

Editors' Association of Canada
Association canadienne des réviseurs

ANNUAL REPORT 2021



EDITORS
RÉVISEURS
CANADA

PREPARED BY THE NATIONAL EXECUTIVE COUNCIL

Contents

About the association.....	3
National executive council, committee chairs and task force chairs	6
President's message	7
Operations	8
Committee and task force reports	9
Local groups: Branches and twigs overview	16
Awards	19
A note on volunteering	21
Volunteers	22
2021 Donors	25
Finances: Treasurer's report	26
Appendix 1: Financial visuals.....	27
Appendix 2: Independent auditor's report and financial statements.....	29

Layout and design: Ellen Keeble

Copy editors: Marguerite Pigeon (English) and Nancy Foran (French)

Proofreaders: Monica Laane-Fralick (English) and Nancy Foran (French)

Translator: Sophie Pallotta



About the association

The Editors' Association of Canada (Editors Canada) promotes professional editing as a key to effective communications by:

- 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, we 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 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.

Governance and planning

Editors Canada is incorporated federally as a not-for-profit bilingual organization and is governed at the national level by the national executive council (NEC).

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

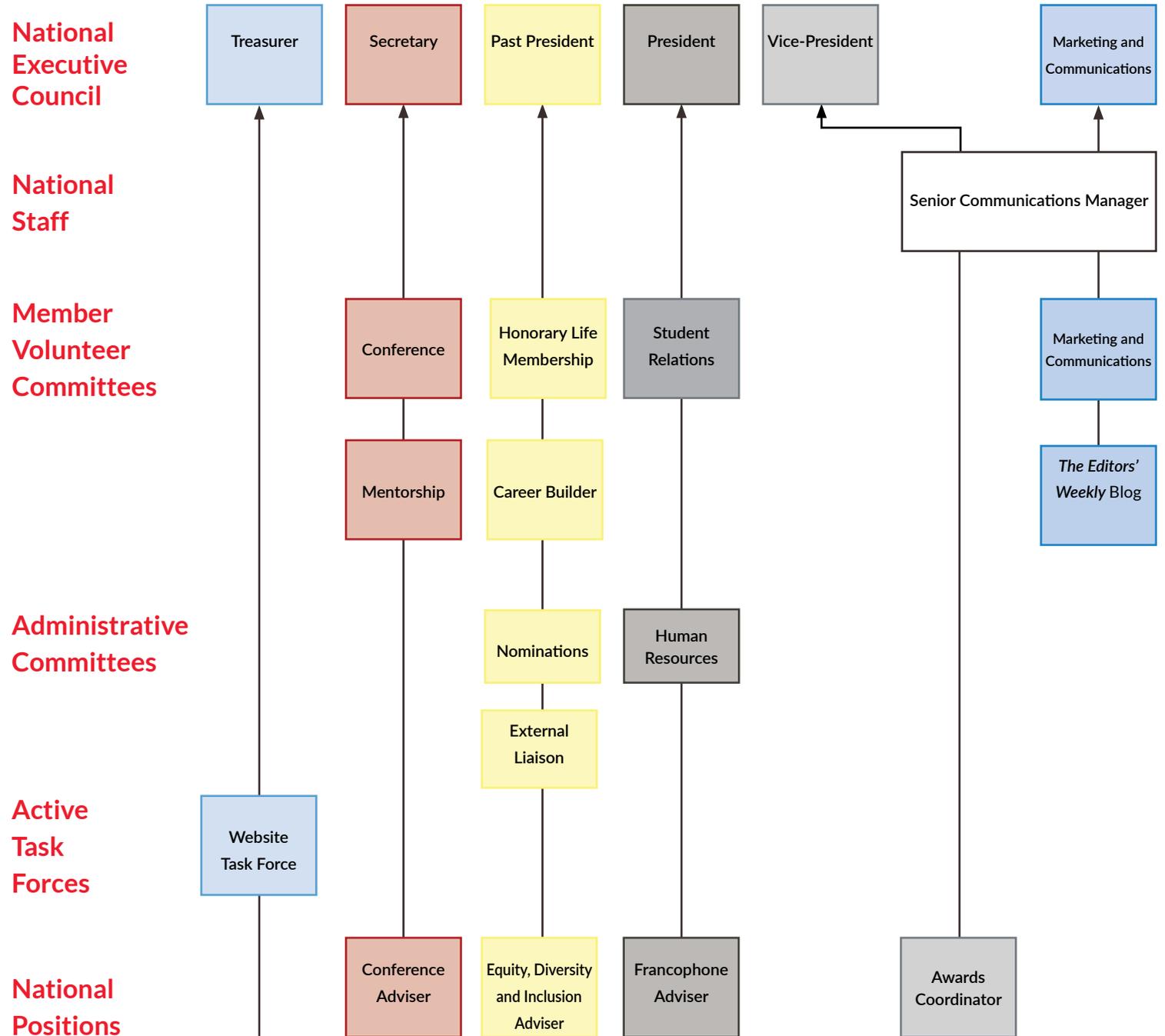
Strategic plan

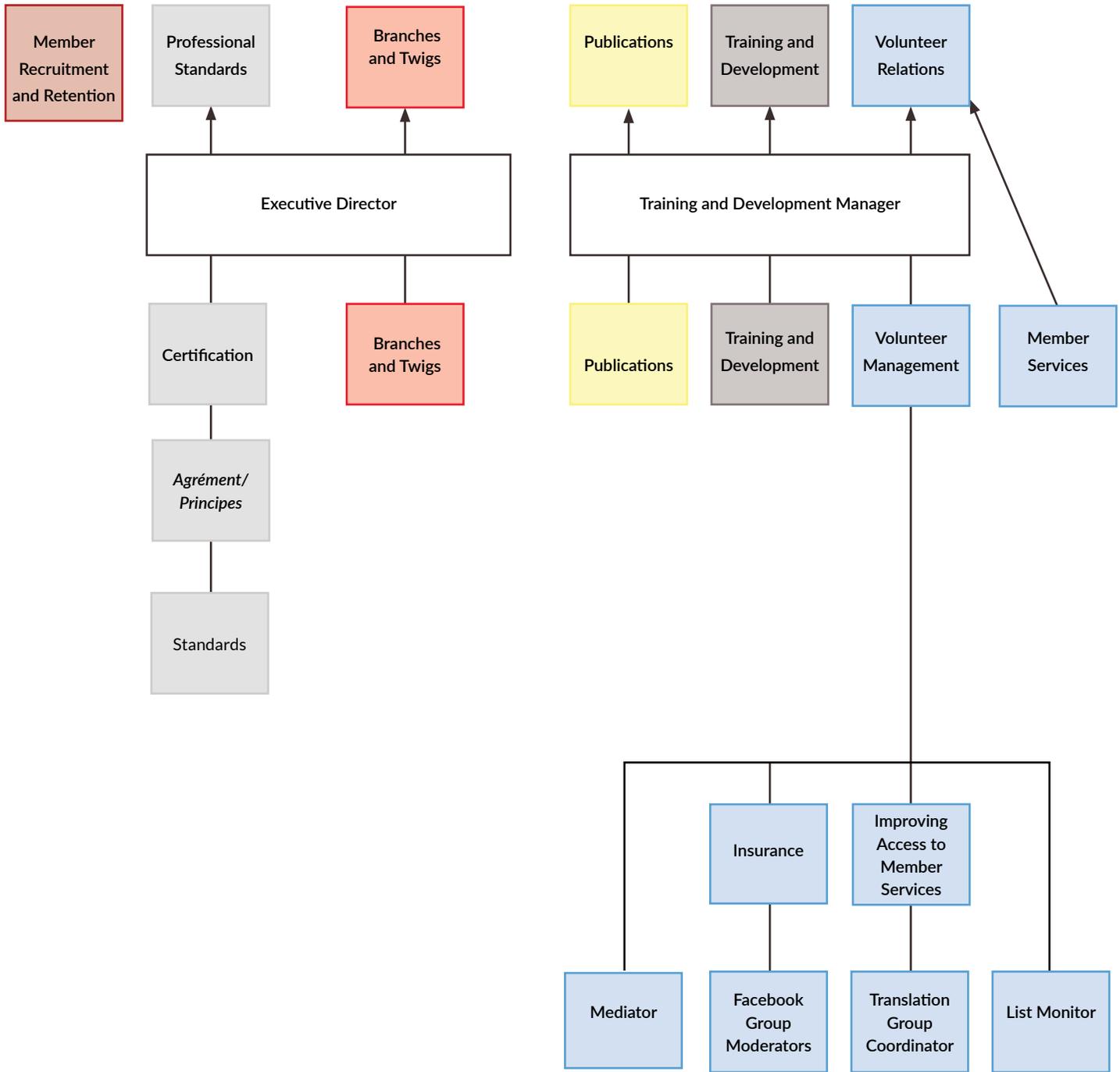
Editors Canada members ratified a strategic plan for 2017–21 at the June 2016 annual general meeting. The NEC and committee chairs used this plan to guide their work for each of those years.

