

To: Mayor and Members of Council

February 7, 2011

Re: Consultant Contract Extension – Tracey Bakkeli

### **Background**

The Town of White City entered into an agreement with Tracey Bakkeli to provide the services of facilitating and assisting the Town with the development of a strategic plan.

### **Discussion**

The process started in early 2010, however with the change in Administration, some of the timelines have been delayed and so extra time was required by the consultant to bring the new Manager up to speed on the project.

Council approved the draft goals for White City in September, 2010. The next steps are for the Staff goals and objectives to be developed.

The current contract had an expected completion date of April 30, 2010. To complete the project we need to extend the contract to June 30, 2011.

### **Budget Implications**

The total budget for the project was \$8,000. We will carry over \$2,323 from the 2010 budget that was not used. However we will need to increase the budget to \$3,000. Therefore this is an increase in budget of \$700, bringing the total project cost to \$8,700.

### **Conclusion**

A Strategic Plan is an important tool for existing Council, new Councils and residents. The Council has already done so much work on the strategic plan, it is important that the project does not end prematurely.

### **Recommendation**

Administration recommends that the following motion be passed:

“THAT the consulting agreement with Tracey Bakkeli be amended to extend the project completion date to June 30, 2011 and the cost of the project be increased to no more than \$8,700.”



*Town Manager*

---

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Shauna Bzdel".

Shauna Bzdel,  
Town Manager