

Editors' Association of Canada
Association canadienne des réviseurs

ANNUAL REPORT 2023

PREPARED BY THE NATIONAL EXECUTIVE COUNCIL



EDITORS
CANADA

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About the association

The Editors' Association of Canada (Editors Canada), or Association canadienne des réviseurs (Réviseurs Canada), is a professional organization for editors. The association has about 1,500 members. Editors Canada supports professional development through seminars, online training and conferences and promotes and maintains high standards of editing through certification and reference publications. The association also helps in-house and freelance editors to network and collaborate, and co-operates and partners 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 1,500 members are salaried and freelance, working 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](#) (the Act) and is governed at the national level by a member-elected national executive council (NEC). To comply with the Act, in 2014, Editors Canada updated its [Bylaw No. 1](#), membership structure, and corresponding policies, procedures, rules and regulations.

The national executive council oversees the activities of the national committee chairs, who work directly with staff and member volunteers to help the professional editing community thrive. As part of our transparency to our constituents, our council meeting summaries and our bylaws, policies and research reports are publicly available along with our most recent annual report.

Members of the NEC are all members of the association and serve on a voluntary basis as trustees for the general membership. Collectively, they direct Editors Canada activities and decide how to spend its money. The council takes its direction from the priorities of the association's membership as expressed in AGM motions, member meetings and various forms of member feedback. Much of the work of the association is accomplished by volunteer committees. The Editors Canada certification program and the annual conference, for example, are both overseen by national committees. Committee chairs are appointed by the national executive council. Committee members are not formally elected or appointed and generally bring subject-area expertise and enthusiasm to the group.

Editors Canada has national staff members to process membership applications and renewals, respond to enquiries from members and the public, administer national services and provide support to national committees and the national executive council (including for the national conference), certification, finances and marketing.

Editors Canada has four regional branches and eight twigs across the country, providing a range of local programming and services to both members and non-members. Key activities in most local groups include organizing membership meetings, offering training seminars and producing a local newsletter. Each branch is run by its own branch executive, whose members serve on a voluntary basis and are elected to their positions by the broader membership of the branch. Each twig is run by co-coordinators, who are local members elected each year by their twig members. Most branches are supported by administrators who handle bookkeeping, banking, local member management and event coordination. Twig administration is similarly handled by the national staff.

Strategic plan

Editors Canada members ratified a strategic plan for 2017–21 at the June 2016 annual general meeting. It 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 in the plan are:

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

The purpose, mission and governance statements express our values as an organization. The strategic plan is built on this firm foundation.

National executive council, committee chairs and national staff

National executive council

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

Committee and task force chairs

Membership

Member services: Emily Follett-Campbell (Toronto)
Volunteer management: Ren Baron (Toronto)

Professional development

Agrément/Principes: Vacant
Career builder: Holly Vestad (Québec)
Certification steering: Saleh Waziruddin (Hamilton-Halton)
Conference: Suzanne Bowness (Toronto), Maylon Gardner (British Columbia)
Mentorship: Risha Gotlieb (Toronto)
Standards: Berna Ozunal (Toronto), Greg Ioannou (Toronto)
Student relations: Michelle Noble (Hamilton-Halton)
Training and development: Katherine Morton (Toronto)

Communications

Marketing and communications: Merel Elsinga (British Columbia)
Publications: Matthew Long (Toronto), Noah Nuttall (Toronto)
The Editors' Weekly: Laura Bontje (Kitchener-Waterloo-Guelph)
Website task force: Julie Kay-Wallace (Toronto)

Administrative

External liaison: Heather Buzila (Edmonton)
Human resources: Maria Frank (Edmonton)
Nominations: Heather Buzila (Edmonton)

National staff

Executive director: Natasha Bood
Senior communications manager: Michelle Ou
Training and development manager: Sara Abdul

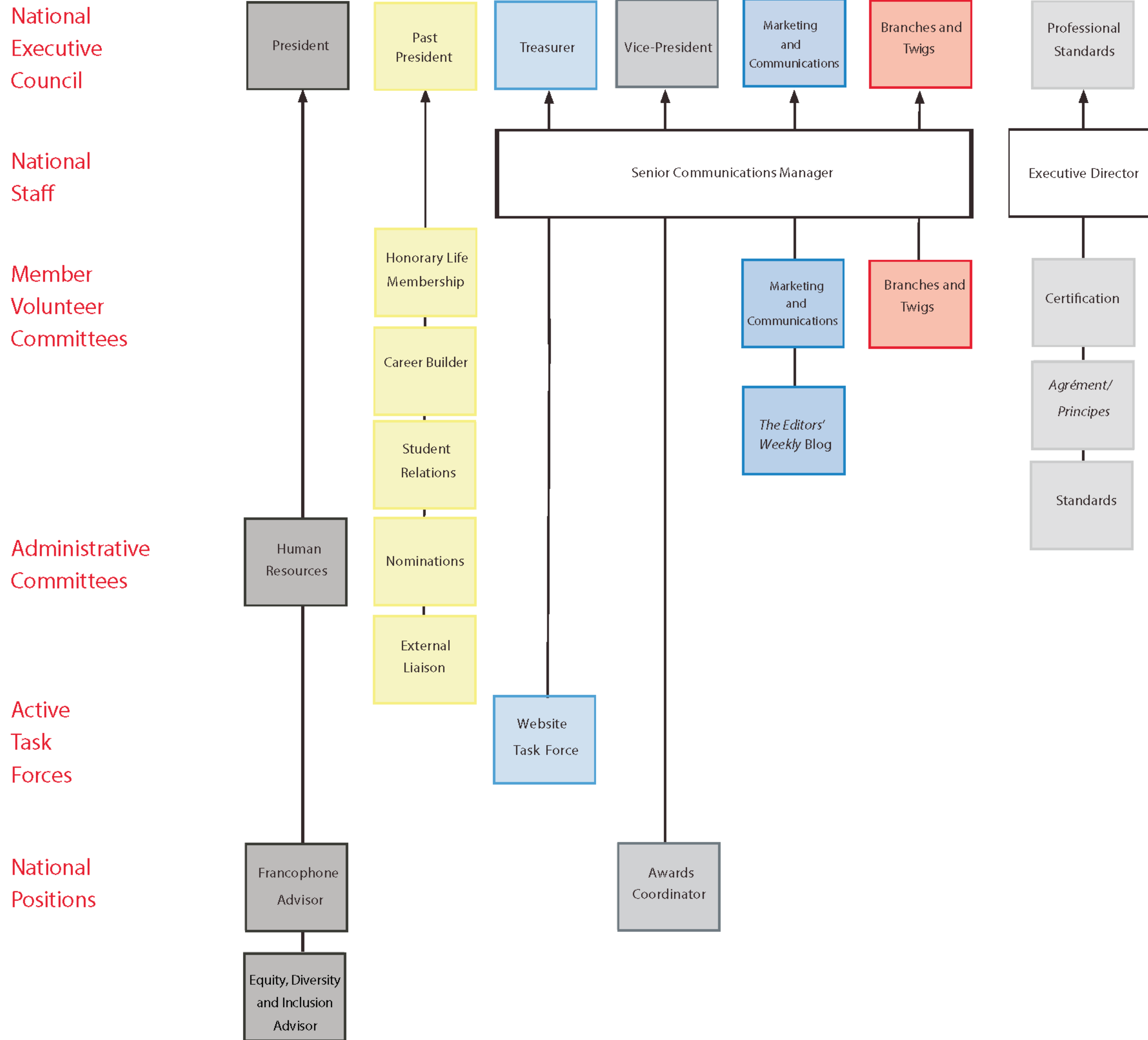
National volunteer positions

Awards coordinator: Joanne Findon (Toronto)
Conference advisor: Breanne MacDonald (Toronto)
Equity, diversity and inclusion: Amber Riaz (British Columbia)
Facebook group monitors: Joanne Haskins (Toronto), Lenore Hietkamp (British Columbia)
Forum monitor: Josee Marie-Lise Robillard (Québec)
Francophone advisor: Badou Bousso (Ottawa-Gatineau)
Mediator: Jane Kidner (Toronto)
Translation group coordinator: Nancy Foran (Québec)