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





ORGANIZATIONAL CHART

National executive council, committee and task force chairs

National executive council

President: Heather Buzila (Edmonton)

Past president: Vacant

Vice-president: Maria Frank (Edmonton)

Secretary: Marcia Allyn Luke (Toronto)

Treasurer: Breanne MacDonald (Hamilton-Halton)

Director of branches and twigs: Anne Godlewski (Kitchener-Waterloo-Guelph)

Director of communications: Suzanne Bowness (Toronto)

Director of member recruitment and retention: vacant

Director of professional standards: Arija Berzitis (Toronto)

Director of publications: Kaitlin Littlechild (Atlantic)

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

Member services and volunteer management

Career builder committee: Lynne Melcombe (British Columbia)

Equity, diversity and inclusion task force: Fazeela Jiwa (Atlantic)

Insurance task force: Susan Turner (Toronto)

Website Task Force: Julie Kay-Wallace (Toronto)

Member services: Kathryn Willms (Toronto)

Volunteer management: Ren Baron (Toronto)

Professional development

Certification: Jamie Miller (Calgary) and Vicky Bell (Ottawa-Gatineau)

Conference: Heather Buzila (Edmonton)

Mentorship: Risha Gotlieb (Toronto)

Standards: Berna Ozunal (Toronto) and Betsy Wentzel (Ottawa Gatineau)

Student relations: Becky Noelle (Calgary)

Training and development: Miriam Bergeret (Toronto) and Greg Ioannou (Toronto)

Representative, Book and Periodical Council: Natasha Bood (executive director)

Communications

Communications and marketing: Merel Elsinga (British Columbia)

The Editors' Weekly blog: Lucy Payette (Manitoba)

Publications: Paula Chiarcos (Kitchener-Waterloo-Guelph) and Josephine Mo (Toronto)

Translation and editing group: Nancy Foran (Toronto)

Administrative

Awards: Zofia Laubitz (Québec)

External liaison: Gael Spivak (Ottawa-Gatineau)

Human resources: Heather Buzila (Edmonton)

Nominating: Gael Spivak (Ottawa-Gatineau)

National volunteer positions

Conference adviser: Breanne MacDonald (Hamilton-Halton)

Equity, diversity and inclusion adviser: Adebe DeRango-Adem (Toronto)

Facebook group moderators: Joanne Haskins (Toronto) and Lenore Hietkamp (British Columbia)

Francophone adviser: Sylvie Collin (Québec)

Mediator: Jane Kidner (Toronto)



President's message

As an association we are always reflecting on what we have done before to see how we can make it better and looking toward the future to provide better services for member. The year 2021 was no exception.

Reviewing and revising

Our governance documents are reviewed on a five-year cycle in order to ensure they are up to date, so in 2021, the NEC worked on updating all of the association's policies and procedures. This involved a member consultation and review and discussion by the NEC. Some of the documents can be revised after a vote by the NEC; others require a member vote. The NEC voted on any changes to documents that could be revised by an NEC vote, and the rest of the changes were submitted as substantive motions to be voted on at the 2021 AGM. The result is a set of updated governance documents that will again be reviewed in 2026.

Gael Spivak also volunteered her time to go through all of the association's AGM minutes and created a decision log outlining decisions made by members at every AGM. This log is now linked on our website. This document will be useful to the NEC and to all members as a way to see what decisions have been made in the past by members and therefore cannot be overturned without a member vote.

Forging Ahead

Editors Canada continued to focus on equity, diversity and inclusion (EDI) in 2021. Much of this work was spearheaded by members of the EDI Task Force, who completed their work in the summer of 2021 and submitted a set of recommendations to the NEC. The Equity Fellowship was also launched and awarded to three recipients in 2021; this fellowship is designed to support editors who have traditionally been excluded by the publishing and editing industries and will be awarded to up to three applicants each year.

