

**Editors' Association of Canada  
Association canadienne des réviseurs**

# **ANNUAL REPORT 2022**

PREPARED BY THE NATIONAL EXECUTIVE COUNCIL



**EDITORS  
CANADA**

# Contents

About the association.....	3
National executive council and committee chairs.....	6
President's message.....	7
Operations.....	8
Committee and task force reports.....	9
Local groups: branches and twigs overview.....	15
Awards.....	17
Volunteers and donors.....	19
Finances: Treasurer's report.....	23
Appendix 1: Financial visuals.....	24
Appendix 2: Independent auditor's report and financial statements.....	26

English Copy editor: Monica Laane-Fralick  
French Copy editor: Nancy Foran  
French Translator: Sophie Pallotta  
Layout and design: Marcia Luke

# About the association

The Editors' Association of Canada (Editors Canada) promotes professional editing as a key to producing effective communication.

Our core activities include:

- supporting professional development through seminars, online training and conferences
- promoting and maintaining high standards of editing through certification and reference publications
- helping in-house and freelance editors to network and collaborate
- co-operating and partnering with related associations in areas of common concern

## Our core purpose

Editors Canada is a membership organization whose core purpose is to support and advance the interests of editors and excellence in editing.

## Our mission

Powered by our community of volunteers, our mission is to develop and promote professional editorial standards, increase awareness of the value of editing, and provide products and services to editors throughout their careers.

## Our members

Our 1,300 members are salaried and freelance. They work with individuals and organizations in the corporate, technical, government, not-for-profit, academic and publishing sectors across the country and around the world, in English and French. Many offer a wealth of editing-related services to their clients and employers.

## Governance and planning

Editors Canada is incorporated federally as a not-for-profit bilingual organization under the 2014 Canada Not-for-profit Corporations Act. It is governed at the national level by a national executive council (NEC).

The association has four branches and eight twigs across the country.

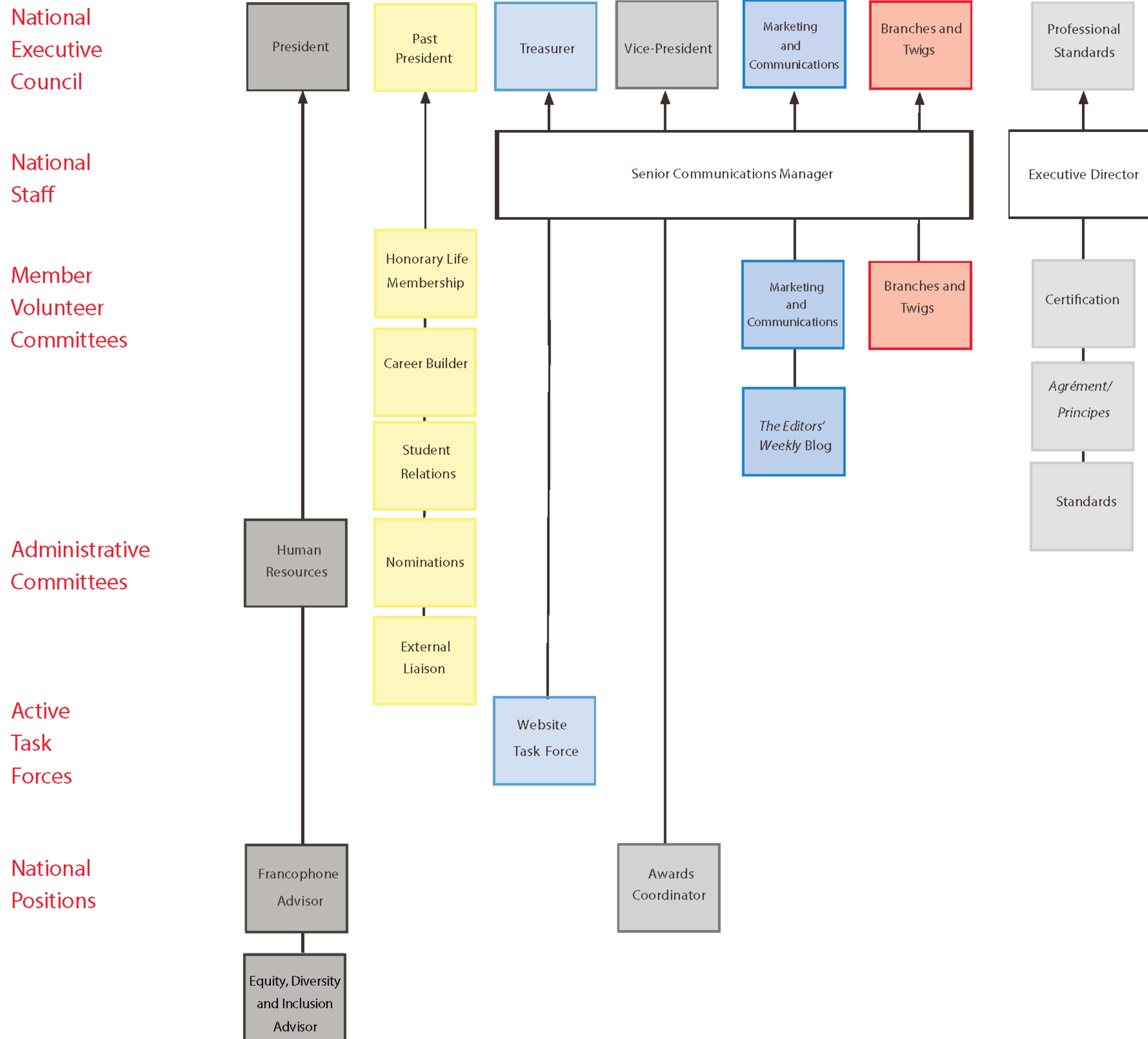
## Strategic plan

Editors Canada members ratified a strategic plan for 2017–21 at the June 2016 annual general meeting. They started using the 2017–21 plan in July when the new term started. The NEC and committee chairs will use this plan to guide their work each year.

The five strategic priorities for 2017–21 were:

- represent Canada's editors
- bilingual and diverse
- innovative and agile
- communications and marketing
- membership: increased and engaged

# EDITORS CANADA MEMBERS



National Executive Council

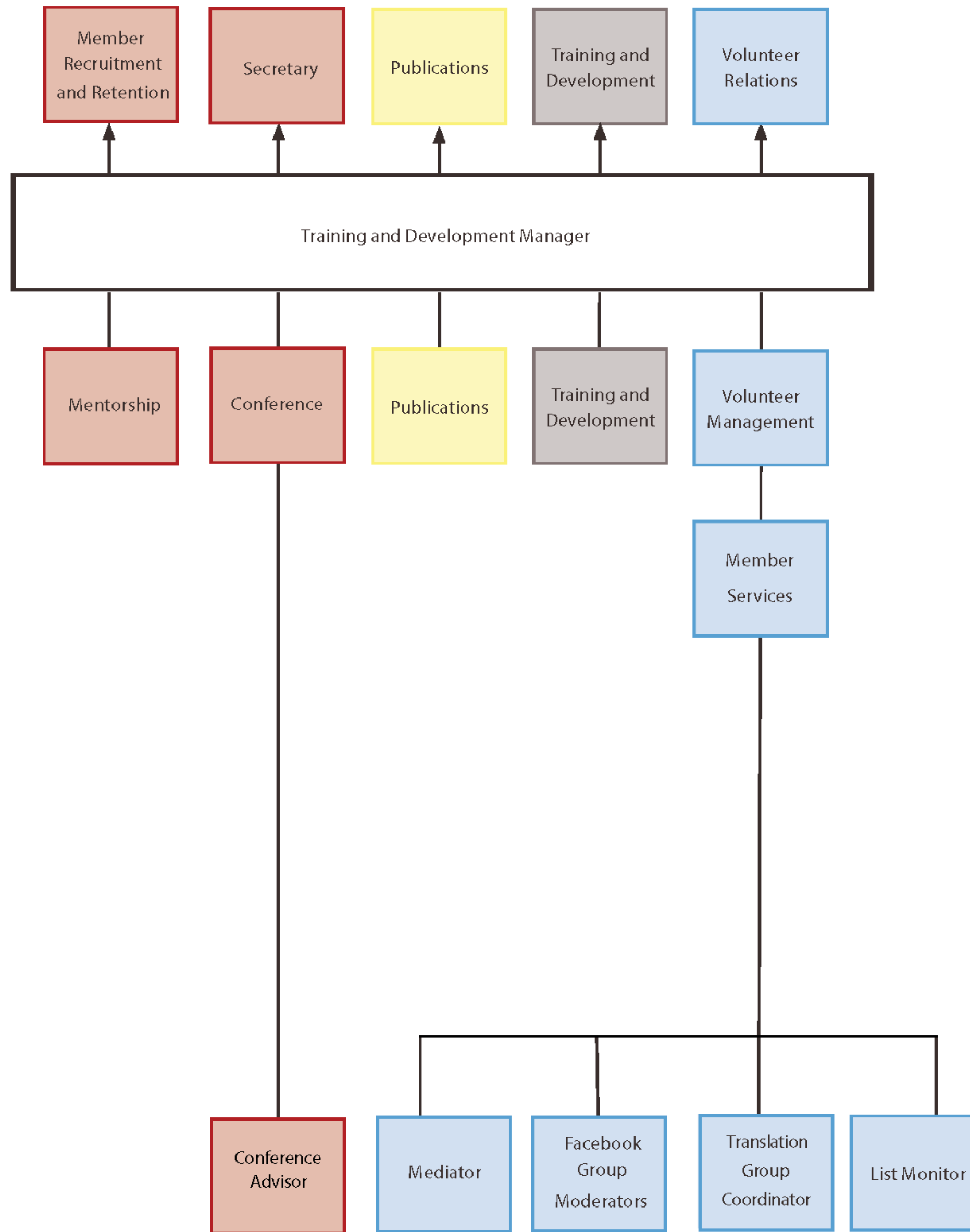
National Staff

Member Volunteer Committees

Administrative Committees

Active Task Forces

National Positions



ORGANIZATIONAL CHART

# National executive council and committee chairs

## National executive council

President: Maria Frank (Edmonton)  
Past president: Heather Buzila (Edmonton)  
Vice-president: Marcia Luke (Toronto)  
Secretary: Mina Holie (Calgary)  
Treasurer: Tara Avery (British Columbia)  
Director of branches and twigs: Ellen Keeble (Toronto)  
Director of marketing and communications: Ruth Pentinga (Ottawa-Gatineau)  
Director of professional standards: Arija Berzitis (Toronto)  
Director of publications: Kaitlin Littlechild (Atlantic)  
Director of member recruitment and retention: Suzanne Aubin (Quebec)  
Director of training and development: Blazej Szpakowicz (British Columbia)  
Director of volunteer relations: Leah Morrigan (Toronto)  
Executive director: Natasha Bood