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 or twig nearest you for further details:

Atlantic
Barrie
British Columbia
Calgary
Edmonton
Hamilton-Halton
Kingston
Kitchener-Waterloo-Guelph
Manitoba
Ottawa-Gatineau
Québec
Toronto

EDITORS CANADA



National Executive Council

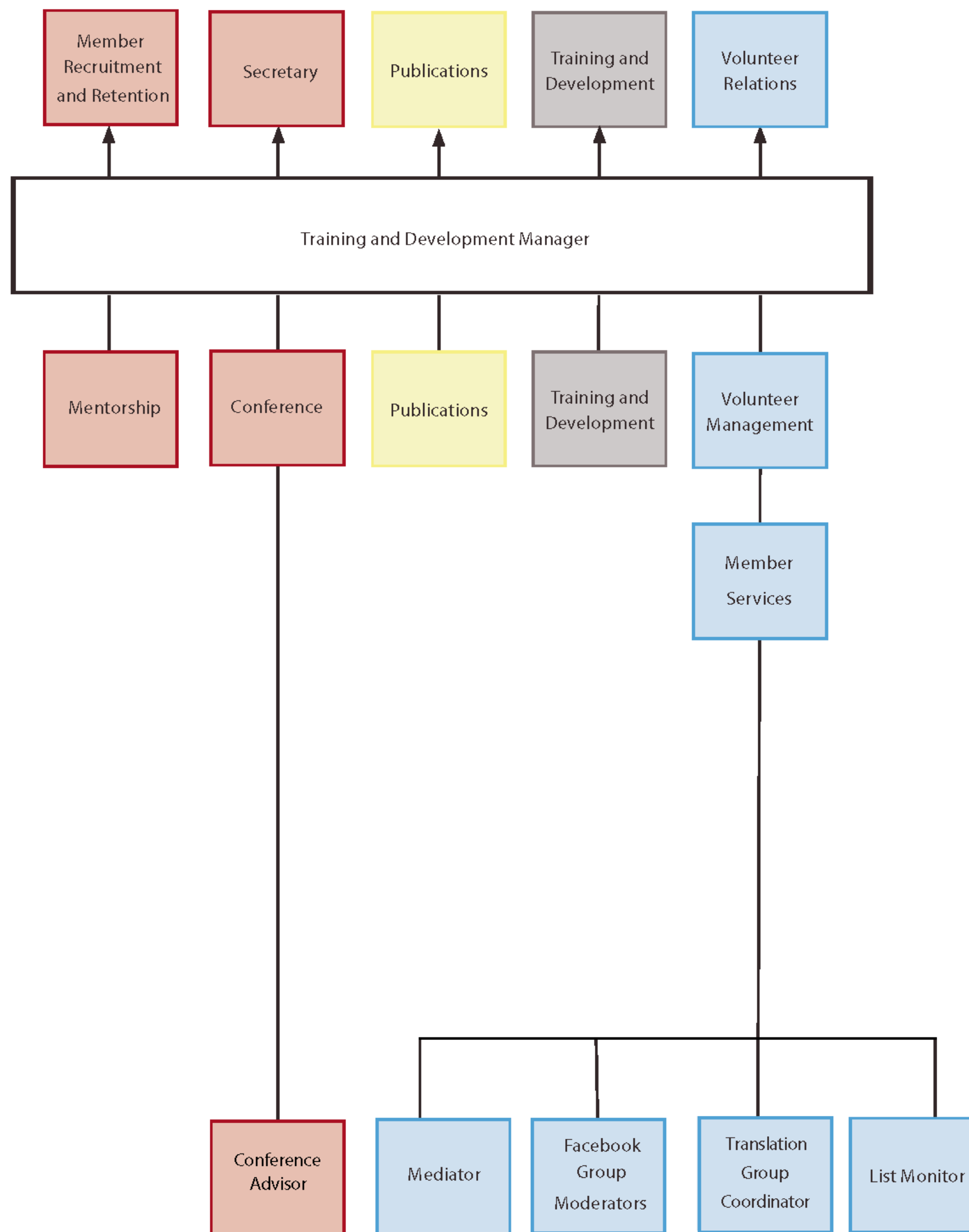
National Staff

Member Volunteer Committees

Administrative Committees

Active Task Forces

National Positions



ORGANIZATIONAL CHART

President's message

A common theme over the past few years has been adaptability. Navigating a worldwide pandemic challenged organizations like Editors Canada to be nimble and open to change and growth. The year 2023 continued to be a period of post-pandemic recovery, and Editors Canada remained flexible to the changing landscape.

Remaining agile and adaptable

After hearing from members (via online survey) that they missed in-person interactions and connections at our annual conference, we were pleased to host a successful and well-received in-person conference in Toronto. Following two years of virtual conferences, the 2023 conference, Editors in Real Life, allowed members to network face to face (in real life!) with their peers.

While the conference returned to an in-person format, Editors Canada staff (who had been working remotely since the start of the pandemic) finished cleaning out the Editors Canada office space in Toronto in preparation for the end of our lease in early 2024. The money saved on rent and overhead will help allow us to provide members with the resources and benefits they need to thrive.

The last several years have been challenging globally, and Editors Canada has pivoted and adapted to the changing times with impressive grace.

Looking ahead

Just as language evolves and adapts to changing times and values, so too does Editors Canada. Preliminary work on the strategic plan began late in 2023 and is expected to conclude in 2024. Guided by feedback from our members, this new plan will set the direction of Editors Canada for the next few years. It is important that this new plan is in place to ensure the organization continues to reflect and embody the needs and values of the membership.

The new *Professional Editorial Standards* was a joint project involving several committees. The majority of that work was also completed in 2023 and released to members in early 2024. Editors Canada has also partnered with Nelson Education to develop a new Canadian English dictionary. Updating this resource is long overdue, and though it is a tremendous undertaking, it will become a valuable tool for Editors Canada members once it has been completed.

I am proud to be part of an organization that has evolved so admirably with changing times and continues to move forward, developing new tools for editors and working with members to ensure the organization represents their values. I anticipate a productive 2024, and I look forward to seeing how Editors Canada continues to grow under a new strategic plan.

Maria Frank, President



Executive director's report

Thank you to our members and volunteers across the country for a productive and collaborative 2023. The beginning of 2023 led to a change in our staff roster as Caitlin Stewart (Training and development manager) left for new opportunities. Our small (but mighty) staff team of Michelle Ou (Senior manager of communications) and I welcomed Sara Abdul as our new Training and development manager in February of 2023.

One of the biggest projects of 2023, was the revitalization of our Editors Canada website. Michelle Ou led the staff side of our efforts on the new website, working with our website task force and adeptly managing our contractors, leading up to a successful launch of the new site in early 2024.

In June of 2023, we were delighted to participate in the first in-person conference since 2019 in Toronto. It was such a pleasure to meet so many of our members face to face. Huge thanks to Sara Abdul for working so hard behind the scenes with our conference committee to put on such an excellent event for us all.

At the end of 2023, we wrapped up the lease on our National Office. We had been working fully remote since the beginning of the pandemic and because it works so well for us in these post-pandemic times (and for budgetary reasons), the decision made good sense. We also started working with a working group of the national executive council towards our new Strategic Plan, which will come together in 2024 and lead us into the next several years of operations at Editors Canada.

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 and contractors for all of their hard work this past year.

Here's to another great year in 2024!

