



**MEMORANDUM**

To: Members of the Planning and Budget Committee

From: Anwar Kazimi, Secretary to the Committee

Date: February 22, 2012

Re: **Material for the Meeting of Wednesday, February 29, 2012**

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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 **Wednesday, February 29, 2012 at 4:10 p.m. in the Council Chamber, Simcoe Hall, 27 King's College Circle.**

**(b) Consent Agenda**

Consent agenda items 7 to 10 (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](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.