## Committee and task force chairs

### Membership

Equity, diversity and inclusion advisor: Amber Riaz (British Columbia)  
Francophone advisor: Badou Bousso (Ottawa-Gatineau)  
Member services: Lenore Hietkamp (British Columbia)  
Volunteer management: Ren Baron (Toronto)

### Professional development

Agrément/Principes: Vacant  
Career builder: Glenna Jenkins (Atlantic), Lynne Melcombe (British Columbia)  
Certification steering: Edward Da Cuhna (Ottawa-Gatineau)  
Conference: Aerin Caley (Calgary), Breanne MacDonald (Toronto), Bobbi-Sue Menard (Edmonton)  
Mentorship: Risha Gotlieb (Toronto)  
Standards: Berna Ozunal (Toronto)  
Student relations: Michelle Noble (Hamilton-Halton)  
Training and development: Greg Ioannou (Toronto)

## Communications

Blog: Beau Brock (Ottawa-Gatineau)  
Marketing and communications: Merel Elsinga (British Columbia)  
Publications: Paula Chiarcos (Kitchener-Waterloo-Guelph), Josephine Mo (Toronto)

## Administrative

Awards: Monica Laane-Fralick (Kingston)  
External liaison: Heather Buzila (Edmonton)  
Human resources: Maria Frank (Edmonton)  
Nominating: Heather Buzila (Edmonton)

## National volunteer positions

Facebook group monitor: Joanne Haskins (Toronto), Lenore Hietkamp (British Columbia)  
List monitor: Josee Marie-Lise Robillard (Quebec)  
Mediator: Jane Kidner (Toronto)

Every member of Editors Canada is also a member of one of our local groups. These are regional branches and twigs across the country, each offering a variety of local programs to members, student affiliates and non-members. Choose the branch nearest you for further details:

Québec  
Ottawa-Gatineau  
Toronto  
British Columbia

Choose the twig nearest you for further details:

Hamilton-Halton  
Kitchener-Waterloo-Guelph  
Calgary  
Kingston  
Edmonton  
Manitoba  
Barrie  
Atlantic



# President's message

The year 2022 was, in many ways, a turning point following two years of the COVID-19 pandemic. Lockdowns eased, and travel and in-person events were reintroduced. In May 2022, Editors Canada hosted another successful virtual conference with an incredible lineup of inspiring presenters. Thanks to all the presenters for sharing their expertise and encouragement with the editing community. Thanks also to the conference committee, who ensured the conference ran smoothly all weekend.

A month later, in June 2022, Editors Canada held its first online awards ceremony hosted by former awards coordinator Zofia Laubitz. Historically, the awards ceremony was included as part of the in-person conference, but since the last in-person conference was held in 2019, there were no awards ceremonies in 2020 or 2021. Hosting the online awards ceremony in 2022 meant that award winners could be celebrated and praised in a virtual setting. The online format also allowed the ceremony to be attended by members and guests who might not have been able to attend an in-person gathering.

## Increasing Member Benefits

Editors Canada is proud to offer resources to its members to help them excel in their careers, and the list of resources included with membership continued to grow in 2022.

In 2022, Editors Canada extended the professional benefits available to members, including access to the *Oxford English Dictionary Online*, *The Canadian Press Stylebook*, and *Caps and Spelling*. Editors Canada is pleased to offer these much-requested resources, in addition to existing resources such as *The Chicago Manual of Style*, as benefits of membership.

Editors Canada also announced a partnership with APOLLO Insurance, offering member rates on professional liability insurance.

## Moving Forward

There are so many exciting things to look forward to in 2023, including the first in-person conference since 2019 to be held in Toronto, an overhauled website, additional resources for members and new publications. In addition, there will be ongoing offerings like webinars, certification, and improvements in how Editors Canada incorporates principles of equity, diversity and inclusion in the organization.

With many additional projects in the works, there has never been a better time to be a member of Editors Canada. I thank you all for a fantastic year, and I look forward to another year of working with and for such an engaged, passionate, dynamic group of editors.

Maria Frank  
President





# Operations

## Executive director's report

2022 was a great year for Editors Canada. Our staff team of Michelle Ou (senior manager of communications), Caitlin Stewart (training and development manager) and I have continued to enjoy working with our fabulous volunteers from across the country to bring our members new benefits, training opportunities and to foster bringing members together for webinars and our annual conference.

This year, we continued to improve our administrative logistics, including piloting a program to allow branches and twigs a centralized process to manage their events through our CRM, Findjoo. We were proud to work with our volunteers to implement insurance for our members through APOLLO Insurance. We worked with our member services committee to bring additional new membership benefits to our members, including access to the *Canadian Press Stylebook* and *Oxford English Dictionary*. Our second fully remote conference, in 2022, was another great success, thanks to Caitlin Stewart's hard work along with the entire conference committee.

We continued our work with our new bookkeeping company Young & Associates, a bookkeeping firm in Toronto that specializes in working with arts nonprofits and charities. Our centralized accounting for the organization has continued to benefit us because we now have a full and accurate financial picture of the Association. This has alleviated much of the bookkeeping and administrative work from the branches and twigs.

Thank you to all of our dedicated volunteers on the national executive council and committees, and especially our Past president Heather Buzila and President Maria Frank, for your endless dedication, support, and hard work. And a very special thank you to our fantastic staff team for all of their hard work and positivity this past year. Here's to another great year in 2023!

Natasha Bood  
Executive Director



## National office staff

### Michelle Ou, Senior Manager of Communications

Michelle is responsible for communications and marketing for internal and external audiences, as well as web-related projects. She ensures that our members keep informed about our initiatives, produces our monthly e-news update, and coordinates communications for our committees and the NEC. Michelle also manages our awards and scholarship programs.

### Caitlin Stewart, Training and Development Manager

Caitlin helps the conference committee plan the annual conference and coordinates with conference partners and vendors on behalf of the association. She also supports the training and development committee by administering the webinar program.



# Committee and task force reports

The committee reports are organized into these subject areas:

- member services and volunteer management
- professional development
- communications
- administration
- task forces

The work of these committees often overlaps. For example, the certification steering committee works with communications and marketing, standards, publications, and other committees and task forces, as well as with volunteers and office staff. Ultimately, all Editors Canada activities could be defined as member services.

## Membership

Editors Canada serves its members by striving to achieve the following objectives, which are important to all editors by:

- creating a forum for editors to share their experiences and exchange relevant information and news
- helping editors find work that provides equitable compensation and good working relations
- providing professional development opportunities for editors
- promoting and maintaining high standards of editing and publishing/communications in Canada
- publicizing the importance of editing and enhancing the image of the editing profession

Membership is an excellent way to enhance professional skills and knowledge, and a great source of invaluable connections in the editing world.

## Equity, diversity and inclusion

In 2022, the equity advisor:

- published a short blurb in the association's October newsletter inviting members to open dialogue about how the advisor position can benefit members
- reviewed the National Nominations Procedures document and suggested changes that will help address equity, diversity and inclusion efforts during volunteer recruitment

- reviewed the final draft of the *Professional Editorial Standards* and made suggestions for additions related to equity, diversity and inclusion

## Francophone advisor

The francophone advisor continued to help Editors Canada strike a better balance in the services offered to francophone members, with the goal of helping us become a truly bilingual association. In particular, she continued her efforts to recruit francophone volunteers and helped various committees adapt their tools and projects to better meet the needs of francophone members. She also lent a hand to the training and development committee, helping them expand the French-language webinars program. However, in the fall of 2022, she had to leave her position prematurely. The third *congrès des langagiers et langagière* was subsequently postponed for one year.

## Member services

The member services committee (MSC) revised the welcome emails for new members so that information is provided intermittently over time, rather than all at once. The MSC worked on the Welcome Kit, a PDF that has typically been sent by email to new members. The translation group rewrote some text to make it gender-neutral. The MSC proofread the English version while the French translation was pending. However, the whole idea of disseminating a PDF to new members came into question through the intense revision process when we recognized that the content of this Welcome PDF would need constant updating. The content would work better as a website page that could be easily updated. Given that the website is being redesigned, the decision was made to put the project on hold. The committee also worked with marketing and communication to identify further services that Editors Canada could provide to members. Another project was to investigate the feasibility of a *Canadian Press* subscription. This eventually led to the adoption of a subscription model. Finally, the MSC created a one-page infographic, "15 Reasons to Join Editors Canada," which can be handed out at public talks about what editors do.



