

REGION UPDATE

ARMA Canadian Region

www.armacanada.org

Special Interest Topics:

- Canadian Region Annual Conference in St John's, NL – opens for registration

Canadian Region Web Site wins ARMA International award in its first year

Highlights:

Saskatchewan Chapter wins Newsletter of the Year

New Canadian Region Policies

Canadian Policy Brief

ARMA International Chapter President's Forum opens

Energize Recruitment Campaign

Long Beach Conference

Conference Registration Opens for The Rock



With a finalized educational program and a strong conference team, the registration for the Annual Canadian Region Conference, Information Management Symposium 2005, in St John's, NL opened in November.

This year's conference will be hosted by the St John's Chapter that won the ARMA International Award for Small Chapter of the

Year in 2002. Since that time, the Chapter has been noticed and recognized for its strong commitment to the Records Management profession and its involvement in the Canadian Region.

The Early Early Bird Pricing allows interested attendees to register early and receive a substantial discount on the conference fees.

Beginning January 1, 2005, the Early Bird Registration comes into effect which continues to offer \$100 or more off the full conference registration.

This year's conference will include:

44 educational sessions,

An outstanding vendor showcase

Chapter Leadership Sessions

ICRM Exam Writing

Cultural and Educational Networking Events.

With the unique backdrop of one of the most historical and remote locations in Canada, this conference is sure to be memorable.

More conference details and of course, the ability to register, can be found at www.armacanada.org.



This online advisory contains brief summaries of recent legislative and regulatory issues that may affect the management or records and information in Canada.

For continually updated information and intelligence visit the [Canadian Policy Brief](#) online.

For this month's issues, see page 4.

ARMA International Board of Directors 2005 Election Now Open

Until February 16, 2005 you can vote for the Candidate for the Board of Directors of your choice in ARMA International's voting process. You will have received your ballot by email and instruction on how to vote. You can vote for the following positions:

President-Elect (2005-06)
Association Director (2005-08)

There are multiple candidates for each position. For information about each candidate, refer to :

(www.arma.org/myarma/governance/boardcandidates.cfm)

Transcript of the Long Beach Candidate Forum: (www.arma.org/pdf/governance/1004CandidateForum.pdf)

Candidate Forum in the member forum (www.arma.org/myarma/forum)

How to Vote

Click on the link provided below to proceed to the e-ballot.

Select the candidates of your choice in each position and submit your vote for review.

You may use your browser's "Back" button or the special link provided to review or change your vote. However, once you have submitted your ballot completely, you will not be able to re-enter or go back.

If you have difficulty accessing the ballot via this link, you may also log in to any section of the Your Membership area (<http://www.arma.org/myarma>) using your member ID and your password. A message will display at the top of the page with a link to the e-ballot. If you have forgotten your password or have never used the Your Membership area, visit our

online [Help](#) section. Votes are stored in an offsite database and are tallied as they are cast. Results will be sent directly to ARMA's auditors, Mayer Hoffman McCann, once the voting period has closed February 16.

Votes are not directly linked to the Member ID to ensure the confidentiality of the voting process.

The auditors will compile the electronic and mail ballot results, verifying the absence of duplicate ballots, and report them to the chair of the Election Management Committee who will then notify the winning candidates and publish the results to the members by March 1.

If you encounter difficulties with the e-ballot, please contact Shawna Hampton at shampton@arma.org or Connie Hardy at connieh@arma.org

"Pick a leader by what you know and how they have performed."

NEW!!! Chapter Presidents Exchange Forum

ARMA International has 125 chapters and approximately 250 chapter presidents and vice presidents of which you can draw ideas from as a chapter President or Vice-President. On The Chapter Presidents Exchange Forum, you may now ask questions and gather ideas of your chapter colleagues in 125 other ARMA chapters on issues that are chapter related.

Please remember that your respective Region Manager and Coordinators are your primary source for information for political issues within the chapter. The Chapter Exchange is for generic chapter questions, brainstorming and sharing ideas. Any sensitive issues within the chapter should remain in the chapter or discussed with your Region Coordinator, Region Manager, or ARMA Headquarters. Any material that is posted on the Forum and deemed inappropriate by a region leader or ARMA HQ, the member will be contacted and asked to edit and/or information may ultimately be removed if necessary.