Editors Canada also held its first virtual conference in 2021 and provided many sessions to further attendees' knowledge of EDI. This included two riveting keynote speakers: Amanda Leduc, who is the author of *Disfigured: On Fairy Tales, Disability, and Making Space* and the communications and development coordinator for the Festival of Literary Diversity (The FOLD); and Joshua Whitehead, a Two-Spirit, Oji-nēhiyaw member of Peguis First Nation (Treaty 1) and author of *Jonny Appleseed*, which won Canada Reads 2021.

Editors Canada members are resilient and innovative, and I am excited to see how the association will continue to grow in 2022.

Heather Buzila

Operations

Executive director's report

2021 was another “unprecedented” year as we continued to work remotely during the pandemic and held our first ever virtual conference to rave reviews.

In the early spring, we were able to offer a part-time, one-year contract to Karel Malkoun through the assistance of a grant from Canadian Heritage. Karel has done great work expanding our French webinar offerings. The wonderful Michelle Ou and Caitlin Stewart have done a fantastic job, as always, fostering the work of the Association.

In 2021, our staff team focused on taking steps to improve upon our current systems—specifically in the technology and finance areas. We brought in an Ottawa-based firm, CapitalTek, to assist us with our technology needs as we moved over to a fully cloud-based method of working utilizing Google Workspace. We've greatly improved our workflow with new remote email and phone systems.

We continued our work with our new bookkeeping company, Young Associates, a bookkeeping firm in Toronto that specializes in working with arts non-profits and charities. We have worked together to implement new systems and processes, including bringing all of the branches into a centralized accounting system, all done remotely. Thank you to the teams in each of our Branches who have worked to make this possible. This was a recommendation by our auditors and something that will assist us a great deal in having a full and accurate financial picture of the Association.

Thank you to all of our incredible volunteers on the NEC and committees, and especially our president, Heather



Buzila, for her endless dedication, support and hard work. Not only did she lead the NEC, but she also chaired our first ever virtual conference in June! And a very special thank you to our fantastic staff team for all of their hard work and positivity this past year.

Onwards and upwards, with optimism!

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 makes sure 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 scholarships programs.

Caitlin Stewart **Training 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.

Karel Malkoun **French Webinar Coordinator**

Karel took on the work of expanding our French webinar programs on a part-time, contract basis over the course of 2021.

Committee and task force reports

A note about the organization of the committee and task force reports.

The committee reports are organized into the following subject areas:

- member services and volunteer management
- professional development
- communications
- administration
- national volunteer positions

The work of the various 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.

Member services and volunteer management

Career builder committee

In 2021, the Career Builder Committee (CBC) focused on academic editing. We also contributed to creating an academic editing community of practice. We presented two other conference sessions: working with self-publishing authors and the CBC's work to date. We presented the latter session at Vine meetings.

We published a list of Editors Canada members to follow on social media and began working with the Marketing and Communications (MarCom) committee to improve the association's LinkedIn presence. After getting back-end access to the Find Work page on the website, we began analyzing Editors Canada's extensive



inventory of resources. We contacted the website task force about the Find Work and Online Directory of Editors (ODE) pages on the new website.

We wrote the first in a series of blog posts on improving ODE listings and conducted a poll on the ODE, including a poll to determine our membership breakdown (e.g., beginner/mid-career/senior, deliberate/incidental editor and so on). The December newsletter included the results of these polls. We also created a poll of in-house members for the January issue.

Finally, we liaised with the website task force and the MarCom, volunteer, student affiliate, and inclusion, equity and diversity committees on each of the association's five strategic priorities. We gained one member but lost four, so some goals had to be tabled, but we began 2022 with four new members.

Equity, diversity and inclusion task force

The task force was created with the goal of providing recommendations to the NEC for how to implement the Statement on Equity, Diversity and Inclusion. Many of our initial recommendations came to fruition during the year, and the NEC worked simultaneously towards increasing equity in the organization. A summary of these accomplishments:

1. We created and completed a member survey. We used the results to support our recommendations for the Equity Fellowship, changes to the ODE from an equity perspective and our recommendation letter.
2. The Equity Adviser role was created, and this person collaborated with the EDI task force.
3. We asked for a new web page for EDI; this request was approved, and the web page was drafted, translated and launched on the Editors Canada website.
4. As part of the EDI web page, student affiliates and the EDI task force created, disseminated and posted an incredible, living resource list on language equity.
5. We approached specific people to propose webinars or conference presentations on "diverse" topics.
6. We collaborated with the career builder committee to recommend equity-based changes to the ODE supported by relevant results from our survey.
7. We recommended a yearly equity fellowship with several options to the NEC; it was approved, and the first three fellowships were granted in 2021.