## Volunteer management

In 2022, the volunteer management committee focused on these efforts:

- conducted a review of the *Committee Book*, the *Volunteer Handbook* and the *Overview of National Committees and Positions* which will be finalized and then translated for francophone members;
- finalized VolunteerConnect and made it available on the website, and have been using this tool with the guidance of committee member Maureen McGuigan;
- continued to celebrate volunteer excellence in the monthly e-news through the *Featured Volunteer* program and share volunteering tips and opportunities;
- met with Sylvie Collin to discuss how to improve volunteering and volunteer resources for francophone members;
- discussed guidelines or tools to ensure national committees plan their events, initiatives, and programs with a bilingual community in mind; and
- announced VolunteerConnect updates to directors, chairs, branches, twigs and volunteers by email.



STUDIORMAN

## Professional Development

### Career builder

The career builder committee (CBC) has been active in a number of career-building projects this past year. CBC's website taskforce continues to work on the structure and content of the career-builder portal of Editors Canada's new website. Their focus is on setting up and managing an ongoing career information hub that provides regular content updates.

**The LinkedIn plan:** The CBC and the marketing and communications committee (MarCom) worked together to revise and finalize this plan. We also met with the Editorial Freelancers Association (EFA) members to learn how they manage their association's LinkedIn page to promote their national association, build membership and help members find work. Aspects of the EFA's approach are included in the final draft of our committee's proposed plan.

**Blog posts:** Committee members have published a number of career-building blog posts aimed at reaching out to in-house editors. A recent article titled *Ode to the ODE*, talks about how members can find work by using search engine optimization writing when updating their ODE pages. We have more ideas along these lines should interested authors volunteer.

**Liaising with MarCom on special projects:** Three MarCom members joined our committee to work on activities related to our shared objectives: helping members find work and build careers, and marketing Editors Canada and its members. MarCom has been instrumental in finalizing the LinkedIn plan.

**Academic Editors special interest group (SIG):** This is a collaboration between Editors Canada and the Editorial Freelancers Association (EFA), and it has been going well. One of our committee members wrote guidelines on how to set up an SIG, which is available to members considering setting up other special interest groups.

**Volunteerism:** Our committee has been successful in finding new volunteers. We are interested in finding more to sit on our committee or assist with individual projects.



## Certification

### Actions completed:

- Responded to an appeal for the 2021 structuring editing exam. Determined exam was a pass. Sent a letter to the candidate.
- Finalized marks for *Structural Editing* (Nov 2021): 4 passed, 7 failed.
- Finalized marks for *Proofreading* (Nov 2021): 6 passed, 8 failed.
- *Copyediting* exam reviewed externally, revised and proofread.
- *Stylistic* exam sent to an external reviewer in May. Both exams were in good shape and on target for the timeline.
- Exam bank fully transferred to Access but decided to keep using Excel file.
- Workshop to improve the use of Excel as exam bank took place.
- Received permission from NEC to offer an early-bird discount rate to exam candidates who register before a certain date (to be determined), including those who register for two exams.
- Developed and administered professional certification exams:
  - 2022 *Copyediting* and *Stylistic Editing* exams pilot tested on 10–11 September by seven volunteers each.
  - Six markers for each exam marked all pilot exams and submitted spreadsheets to marking analyst, who provided feedback for final changes.
  - Six markers for each exam marked all pilot exams and submitted spreadsheets to marking analyst, who provided feedback for final changes.
  - Registration closed on 21 October, with 17 registrations for *Copyediting* and 13 for *Stylistic Editing*.

### Editors Canada Foundations:

- *Editing Essentials* test launched in April. To date, 20 candidates passed the test.
- “Resources for the Editors Canada Editing Essentials test” written and put on Editors Canada website.

### Communications and marketing:

- The committee completed an interactive video promoting Editors Canada certification program and providing answers to FAQ.

### Recruiting:

- Filled all positions except markers for *Stylistic Editing* exam and pilot testers for both exams. Three CSC members resigned, and a fourth is on medical leave, so recruitment is essential.

## Conference

Due to continuing uncertainty around Covid-19, "Editors 22: Editing for a Changing World" was held virtually. Based on previous experience, we used PheedLoop as the event platform, run primarily by event volunteers. All the presentations were recorded and made available to members for three months after the conference.

The committee selected a wide range of presentations, from mastering Word; to navigating the relationships between authors, editors, and publishers; to techniques for self-care and longevity in the industry; and methods for strengthening editing skills. Presentations were offered in both English and French. There were also open sessions for conversation and networking.

The conference committee was excited to present two engaging keynote speakers. Jen Campbell is a disability advocate who spoke about writing diverse characters and the role of sensitive readers. Lorina Stephens spoke about the role of editors and the future of editing based on her decades of experience as a Canadian author, editor and publisher.

The success of the conference was due to the many volunteers and the enthusiastic attendees who stimulated conversation in sessions and on social media platforms using the hashtags #Editors22 and #Revisers22.

## Mentorship

We continue to offer two levels of mentorship, which seems to be working well. The number of mentees has fluctuated from six in 2018 and 2019, five in 2020, 21 in 2021, to 14 in 2022. We continue to market the program through the monthly e-news distribution to members and the visibility of the mentorship program has increased significantly. The mentorship program also offers a steady income stream for the organization.



## Standards

In 2022, the standards committee continued their review and revision of the *Professional Editorial Standards*. Towards the end of the year, a revised first draft emerged, with an expanded *Fundamentals of Editing* section that includes, for example:

- How editors should work with each other (new)
- The expectation of ongoing professional development (new)
- Legal considerations (expanded)
- Ethical considerations (expanded)
- Conscious language (new)
- Accessibility (new)
- Acceptable error rates (new)
- Acceptable productivity rates (new)

The four stages/types of editing remain the same, but each section has been revised to reflect current best practices and approaches. For example, *Stylistic Editing* includes subsections on plain language and conscious language. The committee also determined the need for an appendix (to include sections on localization and fiction editing, for example) and a glossary. By doing this extensive analysis and update, the committee hopes that the revised document (to be shared with members for feedback in 2023 and put up for approval at the annual general meeting) will continue to be the indispensable document that it has always been for Editors Canada as well as for external audiences.

## Student relations

The past year was a time of transition and growth for the student relations committee after an unexpected change in leadership occurred mid-year. Nevertheless, the committee was able to maintain engagement with student affiliates throughout 2022. The committee hosted virtual student socials in April, October and December, and co-hosted book club meetings in January and March. They ran a web series in the student affiliate Facebook group about accountability groups and compiled a document on the topic for students to refer to. Committee members have maintained engagement in the Facebook group by sharing editing resources and posing discussion questions, with an ongoing commitment to fostering a welcoming and inclusive environment.

The committee also reviewed the [“Education and additional training” webpage](#) on the Editors Canada website and ensured that all program listings and contacts are current. We continue to seek new ways to support student affiliates of Editors Canada and welcome the involvement of any interested students who would like to volunteer with the committee.

## Training and development

In 2022, we continued our successful webinar program in both French and English. We hosted a record 15 French webinars on such topics as digital publishing and social media, stylistic and structural editing, freelancing, plain language, copyright, the law—and even knitting! Meanwhile, our English program has begun to address the important subjects of conscious and inclusive language—a focus we plan to expand upon in coming years. Our ongoing series of practical, business-oriented presentations touched on such topics as productivity, project management, marketing and the use of business data. We also greatly expanded our offerings on the art of editing fiction and presented webinars on specialized realms of editing ranging from poetry to medical-legal reports.



CLAUDE STAR



## Communications

### Blog

The Editor's Weekly published 48 posts in 2022 and trained a new managing editor who took over the blog in September 2022. We also added metadata to French blog posts to make them more searchable. Subscriptions continue to grow year over year, with 50 new subscribers last year (now at 1,045 subscribers).

### Marketing and communications

In the first quarter, MarCom assisted the certification committee in promoting the *Editing Essentials* test and we created a Google Ads campaign to promote the test.

We produced 11 YouTube videos consisting of short interviews with editors sharing details about the editing professions as part of an online outreach project.

MarCom also launched the in-person part of that outreach project: a database of about 20 Editors Canada ambassadors was developed. These ambassadors were approached to give in-house or online presentations at venues of interest to groups who might want to become an editor or those who might need an editor. The program kicked off in the fall of 2022, and Editors Canada ambassadors delivered three presentations in the last quarter in Alberta, British Columbia and Ontario. More presentations are scheduled for the next year. For the ambassador's convenience, MarCom developed a PowerPoint presentation for each of these audience groups, including QR codes that link to relevant Editors Canada brochures.

One of these brochures, *15 reasons to join Editors Canada*, needed updating, which was taken on by MarCom as well and should be ready by spring next year. It was renamed *Join Editors Canada* since there are now more than 15 reasons.

MarCom collaborated with the career builder committee to advance the LinkedIn project: an upgrade of the association's LinkedIn page, a plan for more interesting content, and a plan on how to maintain the page with the help of monthly hosts.

### Publications

The publications committee focused on two projects in 2022:

- The second volume in our four-volume workbook series, *Edit Like a Pro*
- creating material on editing for diversity and inclusiveness

*Edit Like a Pro: Proofreading* is now on sale through the Editors Canada website as an ebook. Work on the next volume on structural editing is underway.

