



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

MEMORANDUM

To: Members of the Planning and Budget Committee
From: Matthew Lafond, Secretary to the Committee
Date: September 10, 2007
Re: **Material for Meeting of September 18, 2007**

1. Agenda Package

Enclosed is the agenda package for the meeting of the Planning and Budget Committee, which will be held on **Tuesday, September 18, 2007 in the Council Chamber, 2nd floor, Simcoe Hall at 4:10 p.m.**

2. 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 2007-08 academic year. If you have any questions, or if you would like further information, please do not hesitate to contact me by email (matthew.lafond@utoronto.ca) or phone (416-978-8427).

- **Membership & Meeting Schedule:**
 - Schedule of Governing Council meetings for 2007-08
 - Members of the Planning and Budget Committee for 2007-08
- **Orientation Materials**
- **Terms of Reference of the Planning and Budget Committee**
- **Answers to Frequently Asked Questions about the Planning and Budget Committee**
- **Organization**
 - Governing Council Organization charts
 - Staff contact list for the Office of the Governing Council

3. Confirmation of Meeting Attendance

If you have not already done so, please confirm your attendance at this meeting by contacting Kimberly Figueira by phone (416-978-6576) or email (governing.council@utoronto.ca).

Thank you.