To Join the Forum:
Simply go to the ARMA Web site www.arma.org,
Click on "Your Membership"
Click on Member Forum
Enter your member number and password, if you are not already logged in. If you are, you will go directly to the Forum
Go to the "Committee Administration" section
Chapter Presidents Forum
Your password to enter the president's forum is 400500.



Eastern Region

The Eastern Region, coordinated by Pat Burns.

PEI Chapter recently celebrated its first anniversary and is working very hard to establish themselves. They are pursuing incorporation and their first newsletter.

Atlantic Chapter had a very successful 2 day fall seminar with speakers from New Brunswick Government, Nova Scotia Government and Bruce Miller from Ottawa. Board is reviewing the Chapter's Standing Rules and Scholarship Policy. Their Education committee is meeting with the NB Community Colleges regarding establishing curriculum. The Membership committee is actively pursuing new members.

Terra Nova is hard at work planning for the 2005 conference.

Central Region

The Central Region is coordinated by Brian Stinson.

The Montreal Chapter is working with ARMA International to establish the first ever French Membership brochure and application. This has been a long process for the Chapter but this should become a reality soon.

Toronto is in the early planning stages for hosting the 2006 conference and an open invitation to all at the 2005 conference. Various Board Members are active in this activity.

Ottawa is planning their Spring Seminar while tightening their financial processes to ensure long term profitability for the Chapter.

The Southwestern Ontario Chapter just completed a one day seminar on Privacy.

Western Region

The Western Region, coordinated by Joe Kulyk.

The Vancouver Island Chapter celebrated its first anniversary with a luncheon in December.

Saskatchewan won the Newsletter of the Year competition for 2005. Congratulations to Audrey Hall, the Chapter's newsletter Editor for her excellence this past year.

The Calgary Chapter participated in a project with the ARMA International Educational Foundation and was presented with an award for their contribution at the Long Beach conference. Kit Bright, Chapter President, has since joined the AIEF Board of Trustees.

The Vancouver Chapter will celebrate its 35th anniversary.

Edmonton has a strong program with partnerships with other organizations.

Region Manager's Report

As a new Region Manager, I have had to feel my way through a lot of the processes of the Canadian Region. However, the worst is behind me and in the past months, I have been able to uncover how the Region should operate and begin the road to accountability and success.

New Region Policies have been created to ensure that the Region Team has guidelines for now and in the future. These policies are on the website for all Region Leadership to view. This will add increased accountability to the Region Team.

This year of transition has brought the Region Leadership together. All Chapters who attended the Region Meeting in Long Beach offered some form of assistance to the Region. For this, we thank you.

Treasurer's Report

ARMA International assisted the Region financially in paying the outstanding debt of \$37,000 to the Westin Bayshore Hotel for Vancouver Conference expenses. The Region will pay back ARMA International as funds are generated from future conferences. An audit of the Region Finances for the past 3 years is currently underway.

Bank Balance (as of December 31, 2004 – excluding Accounts Receivables below:) \$6969.82

Accounts Receivable: Registrations - \$11,000, Exhibitor /Sponsors - \$9,000

Outstanding payables: \$37,805 – ARMA International, \$2000 Vancouver Chapter, \$2000 Edmonton Chapter

Bad Debt (not likely to be collected) – 2004 Conference Attendee - \$536.86

Many thanks to Gita Werapityia who, with a budget of \$15000 for speakers, managed to use a minimal amount for the Conference Program saving the Region thousands of dollars in conference costs.



ARMA INTERNATIONAL Canadian Policy Brief

Current Issues in Canada:

PIPEDA Decisions

Decision #275: A Bank Gives Incorrect Information to Credit Agencies

[Decision #283: Bank Charges Fees to Process Personal Information Requests](#)

Privacy News

[Canadian Lawyer Finds Personal Info Disclosed to U.S. Authorities](#)

[Canadian Privacy Commissioner Issues First Spam Decision](#)

[CIBC Faces Major Privacy Probe into Leaked Data](#)

[CIRA Proposes New WHOIS Policy](#)

[Canadian Federal Court of Appeal Overturns Englander Decision](#)

Broadcasting - [Canadian Satellite Radio and Cultural Policy Examined](#)

Copyright - [Canadian Copyright Reform Is Not a Spectator Sport](#)

Domain Names - [CIRA Warns of Phishing Targeting Domain Name](#)

E-Commerce - [Manitoba Focuses on Internet Pharmacies](#)

Spam - [Canadian Competition Bureau Settles First Spam Action](#)

Telemarketing - [Canadian Government Unveils Do-Not-Call Legislation](#)

Canadian Region Policies

The following policies are now in force for the Canadian Region. All policies have been reviewed by ARMA International. The policies in their entirety can be viewed at www.armacanada.org.