The handbook committee decided to include the material written for the chapbook on the Editors Canada website rather than publishing it in a book to support the idea that:

1. editors should keep an eye out for issues around inclusion/diversity, and
2. editors should discuss these kinds of issues with authors as part of normal querying.

The committee felt that the material should be available to editors through the Editors Canada website. Also, this allows the document to be changed/updated easily and regularly.

Members of the committee reviewed the preliminary website copy, which has now been passed on to Amber Riaz. After Amber adds her input, it will be presented to the NEC for approval. The approved material will need to be translated and posted on the website.

## National volunteer positions

### Facebook group

#### Membership:

- 669 as of February 16, 2023
- from 594 members as of February 11, 2022

#### Achievements:

Monitored and maintained the group's discussions.

#### Volunteers to thank:

Lenore Hietkamp as co-moderator.

#### Strategic plan:

Conversations have been genial and collegial, with members posting items related to language, job opportunities and other editing-related tips and queries. The group serves effectively as one of Editors Canada's internal communication channels.

Participants in the group reflect Canada's bilingualism as well as its linguistic, cultural and geographic diversity. Posts often illustrate members' acceptance of or desire to understand new ideas and technologies. They also demonstrate a high level of engagement with and passion for editing and Editors Canada.

### Email Lists

In February 2021, Editors Canada's web and email services suffered a catastrophic server failure when the association's longtime IT company moved all our services to a new server and accidentally took them offline. Members can read about the server failure on the association website.

The association's members-only email discussion lists (eac-acr-l and acrliste-l) have been offline since then. The lists were deleted during the server failure and the software they operated on, Mailman, is not supported in the server package Editors Canada has with our new IT company.

In 2022, the national executive council (NEC) asked the national office staff to find a new option to facilitate member discussion. The national office presented several options to the NEC, including Discord, Google Groups and Slack.

The NEC voted to have Editors Canada use Google Groups as a new member communication platform to replace the now-defunct email [lists].

A team of member volunteers and the national office staff has been working on setting up the new Editors Canada Forum Google Group to replace the former email lists. The new Editors Canada Forum will allow member and student affiliate subscribers to participate in courteous and respectful discussion by email, via a web interface, or both.

The guidelines for the former eac-acr-l email list and the List Monitor Mandate were adopted by member votes at annual general meetings in 2004 and 2005, so any updates to these documents must also be put to a member vote. Members will receive the draft *Editors Canada Forum Guidelines* and *Forum Monitor Mandate* ahead of the AGM on June 24, 2023. If members vote to approve them, the national office will launch the new Editors Canada Forum shortly afterward.

### Mediator

In the fall of 2020, Jane Kidner assumed the volunteer role of national mediator. At that time, she provided Editors Canada with a short article for the newsletter explaining her services and encouraging members to reach out if they had unresolved client conflicts that needed support. In 2022, Jane received just one request from a member for possible mediation assistance. However, upon investigation, it was determined that the request was related to an ongoing bullying/harassment workplace conflict involving a union and human resources and the member. Jane explained that it was outside the scope of the volunteer services for the EAC and offered to speak with the member about other services that may be helpful but did not hear back from the member. In January, Jane was asked to continue as the EAC volunteer mediator for 2023 and accepted.



# Local groups: branches and twigs overview

## News from the branches

### *Editors BC*

Editors BC is continuing their monthly member meetings online as well as professional development seminars, noting excellent attendance from around the province. They anticipate holding a mix of online and in-person events in future. Editors BC participated in Blue Pencil sessions for editing at the Vancouver Public Library, both of which sold out. Two writing festivals have approached them to offer the same service, Word Vancouver and the International Writers Conference. The branch's executive meetings will continue online as this has encouraged the participation of members from outside the lower mainland again this year, as well as the five members who live outside of Metro Vancouver on the executive. Editors BC's blog editor is planning a series of posts aimed at new editors or freelance editors as she identified those topics attracting the most attention.

### *Editors Ottawa-Gatineau*

Editors Ottawa-Gatineau launched an online professional development seminar delivered in French. The seminar was a hands-on course covering the basics of proofreading, while offering strategies to spot textual errors and anglicisms. The branch resumed their speaker nights, held every third Wednesday of the month, and planned some in-person socials.

### *Editors Québec*

Editors Québec held three in-person networking meetings (two in Montréal and one in Québec City). The members who organized the networking events in Québec City ended their volunteer work in June 2022. In the absence of volunteers to carry the torch, no further meetings have been held in the National Capital Region since then. The branch also met with UNEQ (*Union des écrivaines et écrivains du Québec* – a writers' association) to promote Editors Canada and editing.

### *Editors Toronto*

Editors Toronto launched a new Editors Toronto Facebook Group, which is focused on local events and places related to the editing and writing fields. The goal is to build a stronger editing community within Toronto. The branch relaunched its online course on plain language and continued to host monthly programs featuring a variety of speakers. To promote executive positions, the branch is developing a past-season yearbook and collecting testimonials from past executives to publish on their website.

## News from the twigs

### *Editors Atlantic*

Editors Atlantic started off the year with a presentation from a CRA liaison officer regarding tax tips for small businesses and some social events. Other speakers included Letitia Henville, who addressed editing academic research grants. In 2022, the twig had 54 members, spanning all four Atlantic provinces. The twig decided to create its own website for the merged twig (formerly the Nova Scotia and Newfoundland and Labrador twigs) until the new national website is live. They also put out a newsletter to members as news and opportunities arise.

### *Editors Barrie*

Editors Barrie represents a small twig of approximately 14 individuals serving all points north of Toronto. This year they hosted two major events, the first of which saw Ted Barris, a local historian and prolific author, launch his latest book tour with Editors Barrie and a large contingent from the local legion. In the fall, Editors Barrie hosted Crystal Fletcher, who interviewed author Jess Kotzer on her YouTube channel, all about Canadian books. Jess's active collaboration with authors, publishers, and editors has sparked a new idea for 2023 programming.

Editors Barrie continues to publish a quarterly online newsletter highlighting Editors Barrie and Editors Canada events and the myriad of links to great resources all available through Editors Canada. In an effort to increase their member retention and improve their communication, Editors Barrie launched a mentorship program linking executive members with incoming members more directly. They continue to use their social media platforms to promote the organization and redirect job opportunities to members.

### *Editors Calgary*

Editors Calgary continued to host monthly meetings in 2022 and launched a bi-monthly book club. Some of their Shop Talk events included “Editing Grant Proposals with Letitia Henville” and “Reframing the Way We Network with Linda Ruggeri and Brittany Dowdle.”

### *Editors Edmonton*

The previous coordinators’ terms expired and no replacement candidates were found at the AGM. The Calgary twig agreed to include Edmonton members in their communications. Until someone is found, they are encouraging members to participate in Calgary events.

### *Editors Hamilton-Halton*

Editors Hamilton-Halton prioritized recruiting new co-chairs as they faced significant turnover in leadership at the start of 2022. They explored ways to make the roles more manageable. The twig hit the ground running with new leadership midway through 2022. After surveying their membership, chairs planned virtual and hybrid sessions.

### *Editors Kingston*

Editors Kingston hosted several virtual speaking events in 2022, including “Editing Academic Research Grant Proposals,” “The Strange Art of Writing [and Editing] Screenplays,” “How I Became an Editor in the STEM Field: Two Members’ Experiences,” “Taxes for Freelancers,” and “How to Market Yourself.” The twig also held many in-person social events to give their members opportunities to connect with other local editors.

### *Editors Kitchener-Waterloo-Guelph (KWG)*

Editors KWG continued to hold monthly meetings and started a book club in January. They found attendance significantly dropped during the pandemic, and in-person events can be difficult as the twig is spread over a large geographic area. Editors KWG held an online skills-sharing event about Adobe in March and organized a stet walk in the spring. The twig participated in the Eden Mills Writers’ Festival in September.

### *Editors Manitoba*

Editors Manitoba members expressed an interest in the new *Meeting Professional Editorial Standards* exercises, as they usually get together once a month to work through them together. A study group within Editors Manitoba completed the first four exercises of *Meeting Professional Editorial Standards: Proofreading*. However, members provided feedback that the proofreading exercises did not generate a lot of editorial discussions. The study group plans to resume *Meeting Professional Editorial Standards* exercises when the updated copyediting edition comes out.



[ELASTICCOMPUTEFARM](https://www.elasticcompute.com/)



# Awards

Editors take pride in their work and we also want the rest of the world to. Editors Canada is proud to offer over \$7,000 in awards and scholarships as recognition for editing talent and dedication. The cash awards are made possible by Editors Canada and its generous donors. Honorary life membership is awarded to those who have made exceptional contributions to the association.

The following awards are presented each year at the annual Editors Canada conference banquet:

- Tom Fairley Award for Editorial Excellence
- Claudette Upton Scholarship
- Karen Virag Award
- Equity Fellowship
- President's Award for Volunteer Service, including the Lee d'Anjou Volunteer of the Year Award

## Tom Fairley Award for Editorial Excellence

Established in 1983, the Tom Fairley Award recognizes the editor's often invisible contribution to written communication. The cash prize of \$2,000 is awarded for an editor's outstanding contribution to a work published in Canada in English or French during the previous calendar year. Two finalists also receive a cash award of \$500. Any type of written project—such as a book, magazine, government or corporate report, or software manual—is eligible, as is any type of editorial work.