Natasha Bood, Executive Director



JOSEPH FUDA

2023 National 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 makes sure that our members keep informed about our initiatives and produces our monthly e-news update and coordinates communications for our committees and the NEC. Michelle also manages our awards and scholarship programs.

Sara Abdul, Training and Development Manager

Sara 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 the following 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, professional 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:

- 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.

Member services

In Q1 and Q2, plans for benefits for members and volunteers were underway and a French-language *Canadian Press Style Guide* was proposed. However, the member services committee also reformed twice, resulting in a period of inactivity. During this time, Leah Morrigan worked with Suzanne Aubin to increase Francophone representation.

She also recruited two new co-chairs, Sarah Tucker and Emily Follett-Campbell, and committee members: Badou Bousso, Suzanne Aubin, Alex Elcombe, Kayla Arviv, Barb Kelly and Aaron Dalton. In August, the newly formed committee assembled for a meet-and-greet. Leah discussed previous accomplishments of the committee and ongoing projects. In September, the committee brainstormed ideas. October saw updates on efforts to gather previous research done on Editors Canada, social media protocol, service awareness, broken website links and potentially updating the Welcome Kit. A list of questions was put together for MarCom and the website redesign task force. In November, Leah Morrigan informed the group that Sarah and Suzanne were stepping down from the committee. Merel Elsinga spoke to the committee about MarCom goals and activities. Following this discussion, we shared a list of questions and proposed activities the member services committee would like to undertake with Michelle Ou, who provided us with answers and next steps.

Volunteer management

In 2023, we got to the final stage of updating the *Overview of National Committees and Positions* resource. We also made significant headway on revisions to the *Committee Book* and the *Volunteer Handbook*.

We began planning out a pair of short English and French videos to be a source of information, anecdotes, and resources for new, existing, and returning volunteers.

Together with Director of Member Recruitment and Retention Suzanne Aubin, we discussed what Francophone members need in order to increase Francophone volunteer involvement and retention.

We continued to maintain VolunteerConnect with the guidance of committee member Maureen McGuigan, ensuring that last quarter's additions have been working as intended. We also introduced new NEC directors to VolunteerConnect as a resource and the most effective ways to use it.

In the monthly e-news, we celebrated volunteer excellence through the Featured Volunteer program and through highlighting April as volunteer month. We also shared volunteering tips, benefits and opportunities.

Professional Development

Career builder

The career builder committee (CBC) has been active in a number of professional development strategies this year. A primary focus was finalizing and proofing the outline for the career builder portal, a proposed addition to the website. The portal has been designed as a localized, organized, and efficient collection of information we intend to keep relevant and current for students, new editors, freelancers, and in-house editors, with a primary focus on building careers in academic, corporate and government, publishing, non-profit, and STEM editing.

Through collaborative efforts with the marketing and communications committee, the CBC also updated the strategic plan for the [Editors Canada LinkedIn page](#). Improving and innovating the job board was another ongoing focus throughout the 2023 fiscal year, and the committee is extending this focus, among many others, into 2024.

Important organizational tasks were completed near the close of the year, including devising an annual plan, theme and strategy for 2024. The year closed with significant clarity and organization for the year ahead.

Certification

This year, early bird pricing was introduced and produced 11 early registrations. Combined with membership and dual exam discounts, total savings could cover annual membership costs. Twenty candidates completed 22 certification exams (11 each for proofreading and stylistic editing) with 19 piloters (10 for proofreading, 9 for structural). Three editors were certified for copy editing and stylistic editing each, and one editor gained designation as a certified professional editor. The Editing Essentials exam has been administered on a rolling basis with 29 candidates of whom 25 were certified. The study resources list was updated with newer books, editions, and websites.

The committee documented common reasons for failure and a statistical overview of pass rates published on the website and a new exam day spreadsheet system used to ease administration. A “lessons learned” list was prepared for the 2024 exam administration.

A spreadsheet was implemented to track and maintain access to Google Drive folders. A WhatsApp chat group was introduced for exam day administration.

A new exam template (Word document) avoided past unwanted format change issues. The exam instructions were updated to match current Editors Canada documents and practices.

Conference

Planning for conference 2023 started in the new year, but by 2022 Editors Canada had already made an important decision: to hold the conference in person. All decisions flowed from there, including holding the conference in populous Toronto, naming it Editors in Real Life, and bringing back perennial favourites from the awards banquet, welcome reception, speed mentoring, and Conference Buddies programs. We also decided to schedule longer lunches offsite so that attendees could enjoy local Toronto restaurants.

Despite the decision to hold the conference in person as members had asked, we also wanted to account for the emergence from a pandemic by organizing on a smaller scale. The conference was capped at 150 participants, we followed provincial health protocols, and advertised the gathering as mask-friendly with sanitization stations. Our goal is to be respectful while also celebrating the opportunity to gather.

After a last-minute cancellation, we were grateful that former Editors Canada president Gael Spivak stepped in to deliver a keynote on plain language, alongside our opening keynote, Montreal bilingual author and translator Aimee Wall. Other highlights included sessions on the new *Dictionary of Canadian English* progress, picture book editing, Indigenous voices, and editing from academic to developmental to collaborative.

Mentorship

We continue to offer two levels of mentorship, which seems to be working well. The number of mentees has progressed from 6 in 2018 & 2019, 5 in 2020, 21 in 2021, 14 in 2022, to 18 in 2023.

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.

For 2024, we are planning to release a call for new mentors, creating and maintaining a more efficient mentor/mentee matching system, and having more support available when other committee members need to step back.

Standards

In 2023, the standards committee continued to meet monthly to finalize work to update and expand the *Professional Editorial Standards (PES)*. The document was sent for review to editors, the national executive council and others. In addition to being copy edited, it was reviewed by external editors specifically for their expertise in plain language and conscious language. At the annual general meeting (AGM) in June 2023, members voted to accept the new PES as presented at that time. Following the AGM, the document underwent further editing, analysis, discussion and revisions. In the latter half of 2023, the standards committee worked with the publications committee to prepare the finalized version for publication. The goal was to release the new version in the fall of 2023, but that was delayed to 2024.

Student relations

This year, the student relations committee was pleased to host virtual student socials on topics including the impacts of generative AI and tips to help students and new editors prepare for the Editing Essentials test. We also hosted two discussion series in the student affiliate Facebook group, where we explored the topics of building an editorial website and launching a freelance editing business. We compiled the information and resources of the website discussion into a PDF that remains available for reference in the group.

Committee members have maintained engagement in the Facebook group by sharing editing resources and anecdotes and posing discussion questions to help student affiliates make connections with one another. The committee remains dedicated to promoting the benefits of membership with Editors Canada while fostering a welcoming and inclusive online environment. Throughout the past year, we have made an effort to include French language content among our posts in consideration of our French peers. We continue to seek new ways to support student affiliates and welcome the involvement of anyone interested in volunteering with the committee.

Training and development

In 2023, we offered 23 English webinars and one French webinar on topics such as accessibility, neurodiversity, antisemitism, scientific/medical editing, editing images, cookbook editing, editing grants, and artificial intelligence. We also offered webinars on the business of editing including digital marketing, websites, productivity rates and ergonomics.

We updated our strategic plan, based on the Editors Canada strategic plan, and began initiatives to increase bilingualism and diversity, innovation and agility, and communications and marketing by increasing webinar attendance and sales and recruiting more volunteers:

- met with MarCom committee to increase webinar promotion on social media;
- met with Simon Fraser University for cross-promotion opportunities;
- met with other committees to discuss the development of free webinars for members and partners;
- requested and received approval from NEC to offer webinar discounts to increase sales;
- offered bonuses to presenters for sales above a base amount;
- prepared Black Friday webinar sale; and
- trained five new webinar host volunteers (four remained), including one who can host French webinars.

