



**MEMORANDUM**

To: Members of the Planning and Budget Committee

From: Anwar Kazimi, Secretary to the Committee

Date: February 24, 2011

**Re: Material for the Meeting of Wednesday, March 2, 2011**

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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, March 2, 2011 at 4:10 p.m. in the Council Chamber, Simcoe Hall, 27 King's College Circle**. If members have questions on any of the agenda items, please notify me by 12 noon on Tuesday, March 1, 2011, so that appropriate information may be obtained. I can be reached by phone at (416) 978-8427 or by e-mail at [anwar.kazimi@utoronto.ca](mailto:anwar.kazimi@utoronto.ca).

**(b) Confirmation of Meeting Attendance**

Please contact Ms Jeanne Preudhomme 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.