Editors Canada presented the 2022 Tom Fairley Award for Editorial Excellence to Michael Leyne for his work on *Where the Power Is: Indigenous Perspectives on Northwest Coast* by Karen Duffek, Bill McLennan and Jordan Wilson, in collaboration with the Museum of Anthropology, University of British Columbia (Figure 1 Publishing). The judges agreed that Leyne's work was one of the most comprehensive demonstrations of editorial excellence they had ever seen, involving not only editing passages, but ensuring that the names on the images in a variety of languages were handled consistently and with detail to typographical nuances.

The other editors shortlisted for their editorial excellence were Helene Demers of Victoria, British Columbia, and Fazeela Jiwa of Halifax, Nova Scotia.

We are grateful to the three judges for their work: James Harbeck, Sandy Newton and Shirarose Wilensky.

## Claudette Upton Scholarship

An annual national scholarship was established in 2010 to honour the late Claudette Reed Upton-Keeley, a gifted editor and honorary lifetime member of Editors Canada. The award recognizes a promising student editor from among our members. The winner is encouraged to use the \$1,000 scholarship to help support their continuing professional development in editing.

The 2022 recipient of the Claudette Upton Scholarship was Madison Taylor of Vancouver, British Columbia, enrolled in the Editing Certificate Program at Simon Fraser University. In responding to the essay question—How might kindness be part of the editor's career—Taylor drew on her experience amplifying the voices of women, non-binary folks, and writers from systemically marginalized and oppressed communities, and the power of language. The selection panel commended Taylor on her commitment to editing and amplifying marginalized voices.

Sincere thanks to the selection committee: Letitia Henville, Lenore Hietkamp and David Johansen.

## Karen Virag Award

This annual award was created in 2016 in memory of long-time association member Karen Virag and Karen's many contributions to the profession. The award recognizes the efforts of an editor or an organization to raise the profile of editing in their community. Its intent is to reflect Karen's own work to raise the profile of editing.

The 2022 Karen Virag Award was presented to Rosemary Shipton of Toronto, Ontario. Shipton raised the profile of editing through her ability to work with prominent authors and create a rapport that allows a book to be the best it can be. Shipton has also worked on numerous government reports that would become national news and influence public policy for years to come.



The other exceptional editors shortlisted for raising the profile of editing in their community were Lesley Cameron of Maple Ridge, British Columbia, and Joy Gugeler of Nanaimo, British Columbia.

We would like to thank the members of the selection committee for their commitment: Carolyn Brown, Ambrose Li and Kathe Lieber.

### Equity Fellowship

The Equity Fellowship is presented annually by Editors Canada. It is designed to support editors who have traditionally been excluded by the publishing and editing industries, including editors who are BIPOC (Black, Indigenous and people of colour), 2SLGBTQIA+, neurodivergent and disabled.

The 2022 recipients of the Equity Fellowship were:

- Emily Bradley, of Chesterville, Ontario
- Anastasia Chipelski, of Winnipeg, Manitoba
- Nathalie Goyette, of Deep River, Ontario

### President's Award for Volunteer Service

The President's Award for Volunteer Service recognizes outstanding service to the organization, at the branch or national level, by member volunteers. Candidates for the award may have served Editors Canada by

- conscientiously performing volunteer activities over an extended period
- taking the initiative to identify and solve a critical problem or meet a specific need within the organization
- organizing or directing an activity that has a tremendous impact on the association
- inspiring others to participate more fully within the association

The announcement of the President's Award for Volunteer Service is an important event for Editors Canada each year.

The 2022 recipients of the President's Award for Volunteer Service were

- Victoria Bell (Editors Ottawa-Gatineau)
- Natalia Iwanek (Editors Toronto)
- Fazeela Jiwa (Editors Atlantic)
- Amber Riaz (Editors British Columbia)
- Jess Shulman (Editors Toronto)

### Lee d'Anjou Volunteer of the Year Award

From among the nominations received for the President's Award, one volunteer is selected to receive the Lee d'Anjou Volunteer of the Year Award. The 2022 Lee d'Anjou Volunteer of the Year Award recipient was Patricia MacDonald, of Howie Centre, Nova Scotia (Editors Atlantic). MacDonald was recognized for nearly a decade of service to the association, working on many conference committees and task forces, and also the national executive council. Her particular focus was on making member services more accessible and making volunteers' work more effective, meaningful and rewarding.



QIMONO

# Volunteers and donors

## A note on volunteering

The long list of names included in the volunteers section of this report shows how much Editors Canada relies on the active involvement of its members. This year, like every other year, dozens of people served on national committees and the NEC, and hundreds of others took on specific tasks.

Volunteers are essential for our association to function well. If you currently volunteer for Editors Canada or have done so in the past, we thank you.

If you have never volunteered, please consider doing so. Volunteering lets you give back to your association while developing skills you can use in your career. It's also an excellent way to network with other editors and make new friends.

There are opportunities to volunteer at the national and local levels. Many tasks can be done from home, so where you live isn't a limiting factor. To find the right project for you, contact your local branch or twig, or send an email to the director of volunteer relations ([Director\\_Volunteers@editors.ca](mailto:Director_Volunteers@editors.ca)).

In addition to the members of the NEC and the committee chairs, listed at the beginning of this report, many members volunteered their time and talents to help further the goals of national, branch and twig initiatives.

You can also see the cumulative [Featured Volunteer](#) selections on the Editors Canada website.

We apologize to anyone whose name has been inadvertently omitted from this list.

### National volunteers

Angie Fostaty

#### *Annual General Meeting*

Gael Spivak

#### *Equity, Diversity, and Inclusion*

##### *Advisor*

Amber Riaz

#### *Facebook*

Joanne Haskins  
Lenore Hietkamp

#### *List Monitor*

Heather Buzila  
Josée Marie-Lise Robillard  
Leah Morigan

#### *Mediator*

Jane Kidner

#### *Recording secretary: NEC meetings*

Nicole Watkins Campbell  
Tanya Guenther  
Lori McLellan  
Lori Perrie

### Membership

*Francophone advisor*  
Sylvie Collin

#### *Member services*

Aaron Dalton  
Alexander Elcombe  
Lenore Hietkamp

#### *Volunteer management*

Ren Baron  
Maureen McGuigan  
Patricia MacDonald  
Rachel Robinson

### Professional development

#### *Career Builder*

Evi Anthonissen  
Merel Elsinga  
Audrey Jamieson  
Glenna Jenkins  
Julie Kay-Wallace  
Cathy McPhalen  
Lynne Melcombe  
Erika Pappas  
Rachel Robinson  
Wai Yip Tam



### *Certification*

Arija Berzitis  
Karen Crouse  
Edward Da Cunha  
Owen McEwen  
Jaime Miller  
Sarah Robins  
Saleh Waziruddin

### *Conference*

Ren Baron  
Chantelle Behrens  
Susanna Biro  
Heather Buzila  
Aerin Caley  
Amanda Clarke  
Genevieve Clovis  
Julia Cochrane  
Karen Crouse  
Deb Dawson  
Paul Deleske  
Linda Dessau  
Louise Frazer  
Amanda Goldrick-Jones  
Kyle Hawke  
Lenore Hietkamp  
S. Robin Larin  
Breanne MacDonald  
Anne Louise Mahoney  
Alex Marcoccia  
Cathy McPhalen  
Bobbi-Sue Menard  
Peter Midgley  
Katherine Morton  
Nada Mostafa  
Andrea Nicki  
Riça Night  
Wayras Olivier  
Marie-Christine Payette  
Daniela Ricchezza  
Jan Robertson  
Jenn Rossiter  
Caitlin Stewart  
Mohammad Mahtab Uddin

Fiona Walsh  
Zimeng Wang  
Kara Watson  
Margaux Yiu

### *Mentorship*

Evi Anthonissen  
Monica Bogza  
Carolyn Brown  
Heather Buzila  
Joyce Chung  
Stacey Corriveau  
Christy David  
Alison Dowsett  
Bev Ensom  
Kerry Fast  
Jennifer Foster  
Risha Gotlieb  
Libby Graham  
Laura Jones  
Wayne Jones  
Jayson MacLean  
Berna Ozunal  
Anna-Lisa Ptolemy  
Naomi Racz  
Kyle Roerick  
Lauren Sawant  
Marion Soubliere  
Alethea Spiridon  
Jahleen Turnbull-Sousa  
Eva van Emden  
Elise Volkman

### *Standards*

Arija Berzitis  
Aakanksha Gupta  
Greg Ioannou  
Wayne Jones  
Rachel Keir  
Jenna Malcolm  
Thiviya Manoharan  
Taraya Middleton  
Berna Ozunal  
Amber Riaz

Clarisse Smith  
Gael Spivak

### *Student relations*

Stacey Berquist  
Catherine Felx  
Amanda Goldrick-Jones  
S. Robin Larin  
Patti Neufeld  
Michelle Noble  
Becky Noelle

### *Training and development*

Miriam Bergeret  
Anna Cairns  
Sylvie Collin  
Greg Ioannou  
Penelope Kerr  
Tereza Monkova  
Katherine Morton  
Virginia St-Denis  
Carol Pomeroy Zhong

### *Communications*

#### *Blog*

Lucy Payette  
Beau Brock  
Kathryn Nogue

#### *Marketing and communications*

Lucy Payette  
Merel Elsinga

#### *Publications*

Anna Cairns  
Paula Chiarcos  
Sharon Cozens  
Janice Dyer  
Dave Ealey  
Ellen Keeble  
Jane Kirby  
Kaitlin Littlechild  
Robin Marwick

Jona Rhica Mejico  
Josephine Mo  
Tereza Monkova  
Margaret Morris  
Berna Ozunal  
Sara Quinton  
Leanne Rancourt  
Leslie Saffrey  
Cy Strom