Insurance task force

The insurance task force completed its mandated investigation into the insurance requirements identified in the 2018 membership survey. Task force leadership changed hands in July 2021, with Susan Turner taking over from Jenny Davies. Barbara Czarnicki and David Marsh completed their information-gathering roles and left the task force in Q3 2021.

Results of the investigation were documented. The team identified three key challenges to providing benefits:

- challenges of achieving a comprehensive package (multiple insurance providers may be required)
- prohibitive premium and administrative costs
- varying membership demographics

To address the requirements and challenges, the team reviewed the offerings from potential insurance providers. APOLLO Insurance stood out as the leading possibility for the following reasons:

- APOLLO is a Canadian company familiar with provincial differences.
- Rates are competitive and affordable.
- Website is easy to navigate, offering “cafeteria-style” benefits for member needs.
- The Apollo team will provide a co-branded link directly on the Editors Canada website and will return a percentage of the cost of each membership to Editors Canada.

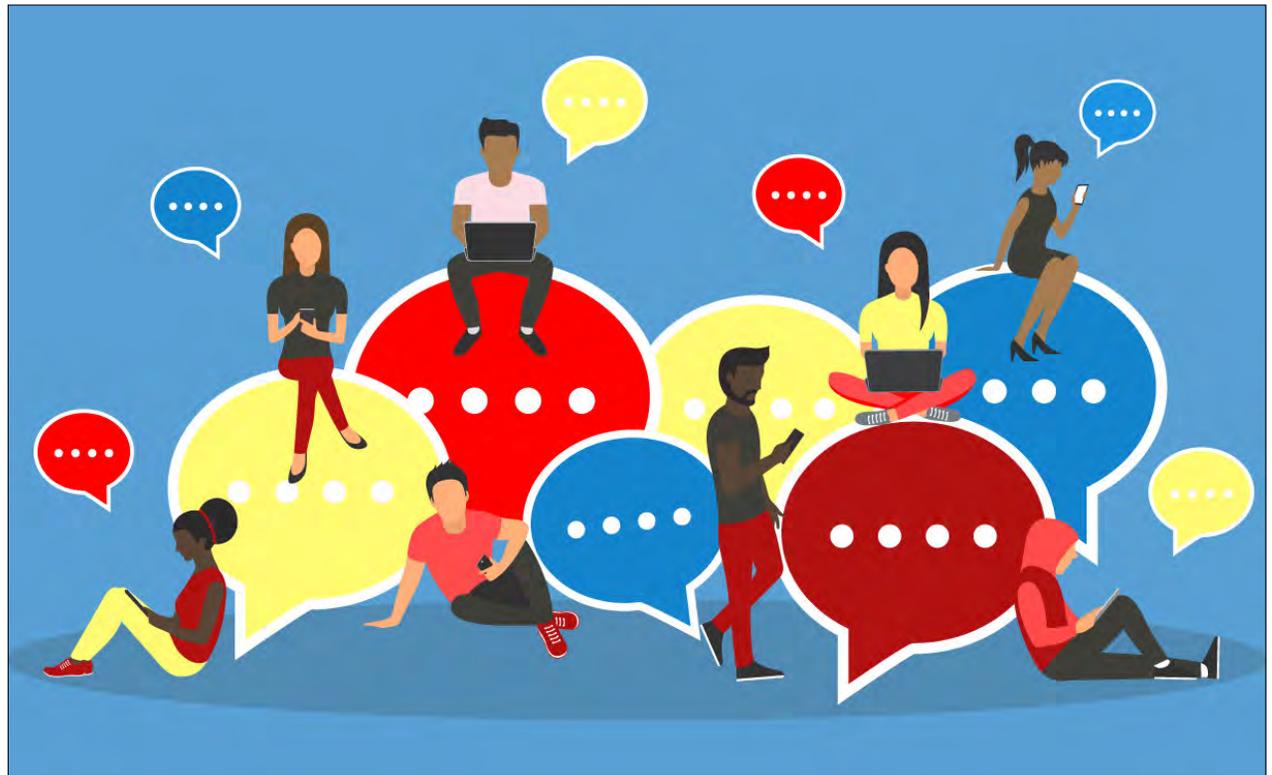
Details from the task force investigation and the review of potential insurers are attached to the Q4 2021 insurance task force report.

