



MEMORANDUM

To: Members of the Planning and Budget Committee

From: Anwar Kazimi, Secretary to the Committee

Date: March 28, 2012

Re: Material for the Meeting of Wednesday, April 4, 2012

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Planning and Budget Committee that will be held on **Wednesday, April 4, 2012 at 4:10 p.m. in the Council Chamber, Simcoe Hall, 27 King's College Circle.**

(b) Consent Agenda

Consent agenda item 5 to 7 (inclusive) will be given individual consideration by the Committee only if a member request so. Therefore,

- Members with questions are invited to telephone the contact person shown on the cover sheet in advance of the meeting.
- Members with concerns who would like a consent agenda item to be discussed by the Committee are invited to notify me at least 24 hours in advance of the meeting.

(c) Confirmation of Meeting Attendance

Please contact Ms Rena Parsan 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.