



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, 2005

Re: **Material for Meeting of September 22, 2005**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Planning and Budget Committee which will be held on **Thursday September 22, 2005 in the Council Chamber, 2nd floor, Simcoe Hall at 4:10 p.m.**

(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 2005-06 academic year. If you have any questions, or if you would like further information, please do not hesitate to contact me by email (c.oke@utoronto.ca) or phone (416-978-8427).

1. Membership & Meeting Schedule:

- Schedule of Governing Council meetings for 2005-06 (<http://www.utoronto.ca/govcncl/gcs/bydob.pdf>)
- Members of the Planning and Budget Committee for 2005-06 (<http://www.utoronto.ca/govcncl/tgc/2.01.05.e.pdf>)

2. Procedures:

- Terms of Reference of the Planning and Budget Committee (<http://www.utoronto.ca/govcncl/bac/details/pb/pbtor.pdf>)
- Agenda and reports of the Planning and Budget Committee are available on the Web at <http://www.utoronto.ca/govcncl/bac/details/pbdetail.htm>

3. Organization

- Governing Council Organization charts (<http://www.utoronto.ca/govcncl/tgc/2.02.03.pdf>)
- Staff contact list for the Office of the Governing Council (<http://www.utoronto.ca/govcncl/tgc/2.02.05.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).

Thank you.