Website task force

The Website task force has started down the path to a new website. We have identified some key sticking points for our current website and have begun to investigate requests for changes and features on the new site. This year, we sent out a survey to our webmasters and completed and translated a survey for our members—to be sent out in 2022. We have also completed a full inventory of the main web pages, started an SEO and data analysis and begun to plan for content moving and reorganization.

Member services

The Member services committee undertook a number of



initiatives this year to support and engage the membership and continue building a strong complement of services to attract new members:

1. We worked to engage in-house editors by posting chat starters on the in-house Facebook group and publishing an article in *Editors Weekly*.
2. We coordinated an update of the Welcome Kit in English and French.
3. To promote bilingualism, we worked with the translation team to adapt the reference section for a bilingual audience (and to make it more gender neutral).
4. We updated the welcome email for new members. Information has now been chunked into five emails

to encourage uptake of member services and participation in the Editors Canada community.

5. We coordinated the transfer of image captions between platforms to help with retention of Editors Canada institutional history.
6. We sourced and provided NEC with information about Oxford Premium subscription, which was subsequently launched in Fall 2021.
7. We sourced and provided subscription options for The Canadian Press.
8. We liaised with marketing and communications to incorporate more service-related questions into surveys so we can continue to pursue additional services that are of value to the membership.

Volunteer management

In 2021, the volunteer management committee put special emphasis on making the process of connecting volunteers to volunteer opportunities more efficient, effective and intuitive.

Continuing the work from 2020, we created and operated VolunteerConnect as a hub for volunteers and those seeking volunteers. We also began the search for a dedicated volunteer to improve and oversee VolunteerConnect.

The director of volunteer relations has been encouraging NEC directors and chairs to send her their volunteer needs, which are directly emailed out to the Editors Canada volunteer list. Volunteer members are urged to be more proactive in their search for fitting Editors Canada volunteer work via the VolunteerConnect spreadsheet.

To aid our goal of increasing linguistic inclusivity, we worked on informing volunteers about French-language opportunities, with significant help from Sylvie Collin.



Through the Featured Volunteer program, we have continued to recognize volunteers who go above and beyond. S. Robin Larin interviews these volunteers, and their profiles appear in the Editors Canada newsletters.

Professional development

Certification

In 2021, the certification steering committee (CSC) recognized two new Certified Stylistic Editors and one new Certified Professional Editor (CPE). We have now awarded 295 designations to 132 professional editors, including 35 CPEs.

This year, we:

- administered the professional certification exams remotely in Structural Editing and Proofreading
- for the first time, delivered the proofreading exam to candidates via PDF rather than on paper to reflect an increasing number of editors' real-world work experience
- made progress with the option of remote proctoring, as the ongoing pandemic made it difficult to offer the exams in person; this is also part of our attempt to expand the program's reach to candidates internationally
- offered "Part A" of both exams in multiple-choice format for the first time to reduce complexity for exam markers
- began readying the launch of the Editing Essentials skills test for newer editors, finalized and reviewed our bank of test questions; we worked on a marketing plan for the test
- relaunched the credential maintenance program via a new platform
- ran a remote session on preparing for certification at the 2021 Editors Canada conference

Conference

In 2021, we held Editors Canada's first virtual conference, Editors 21: Editors Transform. We worked with Redstone Agency, headquartered in Toronto, to help manage and run our event, since no one on the committee had planned or executed a virtual event of this magnitude.

We chose PheedLoop as our event platform, and this enabled us to include a number of features:

- a social media wall that displayed a running stream of conference posts using the hashtags #Editors21 and #Revisuers21
- a "Rescue Retreat" that featured several animal rescue and rehabilitation organizations
- an online vendor fair that featured our sponsors as well as other businesses
- a "Words of Our Own" tab that showcased Editors Canada authors
- a networking tab that allowed attendees to chat one on one and in groups and that allowed us to run our speed mentoring and informal breakout sessions
- a gamification feature that let attendees enter codes to get points in order to win prizes

Editors 21 featured 40 amazing sessions that covered a wide range of topics, including editing poetry, inclusive language, building your career, coaching writers and marketing. The use of PheedLoop allowed us to record the conference sessions and make them available to attendees for several months after the conference.

