



**MEMORANDUM**

To: Members of the Planning and Budget Committee

From: Anwar Kazimi, Secretary to the Committee

Date: January 11, 2010

Re: **Material for Meeting of Monday, January 18, 2010**

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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 **Monday, January 18, 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 Friday, January 15, 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](mailto: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.