Communications

Marketing and communications (MarCom)

In the first quarter of 2023, MarCom finalized the membership benefits [brochure](#), *We're here for you at every stage of your career*.

We had a great influx of new volunteers at the start of the year, enough to set up several teams within MarCom. One team works on Google Ads in English and French and adds new content periodically.

Since the first quarter, thanks to members of our team, we get quarterly reports on social media analytics so we can see what works and what needs improvement.

One team revamped Editors Canada's LinkedIn page. In September, we started a monthly feature of member-hosting of the LinkedIn page. Our social media analytics demonstrate increased LinkedIn interaction; our followers grew to 8,000+.

Our outreach ambassador program volunteer keeps connecting Canada-wide with more venues to promote editing as a profession, the work editors do, and the association. Our ambassadors have access to two slide decks produced and updated by MarCom: one aimed at people who might need an editor, one for potential editors. Our ambassadors held six presentations in 2023.

Publications

The publications committee focused on three projects - *Edit Like a Pro Structural Editing*, the *Equity, Diversity, and Inclusion Handbook*, and the revised *Professional Editorial Standards*.

The material for *Edit Like a Pro Structural Editing* was approved for copy editing. After a search for volunteers, several exercises were copy edited by Mary Anne Carswell. A full copy edit was then carefully completed by Wayne Jones. The materials were reviewed and approved by the original authors where possible, and the materials transitioned to the designer before year end. A proofreading volunteer was also coordinated.

The completed *Equity, Diversity, and Inclusion Handbook* material was reviewed by Amber Riaz and approved. Olivia Thompson-Powell completed a sensitivity review. Committee members and volunteers reviewed the suggestions and implemented the changes.

The committee also prepared the revised *Professional Editorial Standards* that were approved at the 2023 Annual General Meeting. Wayne Jones thoughtfully copy edited the material over multiple rounds of revisions. The material was returned to the standards committee for approval. Working to publish the *Professional Editorial Standards* revised edition contributes to the strategic priority of “Represent Canada’s Editors” by developing a project that provides an important reference for Canada’s editors.

The Editors’ Weekly

The Editors’ Weekly published 49 posts in 2023, four of which were French translations of a new series explaining the roles of the national executive council. Within one year of their publication, two posts from 2023 (“Document Prep Tips from a Book Designer” and “Editing Indigenous Writing: A Nuanced Partnership”) entered the top 130 of the blog’s highest-viewed posts of all time.

Engagement continued to grow, with subscribers (1,076), views (29,330) and visitors (18,027) all seeing increases over the previous year. *The Editors’ Weekly* also expanded the number of social media platforms on which authors are tagged to promote sharing and increase visibility for posts.

2023 brought numerous changes to the blog’s editorial team. Beau Brock wrapped up his tenure as managing editor, and previous editor Lucy Payette stepped in to train blog volunteer Laura Bontje for the role.

Emily Lam joined the team as the new proofreader and social media coordinator. Suzanne Aubin and Élodie Bescond lent their talents to the translation and proofreading of the blog’s four French posts.

Website task force

The website task force has successfully implemented a new website. The site has been built on WordPress (a maintainable, open-source and secure platform) with portal services provided by Findjoo, an existing service provider. We have had service providers comply with up-to-date accessibility standards and built in new ease-of-reading features such as dark mode and high contrast settings to make reading easier. We’ve also crafted menus that are more tailored to users: logged-in Editors Canada users with member benefits or logged-out potential clients, students and visitors.

The website task force also developed subsites for each branch, twig and interest group that wanted one. The same standards and features were applied.

National volunteer positions

Equity, diversity and inclusion (EDI)

In 2023, the equity advisor proposed the conversion of the advisor role to that of a chair of an EDI committee. The proposal was accepted, and an EDI committee established. A mandate for the committee was drafted and approved.

The EDI committee met once via Zoom call, and it was agreed that committee business would be conducted via email correspondence.

A committee member volunteers as an Editors Canada representative on EDI matters related to academic editing for the Academic Chapter (joint with EFA).

The EDI chair discussed whether Editors Canada’s Land Acknowledgement could be updated to more fully reflect Indigenous voices and concerns. The recommendation of the EDI committee was that an Indigenous expert be hired to take on this important task.

Facebook group

Membership:

- 742 as of February 18/24
- up from 669 members on February 16/23

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.

Forum monitor

For many years, the Editors Canada email list was the online hub that connected members across the association. Anyone subscribed to the list could participate in email discussions with members on topics ranging from practical advice on editing and the workplace to sharing job opportunities and recommendations on professional tools and technology. It was also a place for casual conversation among editing colleagues.

In July 2023, we reintroduced that concept to members and student affiliates in a new format: the Editors Canada Forum. As a Google Group, the new forum allows subscribers to participate in courteous and respectful discussion by email, a web interface, or both. There are currently more than 200 forum subscribers.

The Editors Canada Forum is a great way to reach all subscribers via a single email address. Subscribers can also read archived posts via the web interface.

Francophone advisor

Suzanne introduced the newly nominated Francophone advisor, Badou Bousso. Badou lives in the Gatineau area, and he has been involved in languages for 25 years. He works as a translator; he is a content coordinator, and in his work, he touches on translation and editing. He is also involved in knowledge management. He is the Francophone chair of the Editors Canada Ottawa-Gatineau branch.

In October, the national executive voted to set up a working group to examine the question of liability insurance for Editors Québec members. Suzanne Aubin prepared a document defining the group's mandate. In February, an invitation was sent out to branch members, and those who expressed an interest in working on this project met for the first time in April.

Translation and editing group

The translation and editing group worked on 52 projects in 2023, up from 49 in 2022.

Our goal has always been to provide communications to our Francophone members that are not only in French but targeted to and meaningful for them. We have also continued to promote language that is inclusive and welcoming to all members and affiliates. The dedicated members and student affiliates who volunteer with the translation and editing group produce outstanding translations and often work together to adapt messages as needed. We also work closely with Michelle Ou, the association's senior communications manager.

Volunteer recruitment, retention, and engagement have continued to be challenges, and the coordinator is increasingly struggling to stay on top of the day-to-day management of the group. However, as always, the group's core function is doing the utmost to ensure all Francophone members are engaged and have a meaningful voice within the association.



TOWFIQU BARBHUIYA

Local groups: branches and twigs overview

News from the branches

Editors BC

Editors BC continued their monthly member meetings online as well as professional development seminars. Editors BC participated in Blue Pencil sessions for editing at the Vancouver Public Library.

Editors Ottawa-Gatineau

Editors Ottawa-Gatineau continued to host programming sessions and speaker nights for its membership as well as English and French language seminars. Topics included managing editorial teams, stylistic editing and revising a translation. The branch ended 2023 with a holiday trivia night and social.

Editors Québec

Editors Québec elected a slate of volunteers in the summer after support from the past and active chairs. At the invitation of the Union des écrivaines et écrivains québécois (UNEQ), the branch participated in a virtual activity to promote language editing and their association to writers. In April, they presented to a class of students in editing at the Université du Québec à Montréal. The branch executive held networking events and have begun planning training opportunities for 2024.

Editors Toronto

Editors Toronto continued to host monthly program meetings and a winter social for members. The branch offered two pre-conference sessions, *Transferring Editorial Skills to Websites and Apps: Content Design Principles for Editors*, and *Resumes for Editors: How to Look Your Best When Job- or Client-Hunting*, which were a success.

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. The twig continued to engage its membership with newsletters.

Editors Barrie

Editors Barrie continued to engage their membership with a twig newsletter, which has helped bring a new active member to their executive committee. The twig hosted events called *Talking with Authors* featuring Crystal Fletcher and Jess Kotzer, as well as *How to Get Your Book on the Library Shelf* in collaboration with the Barrie Public Library.

