



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: February 21, 2006

Re: **Material for Meeting of February 28, 2006**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Planning and Budget Committee that will be held on **Tuesday, February 28, 2006 in the Council Chamber, 2nd floor, Simcoe Hall at 4:10 p.m.**

The Report of the meeting held on February 7, 2006 is being finalized and will be circulated electronically prior to the meeting.

(b) 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.