

July 2, 2009

Nancy M. Conrad, Senior VP, Policy
Halifax Chamber of Commerce
656 Windmill Road
Halifax, Nova Scotia
B3B 1B8

REC'D - HALIFAX
07-01-2009
CHAMBER OF COMM.

Dear Ms. Conrad,

In 2006, the Government of Nova Scotia established an office in Ottawa to increase its presence and visibility in the national capital and to serve as a base of operations for government officials when they visit. The office is centrally located, within walking distance of parliament hill, major federal government departments and numerous hotels. In addition, the Ottawa office team conducts research and monitors federal operations from a provincial perspective.

We would like to extend an invitation to your members to use this facility anytime they are in Ottawa. The office is available to Nova Scotia businesses and organizations and offers temporary office space, computers, internet access, copiers, projectors and a board room for meetings at no charge. Our building also has a conference centre with larger meeting rooms and full catering facilities which can be reserved through us.

We can help your members with any questions they might have about the operations and programs of the federal government and link them with appropriate federal officials. We can also help make appointments with the desired government agencies and offer advice on how to approach government offices.

The Ottawa Office would also like to help your members access information and contacts in other countries where they may see potential export markets. There are many occasions when we encounter diplomats and officials from other countries who are interested in services and products from Nova Scotia. There are also a large number of embassies and high commissions in Ottawa and they all have trade representatives who can help us identify prospective purchasers of Nova Scotia products and services.

If any of your members are interested in us promoting their products or are in need of assistance in seeking new markets, please have them drop us a note or an email and we will look for opportunities to make these connections. Also, if any of your businesses wish to use our office facilities, please give us as much advance notice as possible and we will look after the rest.

Again, our office is here to serve your members and we look forward to helping your business community in any way we can. Thank you.

Bill Casey



Senior Representative
& Agent General