Editors Calgary

Editors Calgary continued to send their monthly newsletter *Twig Talk*, conduct monthly programming meetings and host a book club focusing on topics including mindset, business building and writing and editing for members. The twig participated in *When Words Collide*.

Editors Hamilton-Halton

Editors Hamilton-Halton continued with a hybrid model to provide monthly programming to members. Programs included topics about how to run a freelance business, picture book editing, the benefits of joining Editors Canada and the importance of plain language.

Editors Kingston

Editors Kingston continued to host lunchtime and evening socials to help members connect and for new editors to ask questions of more experienced editors. The twig held programs including *Intro to Comedy Writing* with Trevor Strong, and *Introduction to Web Editing* with Julie Kay Wallace.

Editors Kitchener-Waterloo-Guelph (KWG)

Editors KWG participated in the Eden Mills Writers Festival where they were able to connect with prospective members in the region. The twig held a virtual skill-sharing event, book club and programming including a conscious language event with guest speaker Crystal Shelley.

Editors Manitoba

Editors Manitoba continued to meet over lunches, which encouraged members to discuss editing topics and concerns with other members.

Awards

Editors take pride in their work and we want the rest of the world to as well. Editors Canada is proud to offer over \$8,000 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

It is often said that editing is an invisible art. However, that doesn't mean great editors should hide in the shadows.

So many editors deserve our recognition—editors who dedicate countless hours to refining written communication so the meaning is clear and effective. These are editors who work on all types of projects, from website content, advertisements and reports to magazines, books and software documentation. When it comes to editing, the variety of material is limitless.

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 2023 Tom Fairley Award for Editorial Excellence to Fazeela Jiwa for her work on *Frequently Asked White Questions* by Ajay Parasram and Alex Khasnabish (Fernwood Publishing). The 2023 award recognizes an exceptional editor who played an important role in a project published in the 2022 calendar year.

The selection committee for the 2023 Tom Fairley Award noted that Jiwa played an instrumental role in the development of *Frequently Asked White Questions* by Ajay Parasram and Alex Khasnabish, a compact and accessible anti-racism handbook.

The other editors shortlisted for their editorial excellence were Michael Leyne (he/him) of Vancouver, British Columbia, and Lorna Stuber (she/her) of Okotoks, Alberta.

We are grateful to the three judges for their work: Marie Clausén, James Harbeck and Suzanne Purkis.

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 membership. The winner is encouraged to use the \$1,000 scholarship to help support their continuing professional development in editing.

Editors Canada awarded the 2023 Claudette Upton Scholarship to Georgia Atkin of Halifax, Nova Scotia. Like many editors, Atkin can't remember a time when literature wasn't a part of her life. "I've loved books and creative writing ever since I was a kid (I write poetry and fiction), and I grew up wanting to be a writer," she said. "However, it wasn't until my early 20s that I became aware of editing as a possible career."

Atkin was asked this question: In a world where writing assistant apps are seen by many writers as an alternative to professional editing, how would you convince an author of the value of your editing services?

Atkin's response was: "Writing assistant apps can take a set of preprogrammed rules and apply those rules to your text, but they lack the capacity to offer anything more. An app can't intuit your vision for a writing project. It won't offer bold, creative solutions to difficult stylistic or structural issues. And it will never care about the quality of the final result."

Sincere thanks to the selection committee: Aaron Dalton, Patricia MacDonald and Madison Taylor.

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.

Adrienne Montgomerie of Kingston, Ontario, is the winner of the 2023 Karen Virag Award, presented by the Editors' Association of Canada (Editors Canada). A skilled instructor who has been teaching editors about math, science and the tools of the editing trade for years, Montgomerie is also well regarded by their peers for staying on top of developments in technology and editing.

In their recent "Editor vs AI" blog series, they are testing the current limits of the technology for those wondering if it's still worth pursuing a career in editing now that AI is on the scene. (Spoiler: Yes; it is!) "More than any other copy editor that I'm aware of, they have been objectively examining the efficacy of ChatGPT and helping to prepare us for the digital future," said the nominators.

We would like to thank the members of the selection committee for their commitment: Iva Cheung and Rosemary Shipton.

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 Equity Fellowship provides the following to up to three successful applicants each year:

- registration for the annual conference or the congrès des langagiers et langagières (in French only) of Editors Canada;
- three Editors Canada webinars;
- one copy of the book *Editing Canadian English* (and *Editorial Niches*);
- one copy of the ebook *From Contact to Contract*;
- one copy of each of the four *Certification Test Preparation Guides*;
- membership in Editors Canada for one year; and
- a listing in the Editors Canada Online Directory of Editors for one year.

Each fellowship is valued at \$1,250. The 2023 recipients of the Equity Fellowship were:

Alex Elcombe (Toronto, Ontario)
Emily Lam (Toronto, Ontario)
Kay Pettigrew (Montreal, Québec)

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 2023 recipients of the President's Award for Volunteer Service were

Sylvie Collin (Editors Québec)
Maureen McGuigan (Editors British Columbia)
Emily Stewart (Editors Ottawa-Gatineau)

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 Editors' Association of Canada (Editors Canada) has announced that Gael Spivak of Ottawa, Ontario is the recipient of the 2023 Lee d'Anjou Award – Volunteer of the Year.

“Her work with governance for the association has resulted in the creation of many policy and procedures documents that make things clearer and easier for members,” said her nominators. “She volunteered to read through minutes of all the previous annual general meetings to create a document containing all decisions made by members from 1979 onward, which makes it easier for the national executive council to make informed decisions. She oversaw the process of updating all the Editors Canada policies and procedures in 2021 and took the lead on making the approved revisions to those documents.”

She has also been integral in developing Editors Canada's relationships with other organizations. In addition to supporting other organizations in developing their own governance documents, she spearheaded most of Editors Canada's partnership agreements, securing new benefits for members.



NATALIYA VAITKEVICH FROM PEXELS

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).

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 cumulative the [Featured Volunteer](#) selections on the Editors Canada website.

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

National volunteers

Annual general meeting
Gael Spivak

Equity, diversity and inclusion committee

Suzanne Aubin
Lawrence Groening
Tali Ijack
Peter Midgley
Lily Omid
Amber Riaz
Sarah Tucker
Stephanie Watterson

Facebook

Joanne Haskins
Lenore Hietkamp

Forum monitor

Josée Marie-Lise Robillard

Francophone advisor

Badou Bousso

Mediator

Jane Kidner

Nominating committee

Penelope Kerr
Anyta Kyriakou
Ginny Leuty
Perrin Lindelauf
Matthew Long
Karen MacDonald
Zita Ranics

Recording secretary: NEC meetings

Lori Perrie

Translation and editing group

Agnès André
Élodie Bescond
Nancy Foran
Sophie Pallotta
Marie-Christine Payette

Awards

Joanne Findon

Tom Fairley Award judges

Marie Clausén
James Harbeck
Suzanne Purkis

Claudette Upton Scholarship selection committee

Aaron Dalton
Patricia MacDonald
Madison Taylor

Karen Virag Award selection committee

Iva Cheung
Rosemary Shipton

Equity Fellowship judges

Heather Buzila
Amber Riaz

Membership

Honorary life membership evaluation

Kristine Buchholtz
Lesley Cameron
Marianne Grier
Roma Ilnyckyj
Anne Louise Mahoney
Jonathan Paterson

Member services

Kayla Arviv
Suzanne Aubin
Badou Bousso
Aaron Dalton
Alex Elcombe
Emily Follett-Campbell
Barb Kelly
Leah Morrigan
Sarah Tucker

