



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: December 18, 2007

Re: **Material for Meeting of January 9, 2008**

1. Agenda Package

Enclosed is the agenda package for the meeting of the Planning and Budget Committee, which will be held on **Wednesday, January 9, 2008 in the Council Chamber, 2nd floor, Simcoe Hall at 4:10 p.m.**

2. 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.