

**Mackenzie Community Services**

500 Mackenzie Boulevard  
Mackenzie, BC, V0J2c0

**District of Mackenzie Council**

P.O. Box 340  
Mackenzie, BC V0J 2C0

Oct 30, 2024

Dear Members of the District of Mackenzie Council,

I am writing on behalf of Mackenzie Community Services (MCS) to respectfully request a **letter of support** for our application to the **Northern Development Initiative Trust (NDIT)** under the Northern Healthy Communities Fund. We are seeking funding to assist with the addition of a **Bookkeeper position** to our team to better support the administration of our growing programs and services.

In response to Mackenzie's recent growth and increasing community needs, MCS has expanded its offerings, including essential programs in mental health, family support, and youth services. This expansion has placed additional pressure on our financial administration, making it challenging to manage payroll, budget tracking, and funder reporting effectively. The addition of a dedicated Bookkeeper will ensure that we can maintain smooth financial operations, meet reporting deadlines, and stay compliant with funding requirements.

This role will be critical to the sustainability of our programs and will allow us to continue delivering uninterrupted services that benefit Mackenzie's residents. With the support of the NDIT grant, we will be able to manage our expanded operations efficiently, ensuring MCS remains a stable and reliable resource for the community.

We kindly ask the Council to provide a letter of support for our application, demonstrating the value this position will bring to both our organization and the broader community. Your support will greatly strengthen our application and help us secure the funding necessary to meet the growing needs of Mackenzie.

Thank you for your time and consideration. We appreciate the Council's continued support for our mission and dedication to the well-being of the community.

Sincerely,

**Micheal Gregor**

Finance & Administration Manager  
Mackenzie Community Services  
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*I am honoured to live, work and play on the traditional territory of the McLeod Lake Indian Band. Respecting the beautiful culture and people of Tse'Khene Nation.*



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