Volunteer management

Ren Baron

Professional development

Career builder

Alex Benarzi
Yuxuan Francis Liu
Emilie Streich
Holly Vestad
Natalie Ward

Certification

Maria Asuncion
Danielle Bobyk
Janis Cleugh
Andrea Cole
Karen Crouse
Catherine Milos
Rose Oliva
Victoria Ray
Sarah Robins
Lena Samson
Saleh Waziruddin
Lloud Winfield

Conference

Ren Baron
Suzanne Bowness
Heather Buzila
Amanda Clarke
Linda Dessau
Maylon Gardner
Libby Handler
Megan Harris
Sarah Higgins
Alysa JK Loring
Breanne MacDonald
Raya P. Morrison
Sophie Pallotta
Marie-Christine Payette
Cordula Quint
Michelle Waitzman
Kara Watson
Jacqui Woods-Powell

Mentorship

Risha Gotlieb

Standards

Arija Berzitis
Greg Ioannou
Rachel Keir
Thiviya Manoharan
Berna Ozunal

Student relations

Stacey Berquist
Catherine Felx
Amanda Goldrick-Jones
Michelle Noble

Training and development

Susan Blagg
Sylvie Collin
Greg Ioannou
Penelope Kerr
Shannon Languay
Martha McCarney
Katherine Morton
Kayleen Plumb
Aimee Rae
Blazej Szpakowicz
Carol Wells

Communications

Marketing and communications

Suzanne Bowness
Pamela Cisneros
Merel Elsinga
Elizabeth Fawcett
Catherine Felx
Lawrence Groening
Tali Ijack
Michèle Lemieux
Owen McEwen
Lucy Payette
Isabelle Thériault
Elise Volkert

Emily Williams
Wai Yip Tam

Publications

Mary Anne Carswell
Paula Chiarcos
Sharon Cozens
Janice Dyer
Dave Ealey
Edward Fenner
Greg Ioannou
Wayne Jones
Ellen Keeble
Tilman Lewis
Kaitlin Littlechild
Matthew Long
Robin Marwick
Josephine Mo
Margaret Morris
Noah Nuttall
Berna Ozunal
Leanne Rancourt
Amber Riaz
Leslie Saffrey
Cy Strom

The Editors' Weekly

Suzanne Aubin
Élodie Bescond
Laura Bontje
Emily Lam

Website task force

Tara Avery
Melissa Barrientos
Frances Chen
Janine David
Camila Gundel
Julie Kay-Wallace
Ellen Keeble
Robin Marwick
Susan Mayse
Maureen McGuigan
Katherine Morton

Kayleen Plumb
Sara Quinton
Louise Standish
Lisa Taylor
Elise Volkman

Local groups: branches and twigs

Editors Barrie

John Challis
Linda Dessau
JJ Wilson

Editors B.C.

Tara Avery
Myriam Beaugé
Frank Cernik
Tania Cheffins
Justin Chevrier
Janis Cleugh
Naomi Dobler
Merel Elsinga
Amanda Goldrick-Jones
Marianne Grier
Kim Harbridge
Michelle Hardy
Kyle Hawke
Lisa Hislop
Elaine Hui
Taslim Jaffer
Micah Killjoy
Janice Love
Maureen McGuigan
Maureen Magee
Claire Majors
Hope Masten
Annie Moore
Dee Noble
Kristain Oliveira-Barnes
Lola Opatayo
Frances Peck
Amber Riaz
Lynn Sackville

Caelyn Sandeen
Andrew Silver
Kirnjeet Singh-Budhdeo
Eva van Emden
Elise Volkman
Liz Warwick
Stephanie Watterson
Kiki Yee

Editors Calgary-Edmonton

Aerin Caley
Karen Crosby
Ricci Fox
Jackie Lewis
Shannon McKenzie
Donna-Lee Wybert

Editors Hamilton-Halton

Jen Jilaney
Robin Laren
Caroleen Molenaar
Jenny O'Reilly
Céline Parent
Michael Peebles

Editors Kingston

Danielle Anderson

Editors Kitchener-Waterloo-Guelph

Victoria Curran
Judy Davidson
Amanda Feeney
Jolanta Komornicka
Maxie Bai Martin
Maggie Morris
Serenity Robertson
Lloyd Winfield

Editors Manitoba

Lianne Fontaine

Editors Ottawa-Gatineau

Coryl Addy

Badou Bousso
Sara Caverley
Sara Fowler
Jennifer Rae-Brown
Jean Rath
Ariel Vered
Tom Vradenburg

Editors Québec

David Brême
Sylvie Collin
Geneveieve Côté
Hélène Côté
Sheila Eskenazi
Laurent Mounaqui
Dwain Richardson
Kyle Roerick
Alexandra Soyeux

Editors Toronto

Ren Baron
Andrea Benjamin
Maya Berger
Lorie Boucher
Pamela Capraru
Alicia Chantal
Piu Chowdhury
Joyce Chung
Amanda Clarke
Anita Clarke
Steph Coelho
Andrea Cole
Sharon Cozens
Janice Dyer
Laura Edlund
Stephanie Edwards
Emily Faubert
Jennifer D. Foster
Keith Goddard
Amanda Goldrick-Jones
Jackie Goutor
Małgosia Halliop
James Harbeck
Jane Hodgkinson

Samantha Hoffman
Natalia Iwanek
Ann Kennedy
Maya Klassen
Susan Kokura
Bethany Lake
Leslie Lapidés
S. Robin Larin
Ann Nam-Tran Le
Ginny Leuty
Ambrose Li
Cale Unitas Macke
Erin Della Mattia
Jona Rhica Mejico
Janet Millar
Alicja Minda
Josephine Mo
Ronnie Morris
Raya P. Morrison
Katherine Morton
Tanya Mykhaylychenko
Katharine O'Moore-Klopf
Lola Opatayo
Sylvia Pollard
Elizabeth Rains
Vaani Sai
Gulsum Salimova
Suzanne Schaan
Lorna Stuber
John Sweet
Ruth E. Thaler-Carter
Allister Thompson
Anne Marie Twiselton
Vilma Vitols
Avivah Wargon
Margaux Yiu

2023 Donors

Laura Bontje
Nicole Watkins Campbell
Iva Cheung
Anthony Corindia
Barbara Czarnecki
Irene Kavanagh
Élyza-Nativita Labossière
Debra Laramée
Vesna Maljkovic
Sandy Newton
Alexis Paquette-Lacasse
Catherine Plear
Katia Raby
Jennifer Rae-Brown
Susan Turner
Janet Walter



DANIEL JOSEPH PETTY FROM PEXELS

Finances: treasurer's report

In Fiscal Year 2023, Editors Canada continued to plan conservatively in terms of the budget, aiming to break even for the year. However, we continued to feel the effects of inflation. Thanks to consolidating the organization's finances, the audit process for 2023 was very smooth. Although membership fee revenue was \$5,676 lower than in 2022, our robust membership offerings, including access to Oxford, CP, and the Chicago Manual of Style continue providing excellent value to our members. The organization's certification revenue was nearly \$2,000 less compared to 2022. The conference represented the most significant and unexpected difference in revenue in 2023.

	2022	2023
Conference revenues	\$83,144	\$49,168
Conference expenses	\$41,740	\$40,257
Revenue gain	\$41,404	\$8,911

That said, 2023 was the first conference since 2019, and the pandemic continued to affect travel. We suspect inflation was also a factor. At \$26,572, administration costs represented a significant increase over the previous year. This included the costs of our new membership benefits and the costs of the website. The good news is that the webinar program exceeded revenue expectations by nearly \$10,000. The overall deficit in 2023 was \$39,467. It should be noted that the difference in year-over-year income from the conference accounts for this. The budget would have been balanced if the 2023 conference had performed similarly to the 2022 conference.

Thank you to everyone 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 and beyond.