### *Website Taskforce*

Tara Avery  
Melissa Barrientos  
Kimberly Brant  
Frances Chen  
Camila Gundel  
Julie Kay-Wallace  
Sharon Lax  
Breanne MacDonald  
Robin Marwick  
Susan Mayse  
Maureen McGuigan  
Katherine Morton  
Kayleen Plumb  
Sara Quinton  
Mary Rykov  
Louise Standish  
Elise Volkman  
Diane Young  
Rita Zamluk

### *Administration*

#### *Awards*

Monica Laane-Fralick

#### *Tom Fairley Award judges*

James Harbeck  
Sandy Newton  
Shirarose Wilensky

*Claudette Upton Scholarship  
selection committee*

Letitia Henville  
Lenore Hietkamp  
David Johansen

*Karen Virag Award selection  
committee*

Carolyn Brown  
Ambrose Li  
Kathe Lieber

*Nominating committee*

Sara Caverley  
Sylvie Collin  
Michelle Hardy  
Rana Khan  
Patricia MacDonald

**Local groups: branches and  
twigs**

*Editors Atlantic*

Margo Grant  
Sue McLeod  
Alexandra Peace  
Molly Rookwood  
Patricia Simmons  
Andrew Wetmore  
Heather White

*Editors Barrie*

John Challis  
Samantha Hoffman  
Adrienne Huston  
JJ Wilson  
Jacqui Woods-Powell

*Editors B.C.*

Tara Avery  
Naomi Cappallo  
Frank Cernik  
Tania Cheffins  
Justin Chevrier

Janis Cleugh  
Merel Elsinga  
Amanda Goldrick-Jones  
Libby Graham  
Marianne Grier  
Kim Harbridge  
Michelle Hardy  
Kyle Hawke  
Letitia Henville  
Lisa Hislop  
Elaine Hui  
Taslim Jaffer  
Lucy Kenward  
Micah Killjoy  
Janice Love  
Maureen Magee  
Claire Majors  
Jesse Marchand  
Hope Masten  
Maureen McGuigan  
Annie Moore  
Kristain Oliveira-Barnes  
Lola Opatayo  
Marta Orellana  
Frances Peck  
Naomi Rendall Dobler  
Amber Riaz  
Lynn Sackville  
Caelyn Sandeen  
Eva van Emden  
Elise Volkman  
Madeline Walker  
Liz Warwick  
Stephanie Watterson  
Kiki Yee  
Rita Zamluk

*Editors Calgary /*

*Editors Edmonton*

Brenna Bailey-Davies  
Karen Crosby

*Editors Hamilton-Halton*

Kathleen Fox  
Jenny O'Reilly  
Connor Peck  
Reba Shahid

*Editors Kingston*

Danielle Anderson

*Editors Kitchener-Waterloo-  
Guelph*

Amanda Feeney  
Alysa Loring  
Maxie Bai Martin  
Maggie Morris

*Editors Manitoba*

Lianne Fontaine

*Editors Ottawa-Gatineau*

Coryl Addy  
Badou Bousso  
Sara Caverley  
Karen Foster  
Sara Fowler  
Kristen Hines  
Stephanie Mason  
Emily Stewart  
Ariel Vered  
Tom Vradenburg

*Editors Quebec*

Nancy Ackerman  
François Bergeron  
France Brûlé  
Sylvie Collin  
Geneviève Côté  
Hélène Côté  
Sheila Eskenazi  
Nathalie Fortin  
Marie-Élaine Gadbois  
Laurent Mounaqui  
Dwain Richardson  
Casey-Anne Rivard

*Editors Toronto*

Ren Baron  
Sammy Chin  
Piu Chowdhury  
Amanda Clarke  
Anita Clarke  
Sharon Cozens  
Adrineh Der-Boghossian  
Catherine Dorton  
Emily Faubert  
Jennifer D. Foster  
Lisa Frenette  
Keith Goddard  
Jennifer Goyder  
Jennifer Grimbleby  
Malgosia Halliop  
Louise Harnby  
Jane Hodgkinson  
Samantha Hoffman  
Michael Iaboni  
Debbie Innes  
Natalia Iwanek  
Ann Kennedy  
Julia Kennedy  
Leslie Lapidés  
Ann Nam-Tran Le  
Ambrose Li  
Alex Marcoccia  
Erin Della Mattia  
Siobhan McMenemy  
Jona Rhica Mejico  
Hazel Millar  
Alicja Minda  
Josephine Mo  
Ronnie Morris  
Katherine Morton  
Nada Mostafa  
Mary Newberry  
Lara Oddie  
Berna Ozunal  
Lucy Payette  
Barb Porter  
Peter Sobchak



Hitesh Thukral  
Vilma Indra Vitols  
Michelle Waitzman  
Shirarose Wilensky  
Margaux Yiu

**2022 Donors**

Lenore Hietkamp  
Maggie Morris

# Finances: Treasurer's report

With respect to the 2022 fiscal year, Editors Canada continued to plan conservatively in terms of the budget, originally aiming to break even for the year. In 2022, we began to see the effects of inflation and noticed memberships and webinar sales beginning to decrease. We added some valuable benefits to our membership, including offering APOLLO Insurance at a discounted rate as well as offering free access to the *Canadian Press Stylebook* and the *Oxford English Dictionary* online.

While we knew our webinar program would continue as usual, uncertainty around the annual conference remained, and we continued to monitor the effect of the pandemic on local events as it continued longer than anyone expected. In 2022, we held our second virtual conference and had to pay out a venue contract we had already delayed using the previous year. Our 2022 conference brought in less revenue than the 2021 conference but operated within our budget.

We can also still use the Canada Emergency Business Account loan that we received in 2020. We can use this line of credit interest-free until the deadline, which was extended until December 30, 2023. Up to \$20,000 of the loan is forgivable (we get to keep the money), and we have earmarked this amount for the website redesign that is currently in process. We are grateful to the federal government for this support.

We ended the year with a healthy surplus, largely thanks to stable membership numbers and a successful virtual conference. Knowing we have contingency funds available allows us to rebuild our reserves (which had previously been depleted), confidently take on a significant website redevelopment and hold our first hybrid conference (2023). The audit process for the 2022 fiscal year went extremely smoothly, in large part thanks to the branches moving their bookkeeping to our national bookkeeper, Young & Associates.

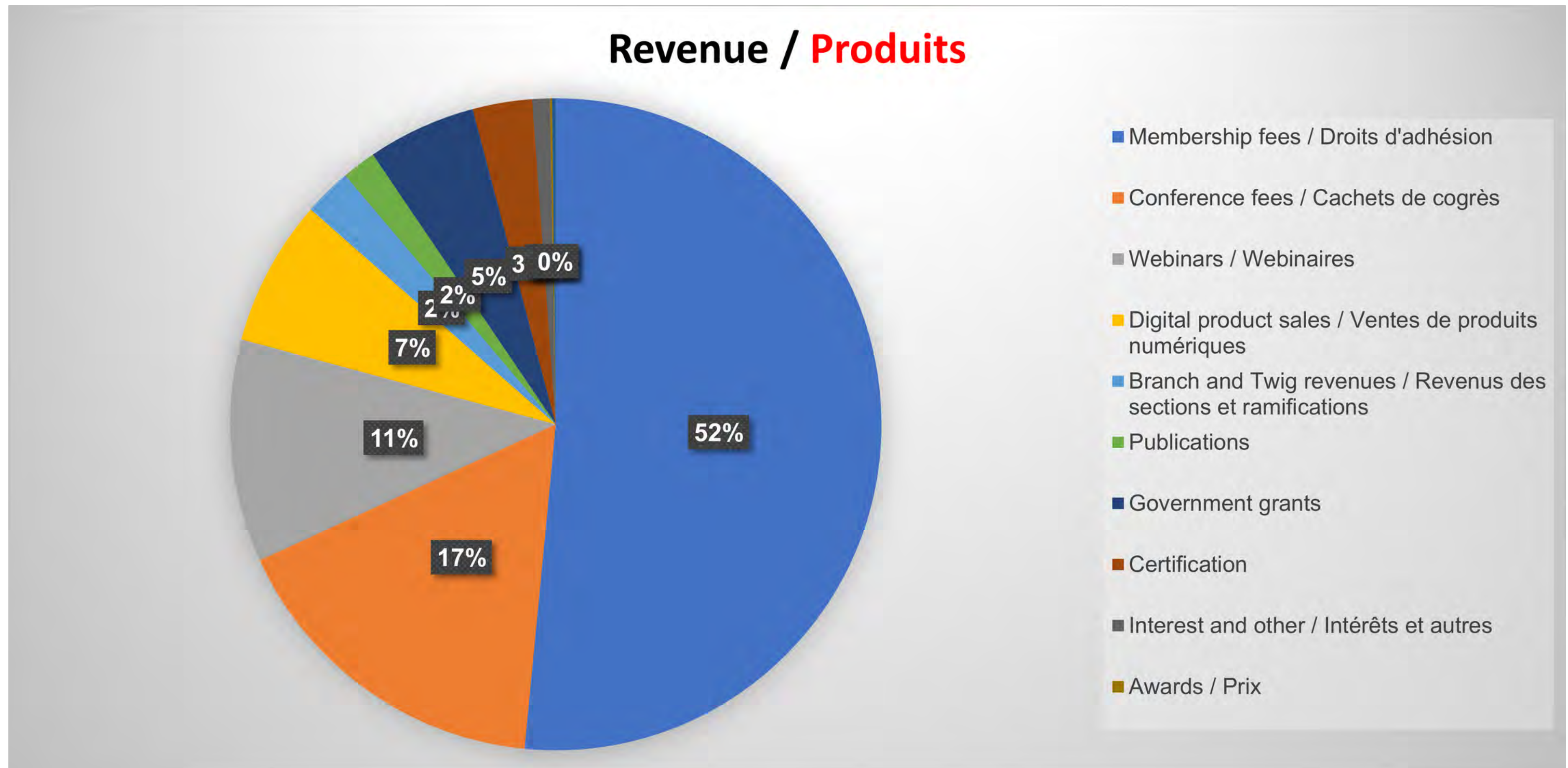
Consolidated Revenue/Expenses	2021	2022
Total revenues	\$616,543	\$500,315
Total expenses	\$491,642	\$453,512
Surplus	\$124,901	\$46,803

Thank you to everyone who continues to be involved with the association, including our branch and twig leaders, committee volunteers, and members. We appreciate that you see the value in continuing to contribute to and be a part of a professional association supporting editors across Canada.