Conference Selection – How locations for Regional Conferences are chosen.

Conference Volunteers – The criteria for complimentary registration or portion of registration, responsibilities of each type of volunteer.

Leadership Funding – The criteria for Chapters to receive funding for a Chapter President or alternate to attend leadership sessions.

Canadian Region Member Recognition Award – Recognition of the contributions of Canadian Region members to the Region and the RIM Profession.

Region Team Travel – The criteria and process for the Region Team to gain approval and incur expenses that can be reimbursed.

*“Guidance and
Accountability go hand in
hand.”*

Canadian Regions win ARMA International Region Web Site Award

The Canadian Region Web Site won the ARMA International Region Web Site of the Year in 2004 at the Long Beach Conference. This was the first time that this award was offered and came about largely due to the Canadian Region's teamwork in a 2003 project that won a Special Project Award.

With the creation of a Communications Coordinator in 2002, the Region was on its way to becoming a leader in providing information to its leadership and members.

Roslyn Chambers created the content through her Communications work and an unsung hero, Jim Wynne, formerly of the Southwestern Ontario Chapter provided the creativity and ingenuity to present the information in its best form.

Congratulations to our Region!!!



Jim Wynne, Unsung Hero and Webmaster Extraordinaire.

O Canada - The Canadian Party and all its fanfare hits the shores of Long Beach.

As always, this much anticipated networking event, was well attended. It included activities such as door prizes, face painting and lots of RED and WHITE worn by Canadians and Honourary Canadians!!

The music was fun and interactive, the food was great and everyone who had to change from the elegant (Awards Dinner) to the casual enjoyed it.

Special thanks to ARMA International who made the onsite arrangements for this event and helped with the costs.

Changing Times Demand Creative Solutions ARMA International 49th Annual Conference and Expo

ARMA International's 49th Annual Conference and Expo in Long Beach, CA was held October 3-6, 2004. The Conference and Expo was well attended and a valuable experience for over 2300 attendees at the conference and over 500 at the pre-conference seminars. The Expo had 410 booths representing 236 exhibiting companies.

Other Notables for the Canadian Region in Long Beach.

Region Manager, Roslyn Chambers presents "State of the Region" to ARMA International Board of Directors. This included the great happenings, teamwork and our finances.

Canadian Leadership attends ARMA International Strategic Planning Workshop

Canadian Region Leadership Meeting includes Chapter Presidents from all over the Region in a private meeting with our Region Team. Topics Discussed: Update on each Chapter – what is happening, Region Finances – new direction with larger team of volunteers, Canadian Director of , 2005 and 2006 Conferences – The Show will Go On, Canadian Party.

Region Team meets with other Regions and International Members to discuss general issues on ARMA and Records and Information Management Industry.

ARMA Canadian Region

Region Manager
Roslyn Chambers

Eastern Region
Coordinator
Pat Burns

Central Region
Coordinator
Brian Stinson

Western Region
Coordinator
Joe Kulyk

Region Treasurer
Leonora Casey

We're on the Web!
See us at:
www.armacanada.org

The Canadian Contingent – in pictures



Calgary and Atlantic at the CDN Party.



ARMA International President Dave McDermott and colleague.



CDN Party Welcome Area



Kit Bright, Calgary Chapter receiving a Thank you award from the ARMA International Educational Foundation.



CDN Region Leadership Sessions.



Canadian Director, Rick Weinholdt at the CDN Party.



ARMA's New Membership Recruitment & Recognition Program: ***Energize! Plug into the Source-Is a hit with ARMA members!***

164 new recruits have joined ARMA through the program since it began. everything you need is available online at: www.arma.org/energize

Submissions to this newsletter can be made by contacting the Editor, Roslyn Chambers, armacanada@shaw.ca