



MEMORANDUM

To: Members of the Planning and Budget Committee
From: Anwar Kazimi, Secretary to the Committee
Date: September 13, 2010
Re: **Material for the Meeting of Monday, September 20, 2010**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Planning and Budget Committee that will be held on **Monday, September 20, 2010 at 4:10 p.m. in the Council Chamber, Simcoe Hall, 27 King's College Circle**. It is anticipated that the duration of the meeting will be about an hour. If members have questions on any of the agenda items, please notify me by 12:00 noon on Friday, September 17, 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) 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 2010-2011 academic year.

1. Membership & Meeting Schedule:

- Schedule of Governing Council meetings for 2010-11
<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Homepage+Icons/bydobb s.pdf>
- Members of the Planning and Budget Committee for 2010-11
<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Information+Ma nual/3.01.02.i.pdf>

2. Procedures:

- Terms of Reference of the Planning and Budget Committee
<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Boards+and+Co mmittees/Planning+and+Budget+Committee/pbtor.pdf>
- Agenda and reports of the Planning and Budget Committee are available on the web at
<http://www.governingcouncil.utoronto.ca/bac/pb.htm>

3. Organization

- Governing Council Organization charts
<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Information+Ma nual/2.01.02.pdf>
- Staff contact list for the Office of the Governing Council
<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Secretariat/4.01. 02.pdf>

(c) Confirmation of Meeting Attendance

Please contact Ms Kata Skoko by phone (416-978-6576) or email (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.

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