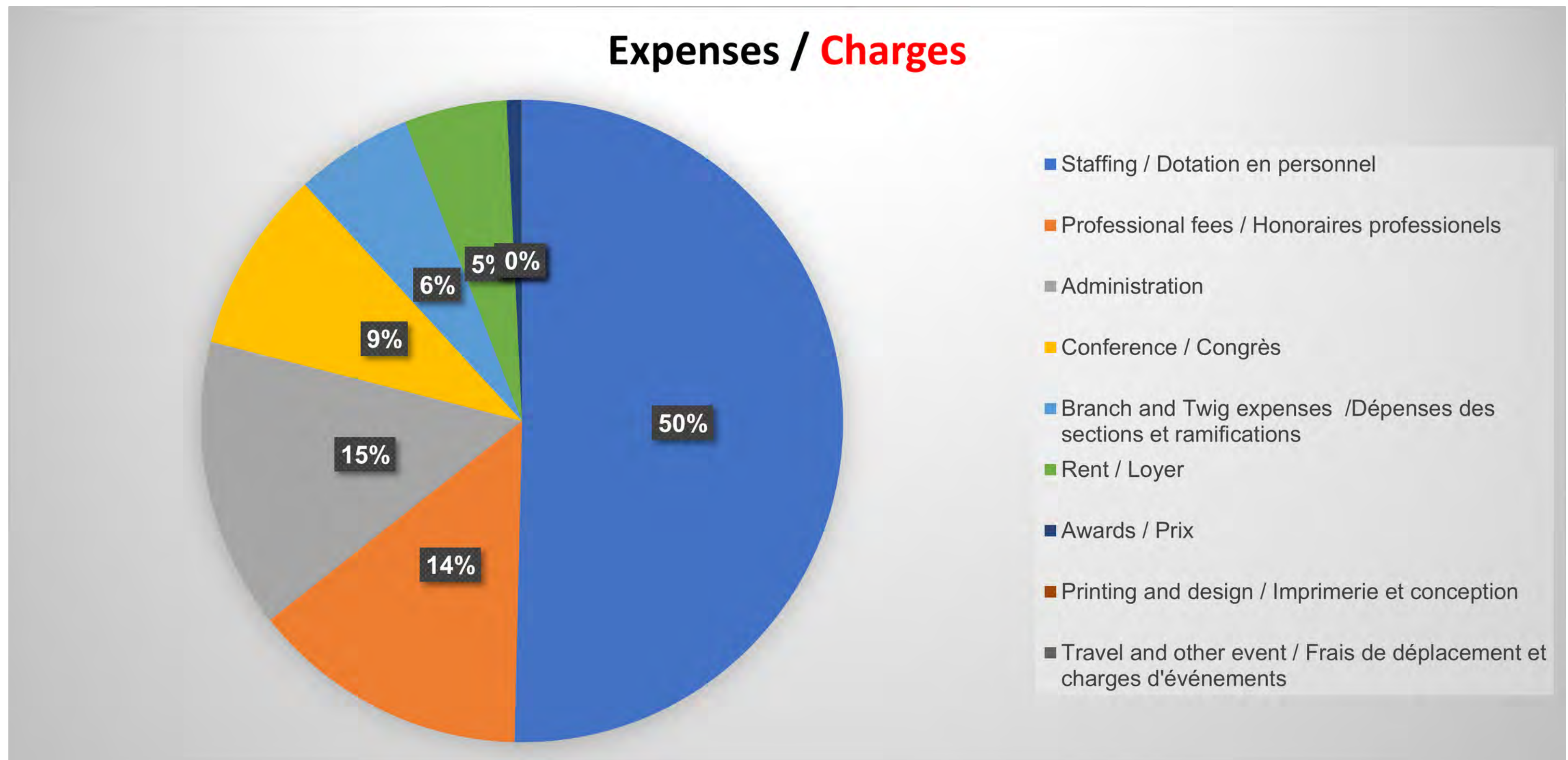
Tara Avery  
Treasurer



# Appendix 1: Financial visuals



## Appendix 1: Financial visuals (continued)





# Appendix 2: Independent auditor's report and financial statements

**EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS**

**Consolidated Statement of Financial Position**

**As at December 31, 2022**

	2022	2021
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash (Note 3)	\$ 419,305	\$ 412,801
Guaranteed investment certificates - current (Note 4)	20,273	50,400
Accounts receivable	3,932	12,446
Prepaid expenses and other assets	33,590	19,012
	<u>477,100</u>	494,659
<b>GUARANTEED INVESTMENT CERTIFICATES (Note 4)</b>	<u>38,986</u>	-
	<u>\$ 516,086</u>	\$ 494,659
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Government remittances payable	\$ 2,052	\$ 5,173
Canada Emergency Business Account loan (Note 8)	60,000	-
Accounts payable and accrued liabilities	17,562	29,325
Deferred revenues (Note 5)	17,681	27,773
Awards and scholarship funds (Note 6)	6,008	6,408
	<u>103,303</u>	68,679
<b>CANADA EMERGENCY BUSINESS ACCOUNT LOAN (Note 8)</b>	<u>-</u>	60,000
	<u>103,303</u>	128,679
<b>NET ASSETS</b>		
<b>UNRESTRICTED</b>	237,416	181,089
<b>INTERNALLY RESTRICTED FOR THE BRANCHES</b>	133,606	142,751
<b>INTERNALLY RESTRICTED FOR THE TWIGS</b>	41,761	42,140
	<u>412,783</u>	365,980
	<u>\$ 516,086</u>	\$ 494,659
<b>COMMITMENTS (Note 9)</b>		

**APPROVED ON BEHALF OF THE BOARD**

\_\_\_\_\_ Director

\_\_\_\_\_ Director

See the accompanying notes to these financial statements



**EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS**

**Consolidated Statement of Operations**

**Year Ended December 31, 2022**

	2022	2021
<b>REVENUES</b>		
Membership fees	\$ 257,819	\$ 280,047
Conference fees	83,144	133,911
Webinars	55,275	74,341
Digital product sales	36,293	39,385
Publications	26,938	22,946
Certification	14,753	12,825
Branch and Twig revenues	11,855	29,640
Government grants	8,450	16,819
Interest and other	4,353	5,600
Awards (Note 6)	900	500
Donations	535	529
	<b>500,315</b>	<b>616,543</b>
<b>EXPENSES</b>		
Staffing	228,454	214,380
Administration	66,214	73,583
Professional fees	63,465	92,288
Conference	41,740	45,421
Branch and Twig expenses	26,768	38,863
Rent (Note 9)	23,363	21,656
Awards (Note 6)	3,400	3,000
Travel and other event	108	26
Printing and design	-	2,425
	<b>453,512</b>	<b>491,642</b>
<b>EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<b>46,803</b>	<b>124,901</b>
<b>OTHER INCOME</b>		
Government assistance (Note 10)	-	25,303
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$ 46,803</b>	<b>\$ 150,204</b>

*See the accompanying notes to these financial statements*

**EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS**

**Consolidated Statement of Changes in Net Assets**

**Year Ended December 31, 2022**

	Unrestricted	Internally Restricted for the Branches	Internally Restricted for the Twigs	<b>2022</b>	2021
<b>NET ASSETS - BEGINNING</b>					
<b>OF YEAR</b>	\$ 181,089	\$ 142,751	\$ 42,140	\$ <b>365,980</b>	\$ 215,776
Transfer ( <i>Note 7</i> )	16,751	(16,751)	-	-	-
Excess (deficiency) of revenues over expenses	39,576	7,606	(379)	<b>46,803</b>	150,204
<b>NET ASSETS - END OF</b>					
<b>YEAR</b>	\$ 237,416	\$ 133,606	\$ 41,761	\$ <b>412,783</b>	\$ 365,980

Draft for discussion purposes only



**EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS**

**Consolidated Statement of Cash Flows**

**Year Ended December 31, 2022**

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 46,803	\$ 150,204
Changes in non-cash working capital:		
Accounts receivable	8,514	45,299
Prepaid expenses and other assets	(14,578)	(677)
Government remittances payable	(3,121)	(5,513)
Accounts payable and accrued liabilities	(11,763)	(24,055)
Deferred revenues	(10,092)	9,403
Awards and scholarship funds	(400)	-
	<u>(31,440)</u>	<u>24,457</u>
Cash flows from operating activities	<u>15,363</u>	<u>174,661</u>
<b>INVESTING ACTIVITY</b>		
Purchase of guaranteed investment certificates	<u>(8,859)</u>	<u>(14,044)</u>
<b>FINANCING ACTIVITY</b>		
Proceeds from Canada Emergency Business Account loan	<u>-</u>	<u>20,000</u>
<b>INCREASE IN CASH</b>	<b>6,504</b>	<b>180,617</b>
<b>CASH - BEGINNING OF YEAR</b>	<b><u>412,801</u></b>	<b><u>232,184</u></b>
<b>CASH - END OF YEAR</b>	<b><u>\$ 419,305</u></b>	<b><u>\$ 412,801</u></b>

*See the accompanying notes to these financial statements*

**1. NATURE AND PURPOSE OF THE ORGANIZATION**

Editors' Association of Canada/Association canadienne des réviseurs ("Editors") was incorporated without share capital as a not-for-profit organization under the Canada Corporations Act in March 1982, and was continued under the Canada Not-for-Profit Corporations Act effective August 22, 2014.

