



MEMORANDUM

To: Members of the Planning and Budget Committee

From: Anwar Kazimi, Secretary to the Committee

Date: February 24, 2010

Re: **Material for Meeting of Wednesday, March 3, 2010**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Planning and Budget Committee that will be held on **Wednesday, March 3, 2010 at 4:10 p.m. in the Council Chamber, Simcoe Hall, 27 King's College Circle**. If members have questions on any of the agenda items, please notify me by 12 noon on Monday, March 1, 2010, so that appropriate information may be obtained. I can be reached by phone at (416) 978-8427 or by e-mail at anwar.kazimi@utoronto.ca.

(b) Confirmation of Meeting Attendance

Please contact Ms Kata Skoko by phone (416-978-6576) or [email \(governing.council@utoronto.ca\)](mailto:governing.council@utoronto.ca) to indicate whether or not you will be able to attend the meeting, so that we may ensure that quorum will be met.

Thank you.