



MEMORANDUM

To: Members of the Planning and Budget Committee
From: Anwar Kazimi, Secretary to the Committee
Date: September 13, 2012
Re: **Material for the Meeting of Thursday, September 20, 2012**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Planning and Budget Committee that will be held on **Thursday, September 20, 2012 at 4:10 p.m. in the Michael E. Charles Council Chamber, Room 202 Galbraith Building, 35 St. George Street.** If members have questions on any of the agenda items, please notify me by 12:00 noon on Tuesday, September 18, 2012, so that appropriate information may be obtained. I can be reached by telephone 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 2012-2013 academic year.

1. Membership & Meeting Schedule:

- [Schedule of Governing Council meetings for 2012-13](#)
- [Members of the Planning and Budget Committee for 2012-13](#)

2. Procedures:

- [Terms of Reference of the Planning and Budget Committee](#)
- [Frequently Asked Questions: Planning and Budget Committee](#)
- Agenda and reports of the Planning and Budget Committee are available on the web at <http://www.governingcouncil.utoronto.ca/Page902.aspx>

3. Organization

- [Governing Council Organization charts](#)
- [Staff contact list for the Office of the Governing Council](#)

(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.

PB 2012 09 20 Agenda Cover