Editors represents editors in Canada who work in many forms of print as well as in other media. Editors promotes professional editing, as key in producing effective communication. At year end, approximately 1,100 (2021 - 1,250) members work with individuals in the corporate, technical, government, not-for-profit and publishing sectors. Editors sponsors professional development seminars, promotes and maintains high standards of editing and publishing in Canada, establishes guidelines to help editors secure fair pay and good working conditions, helps both in-house and freelance editors to network, and cooperates with other publishing associations in areas of common concern.

Editors is governed at the national level by an executive council. There are four regional branches and eight regional twigs across the country providing a range of local programming and services to both members and non-members.

As a not-for-profit organization, Editors is exempt from income taxes under subsection 149(1)(f) of the Income Tax Act (Canada).

---

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of presentation

These consolidated financial statements are the representation of management and have been prepared in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Handbook.

Basis of consolidation

The consolidated financial statements include the accounts of Editors, four regional branches (British Columbia, Ottawa-Gatineau, Quebec and Toronto) and eight regional twigs (Barrie, Calgary, Edmonton, Hamilton-Halton, Kingston, Kitchener-Waterloo-Guelph, Manitoba and Atlantic). All inter-branch and inter-twig transactions have been eliminated upon consolidation.

Revenue recognition

Editors follows the deferral method of accounting for contributions, which includes donations and government grants. Unrestricted contributions are recognized as revenues when received or receivable, provided that contributions receivable can be reasonably estimated and collection is reasonably assured. Restricted contributions are recognized as revenues in the year in which the related activities are carried out and expenses incurred.

Membership, conference, webinars and certification, interest and other, awards and branches and twigs are recognized as revenues in the fiscal year to which they relate.

Revenues from digital product and publication sales are recognized upon completion of performance, provided the amount of revenue is reasonably determinable and collectible.

Government assistance revenues, including the Canada Emergency Wage Subsidy and Canada Emergency Commercial Rent Assistance, are recognized on an accrual basis in the year the related eligible expenses are incurred.

*(continues)*

---



**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**Restricted net assets

Net assets, which are internally restricted for use of the four regional branches (British Columbia, Ottawa-Gatineau, Quebec and Toronto), are for expenses relating to meetings, events and services for members in those branches.

Net assets, which are internally restricted for use of the eight regional twigs (Barrie, Calgary, Edmonton, Hamilton-Halton, Kingston, Kitchener-Waterloo-Guelph, Manitoba and Atlantic), are for expenses relating to meetings, events and services for members in those twigs.

Financial instruments

Editors initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost.

The financial assets subsequently measured at amortized cost include cash, guaranteed investment certificates and accounts receivable. The financial liabilities measured at amortized cost include accounts payable.

Impairment of financial instruments

Financial assets measured at cost or amortized cost are tested for impairment if there are indications of possible impairment. The impairment loss is measured as the difference between the carrying value and what is expected to be recovered. A previously recognized impairment loss may be reversed to the extent of the improvement, either directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal, had the impairment loss not been recognized previously. The amount of any write down or reversal is recognized in excess of revenues over expenses.

Contributed services

Volunteers contribute time to assist Editors in carrying out its programs. Contributed services are not recognized in the financial statements.

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant estimates incorporated into Editors' financial statements include year end accruals and the collectability of accounts receivable. These estimates are reviewed periodically and adjustments are made to excess of revenues over expenses as appropriate in the year they become known.

**3. CASH**

	2022	2021
National office	\$ 331,891	\$ 317,131
Branches	87,414	95,670
	<u>\$ 419,305</u>	<u>\$ 412,801</u>

**4. FINANCIAL INSTRUMENTS**

Guaranteed investment certificates at December 31, 2022 are \$59,259 (2021 - \$50,400), bear interest at rates ranging from 0.25% to 5.0% (2021 - 0.1% to 2.2%) and have maturity dates ranging from April 7, 2023 to December 15, 2027 (2021 - February 27, 2022 to December 20, 2026).

(continues)

## Notes to Consolidated Financial Statements

Year Ended December 31, 2022

**4. FINANCIAL INSTRUMENTS (continued)**

It is management's opinion that Editors is not exposed to significant credit, liquidity, currency, interest rate, market, or other price risks arising from its financial instruments.

**5. DEFERRED REVENUES**

Deferred revenues at December 31 consist of the following:

	2022	2021
Membership revenues for the subsequent fiscal year	\$ 15,180	\$ 17,483
Online directory of editors	1,920	1,840
Branch revenues (Pro-D workshop)	581	-
Department of Canadian Heritage	-	8,450
	<u>\$ 17,681</u>	<u>\$ 27,773</u>

The continuity of deferred revenues for the year is as follows:

Balance, beginning of year	\$ 27,773	\$ 18,370
Add: amounts received during the year	422,440	537,086
Less: amounts recognized as revenue in the year	(432,532)	(527,683)
	<u>\$ 17,681</u>	<u>\$ 27,773</u>

**6. AWARDS AND SCHOLARSHIP FUNDS****Fairley Award**

The Tom Fairley Award for Editorial Excellence was established in 1983 and is presented annually. Editors received contributions of \$9,500 in 2002 from various sources to be used to recognize excellence in editing.

Editors decided to endow the award such that \$2,000 (2021 - \$2,000) of the award fund balance would be awarded annually. In 2019, the fund was fully depleted.

For the current year, a total annual prize of \$2,000 (2021 - \$2,000) was awarded; \$2,000 was paid from operations.

**Claudette Upton Scholarship**

Established in 2009, the award is named after the Editors' honorary life member, Claudette Reed Upton-Keeley, a gifted editor who loved the English language and was actively involved in social justice and environmental causes throughout her life.

This is a \$1,000 scholarship to help support continuing professional development in editing and is to be funded by specific contributions from members. The winner is encouraged to use the prize to attend Editors' national conference, purchase its publications or attend its workshops.

For the current year, a \$1,000 scholarship was awarded; \$500 was paid from operations and the remaining \$500 was from a contribution received during the year.

(continues)



Notes to Consolidated Financial Statements

Year Ended December 31, 2022

6. AWARDS AND SCHOLARSHIP FUNDS (continued)

**Karen Virag Award**

Established in 2014 in memory of long time member Karen Virag, this award acknowledges an individual or organization's successful efforts to raise the profile of editing in the community. In 2021, Editors did not give out the award.

The continuity of this award fund is as follows:

	2022	2021
Balance, beginning of year	\$ 6,408	\$ 6,408
Add: Contributions received in the year	-	-
Less: Annual award	(400)	-
Balance, end of year	<u>\$ 6,008</u>	<u>\$ 6,408</u>

7. TRANSFER

During fiscal 2022, the Saskatchewan branch disbanded. The National Council then approved a transfer from the internally restricted net assets of \$16,571 to the unrestricted fund. This amount was previously held for the Saskatchewan branch to use.

8. CANADA EMERGENCY BUSINESS ACCOUNT LOAN

Editors received the Canada Emergency Business Account ("CEBA") which is an interest free loan of \$60,000 to assist with immediate operating cash flow needs due to the COVID-19 pandemic. The loan is interest-free for the initial term up to December 31, 2023. As part of the program, \$20,000 of the loan will be forgiven if \$40,000 is repaid in full on or before December 31, 2023. From the period commencing January 1, 2024 to the extended term date of December 31, 2025, the loan bears an annual interest rate of 5%.

9. COMMITMENTS

Editors leases premises under a long-term lease that expires on January 31, 2024. Under the terms of the lease, Editors is required to pay a minimum rent plus its proportionate share of operating expenses and property taxes.

Future minimum lease payments as at year end are as follows:

2023	\$ 23,932
2024	1,998
	<u>\$ 25,930</u>

**10. GOVERNMENT ASSISTANCE**

On March 11, 2020, the World Health Organization characterized the outbreak of a strain of the novel coronavirus ("COVID-19") as a pandemic, which resulted in a series of public health and emergency measures that have been put in place to combat the spread of the virus.

As part of the response to COVID-19, the federal government introduced several programs to employers whose activities have been affected.

The Canada Emergency Wage Subsidy ("CEWS") was introduced to assist employers whose activities have been affected by COVID-19. In fiscal 2021, Editors applied and received \$20,978 from this subsidy. No amounts were received in fiscal 2022 as this subsidy program ended in October 2021.

The Canadian Emergency Rent Subsidy ("CERS") program was designed to assist Canadian businesses, non-profit organizations, or charities who have seen a drop in revenues during the COVID-19 pandemic by providing part of their commercial rent and occupancy expenses. In fiscal 2021, Editors applied and received \$4,325 from this subsidy. No amounts were received in fiscal 2022 as this subsidy program ended in October 2021.

---

Draft for discussion purposes only