Tara Avery, Treasurer

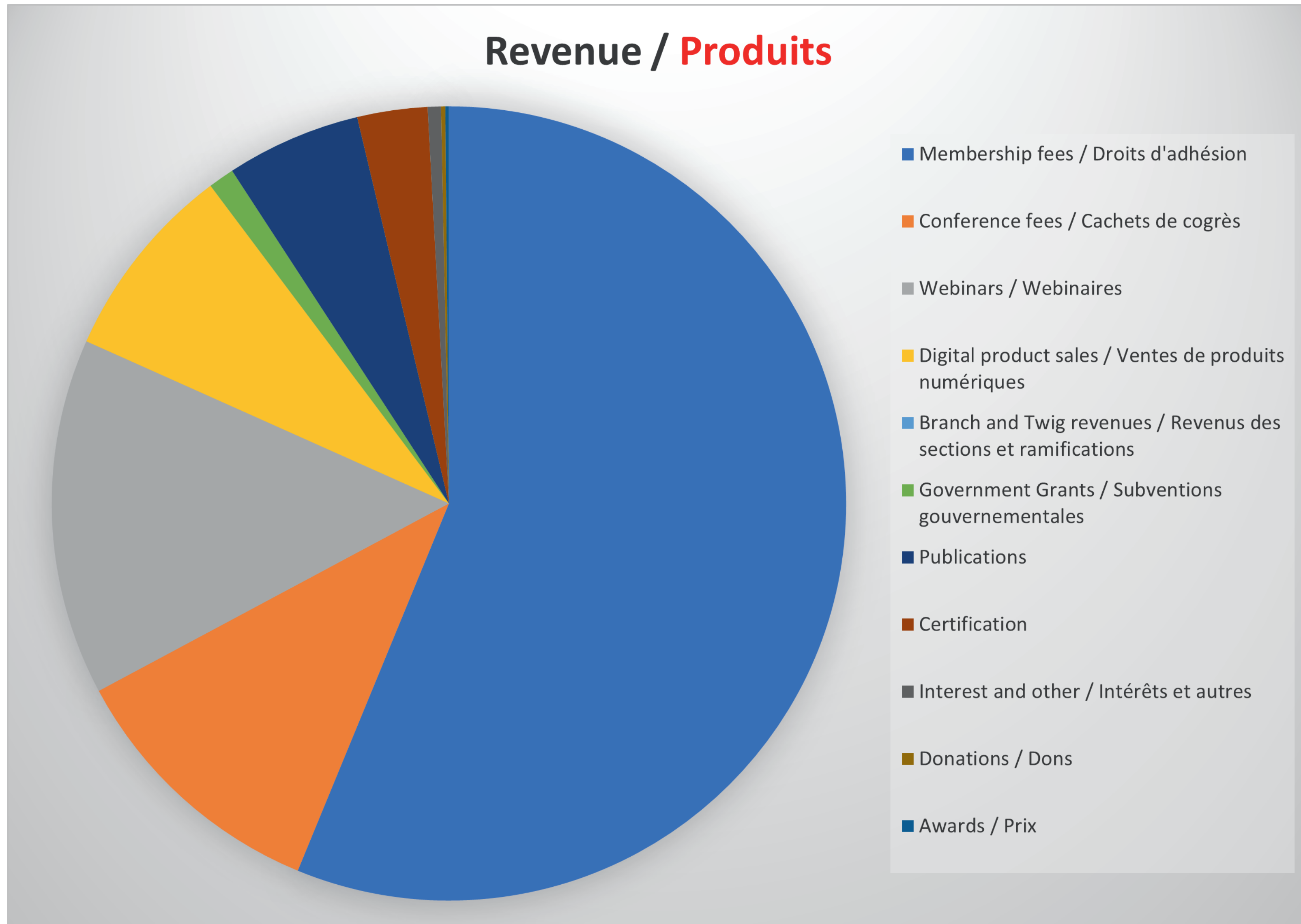
2023 Revenue

Membership Fees	\$252,143
Conference Fees	\$49,168
Webinars	\$65,117
Digital Product Sales	\$36,148
Branch and Twig Revenues	\$14,129
Government Grants	\$4,726
Publications	\$24,580
Certification	\$12,815
Interest and Other	\$2,422
Donations	\$764
Awards	\$650
TOTAL REVENUE	\$462,662

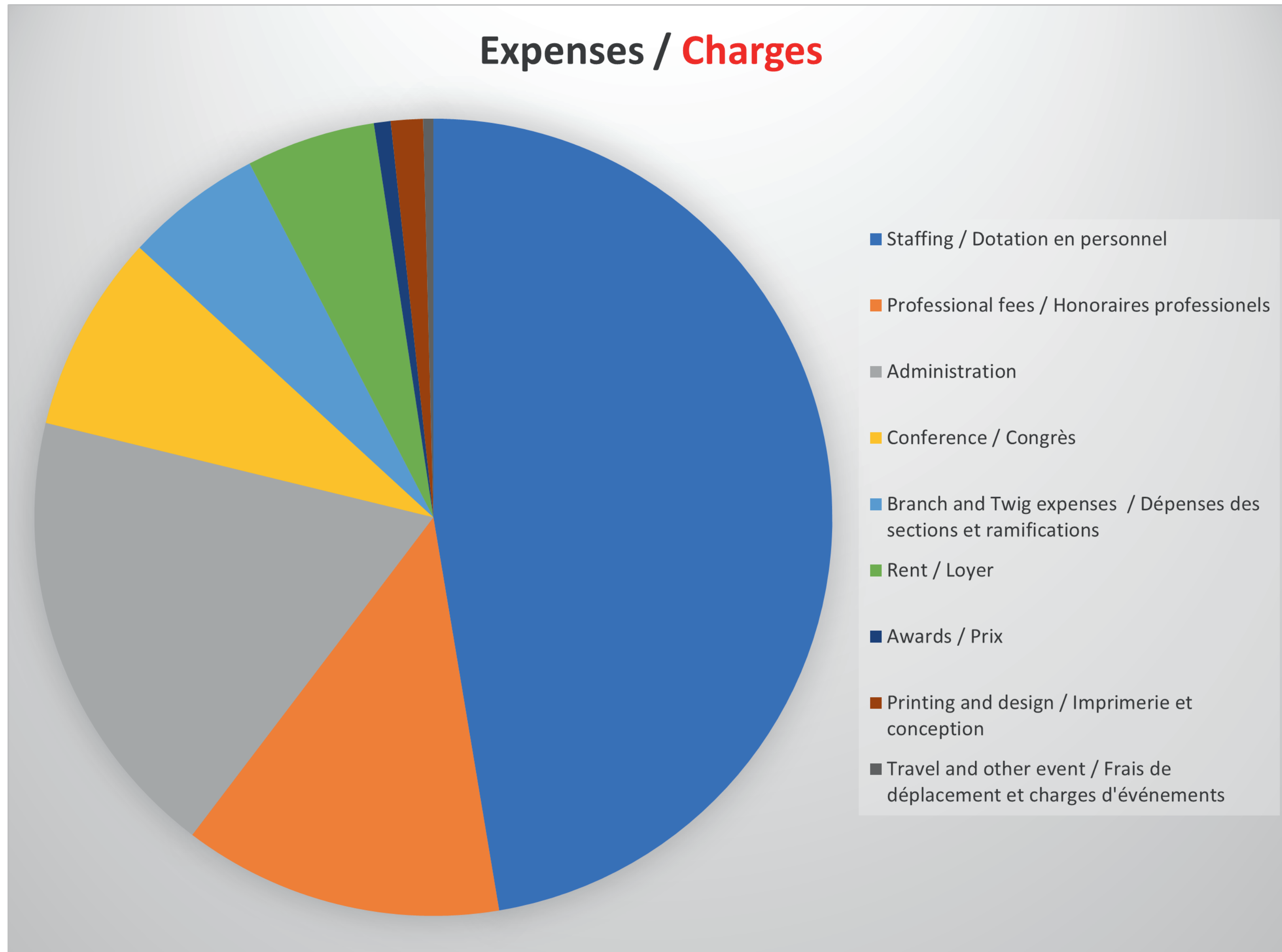
2023 Expenses

Staffing	\$237,818
Professional Fees	\$65,110
Administration	\$92,786
Conference	\$40,257
Branch and Twig Expenses	\$27,897
Rent	\$26,269
Awards	\$3,400
Printing and Design	\$6,521
Travel and Other Events	\$2,071
TOTAL EXPENSES	\$502,129

