



# University of Toronto

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OFFICE OF THE GOVERNING COUNCIL

## MEMORANDUM

To: Members of the Planning and Budget Committee

From: Cristina Oke, Secretary to the Committee

Date: November 28, 2005

Re: **Material for Meeting of December 6, 2005**

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

Enclosed is the agenda package for the meeting of the Planning and Budget Committee that will be held on **Tuesday, December 6, 2005 in the Council Chamber, 2<sup>nd</sup> floor, Simcoe Hall at 4:10 p.m.**

### **(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](mailto:c.oke@utoronto.ca)).

Thank you.