



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

MEMORANDUM

To: Members of the Planning and Budget Committee

From: Cristina Oke, Secretary to the Committee

Date: March 2, 2005

Re: **Material for Meeting of March 8, 2005**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Planning and Budget Committee which will be held on **Tuesday, March 8, 2005 in the Council Chamber, 2nd floor, Simcoe Hall at 4:10 p.m.**

(b) Confirmation of Meeting Attendance

If you have not already done so, please confirm your attendance at this meeting by contacting me by phone (416-978-8427) or email (c.oke@utoronto.ca). If you plan to bring a laptop to the meeting, please let me know so that appropriate arrangements may be made.

Thank you.