Appendix 1: financial visuals



Appendix 1: financial visuals



Appendix 2: independent auditor's report and financial statements

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS

Consolidated Financial Statements

December 31, 2023

Draft for discussion purposes only

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Draft for discussion purposes only

INDEPENDENT AUDITOR'S REPORT

To the Members of Editors' Association of Canada / Association canadienne des réviseurs

Opinion

We have audited the consolidated financial statements of Editors' Association of Canada / Association canadienne des réviseurs ("Editors"), which comprise the consolidated statement of financial position as at December 31, 2023, and the consolidated statements of operations, changes in net assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of Editors as at December 31, 2023, and the consolidated results of its operations and its consolidated cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of Editors in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing Editors' ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Editors or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Editors' financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

(continues)

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial information.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Editors' internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Editors' ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause Editors to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Toronto, Ontario

Authorized to practise public accounting by the
Chartered Professional Accountants of Ontario

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS

Consolidated Statement of Financial Position

As at December 31, 2023

	2023	2022
ASSETS		
CURRENT		
Cash (Note 3)	\$ 338,770	\$ 419,305
Guaranteed investment certificates - current (Note 4)	27,026	20,273
Accounts receivable	4,147	3,932
Prepaid expenses and other assets	38,466	33,590
	<u>408,409</u>	477,100
INTANGIBLE ASSETS	34,725	-
GUARANTEED INVESTMENT CERTIFICATES (Note 4)	34,603	38,986
	<u>\$ 477,737</u>	<u>\$ 516,086</u>
LIABILITIES		
CURRENT		
Government remittances payable	\$ 1,343	\$ 2,052
Canada Emergency Business Account loan (Note 7)	60,000	60,000
Accounts payable and accrued liabilities	18,354	17,562
Deferred revenues (Note 5)	19,116	17,681
Awards and scholarship funds (Note 6)	5,608	6,008
	<u>104,421</u>	103,303
NET ASSETS		
UNRESTRICTED	188,397	237,416
INTERNALLY RESTRICTED FOR THE BRANCHES	141,817	133,606
INTERNALLY RESTRICTED FOR THE TWIGS	43,102	41,761
	<u>373,316</u>	412,783
	<u>\$ 477,737</u>	<u>\$ 516,086</u>

COMMITMENTS (Note 8)

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, 2023

	2023	2022
REVENUES		
Membership fees	\$ 252,143	\$ 257,819
Webinars	65,117	55,275
Conference fees	49,168	83,144
Digital product sales	36,148	36,293
Publications	24,580	26,938
Branch and Twig	14,129	11,855
Certification	12,815	14,753
Government grants	4,726	8,450
Interest and other	2,422	4,353
Donations	764	535
Awards (Note 6)	650	900
	<u>462,662</u>	<u>500,315</u>
EXPENSES		
Staffing	237,818	228,454
Administration	92,786	66,214
Professional fees	65,110	63,465
Conference	40,257	41,740
Branch and Twig	27,897	26,768
Rent (Note 8)	26,269	23,363
Printing and design	6,521	-
Awards (Note 6)	3,400	3,400
Travel and other event	2,071	108
	<u>502,129</u>	<u>453,512</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ (39,467)</u>	<u>\$ 46,803</u>

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, 2023

	Unrestricted	Internally Restricted for the Branches	Internally Restricted for the Twigs	2023	2022
NET ASSETS - BEGINNING					
OF YEAR	\$ 237,416	\$ 133,606	\$ 41,761	\$ 412,783	\$ 365,980
Excess (deficiency) of revenues over expenses	(49,019)	8,211	1,341	(39,467)	46,803
NET ASSETS - END OF					
YEAR	\$ 188,397	\$ 141,817	\$ 43,102	\$ 373,316	\$ 412,783

Draft for discussion purposes only

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS

Consolidated Statement of Cash Flows

Year Ended December 31, 2023

	2023	2022
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ (39,467)	\$ 46,803
Changes in non-cash working capital:		
Accounts receivable	(215)	8,514
Prepaid expenses and other assets	(4,876)	(14,578)
Government remittances payable	(709)	(3,121)
Accounts payable and accrued liabilities	792	(11,763)
Deferred revenues	1,435	(10,092)
Awards and scholarship funds	(400)	(400)
	<u>(3,973)</u>	<u>(31,440)</u>
Cash flows from (used by) operating activities	<u>(43,440)</u>	<u>15,363</u>
INVESTING ACTIVITIES		
Purchase of guaranteed investment certificates	(2,370)	(8,859)
Purchase of intangible assets	(34,725)	-
Cash flows used by investing activities	<u>(37,095)</u>	<u>(8,859)</u>
INCREASE (DECREASE) IN CASH	(80,535)	6,504
CASH - BEGINNING OF YEAR	<u>419,305</u>	<u>412,801</u>
CASH - END OF YEAR	<u>\$ 338,770</u>	<u>\$ 419,305</u>

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 1,030 (2022 - 1,100) 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. They have been prepared in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Handbook and include the following significant accounting policies.

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.

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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.

Intangible assets

The Organization's website is currently being developed. Once completed, it will be amortized on a straight-line basis over its estimated useful life of five years.

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

	<u>2023</u>	<u>2022</u>
National office	\$ 245,642	\$ 331,891
Branches	93,128	87,414
	<u>\$ 338,770</u>	<u>\$ 419,305</u>

Notes to Consolidated Financial Statements

Year Ended December 31, 2023

4. FINANCIAL INSTRUMENTS

Guaranteed investment certificates at December 31, 2023 are \$61,629 (2022 - \$59,259), bear interest at rates ranging from 0.25% to 5.10% (2022 - 0.25% to 5.0%) and have maturity dates ranging from February 4, 2024 to December 14, 2028 (2022 - April 7, 2023 to December 15, 2027).

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:

	2023	2022
Membership revenues for the subsequent fiscal year	\$ 17,036	\$ 15,180
Online directory of editors	2,080	1,920
Branch revenues (Pro-D workshop)	-	581
	<u>\$ 19,116</u>	<u>\$ 17,681</u>

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

Balance, beginning of year	\$ 17,681	\$ 27,773
Add: amounts received during the year	404,011	422,440
Less: amounts recognized as revenue in the year	<u>(402,576)</u>	<u>(432,532)</u>
Balance, end of year	<u>\$ 19,116</u>	<u>\$ 17,681</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.

For the current year, a total annual prize of \$2,000 (2022 - \$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 (2022 - \$1,000) scholarship was awarded; \$750 was paid from operations and the remaining \$250 was from a contribution received during the year.

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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.

The continuity of this award fund is as follows:

	<u>2023</u>	<u>2022</u>
Balance, beginning of year	\$ 6,008	\$ 6,408
Less: Annual award	<u>(400)</u>	<u>(400)</u>
Balance, end of year	<u>\$ 5,608</u>	<u>\$ 6,008</u>

7. 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, extended to January 18, 2024. As part of the program, \$20,000 of the loan will be forgiven if \$40,000 is repaid in full on or before January 19, 2024. From the period commencing January 19, 2024 to the extended term date of December 31, 2025, the loan bears an annual interest rate of 5%.

8. 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:

2024	<u>\$ 1,998</u>
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