budget Committee will be considered by the Academic Board on Thursday, November 11. Members of the Committee will not receive a copy of these items in their Academic Board agenda package. **Please bring the material from the Planning and Budget Committee meeting to the Academic Board meeting.**

(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).

Thank you.