We were very excited to have two superb keynotes present at Editors 21. Joshua Whitehead delivered an eloquent keynote address discussing whether a body of text can be consumed like a body; and about the ethics of, and for writing, reading and producing as, or from Black, Indigenous and people of colour (BIPOC) and/or queer

writers. Amanda Leduc spoke about how editors can look to expand disability representation in literature and portray disability experience on the page in thoughtful, inclusive ways.

The weekend would not have happened without the conference committee and the support of the many attendees who enjoyed the sessions, participated in our activities and tweeted about the conference using the hashtags #Editors21 and #Réviseurs21.

Congrès des langagiers et langagières (French-language conference)

Editors Canada held its second Congrès des langagiers et langagières on November 6, 2021. A total of 109 people participated in this virtual event dedicated to written communication in French. The online format made it possible to welcome francophones from across Canada, France and the United States.

During this day of professional development with the theme “A language in constant (r)evolution,” participants explored the linguistic, social and technological trends that are transforming written communication in French. A panel launched the discussion and was followed by six workshops from which participants could choose. A range of experts addressed the dilemmas of standards and usage, inclusive writing, non-binary writing, web accessibility and the vocabulary associated with neurodiversity and racialized groups. Jean-Benoît Nadeau, a passionate advocate for the French language and its history and the recipient of two dozen awards for journalism and literature, gave the closing keynote address.

The organizing committee, chaired by the francophone adviser, included a team of four Editors Canada student affiliates and one long-term member. They received excellent



feedback highlighting the quality of the presentations and the relevance of the topics discussed.

Mentorship

We continue to offer two levels of mentorship, which seems to be working well. The last quarter of 2021 might have seen the highest number of mentees to date, at least more compared with the same quarter in the previous year. We’ve also added a new mentor. We continue to market the program through the monthly e-news distribution to members.

Standards

The standards committee spent early 2021 laying the

groundwork for the work to follow in the latter half of the year. We looked at versioning conventions, and we devised an appropriate system for Editors Canada’s 2016 *Professional Editorial Standards* (PES). We met with the certification steering and publications committees to get their perspectives on PES and better understand their needs and expectations. We critically examined the preamble and overall structure of PES, and we agreed on a somewhat different structure for PES before moving forward.

In the latter half of the year, we reviewed the introduction and section A, the Fundamentals of Editing, during our 90-minute monthly Zoom meetings. Our review identified gaps and introduced new content after extensive discussion and debate. These findings have been particularly important with respect to Editors Canada’s strategic priority of representing Canada’s linguistic, cultural and geographic diversity.

The work the standards committee completed in 2021 has paved the way for completion of its main objective—preparing recommended revisions to PES to present to the NEC by fall 2022.

Student relations

Here are the highlights of the student relations committee’s accomplishments for January to December 2021:

- We prepared and ran two informational series in the Editors Canada Student Affiliates Facebook group:
 - January–March 2021: We posted a series of interview answers collected from past Editors Canada award winners. To encourage thoughtful engagement, commenters were entered into a prize draw for an Indigo gift card.
 - June–August 2021: We posted information about how to start and run an accountability

group. We then provided a spreadsheet where students could share their contact information and find other students interested in starting an accountability group together.

- When we were not running a Facebook series, we continued to post regularly in the Facebook group, providing resources and opportunities for students to connect.
- We hosted five student socials on Zoom, where students could introduce themselves and get connected with other students and our student relations committee volunteers.
- We collaborated with the training and development committee to start a student book club. We successfully hosted our first two meetings in 2021, focusing on the book *The Subversive Copy Editor*, by Carol Fisher Saller.
- We gained four new committee members in 2021 to replace those who needed to step down.



Training and development

In 2021, we continued our successful webinar program in both French and English. We hosted eight successful French webinars on topics ranging from grammar to specialized branches of editing to software, online resources and social media. Meanwhile, the centrepieces of our 2021 English schedule were major multi-part webinars on Editors Canada's Professional Editorial Standards and on the fundamentals of copy editing and grammar. We also offered a range of practical webinars on such subjects as production schedules, design, accessibility and editing software, and expanded our offerings to cover such new fields and genres as academic writing in the social sciences and humanities; book reviews; and fantasy and science fiction.

Communications

Marketing and Communications

The year 2021 held a name change for the communications and marketing committee, which is now called the marketing and communications committee (MarCom).

Projects included the Hire an Editor campaign on social media and a revamp of the association's presence on social platforms like LinkedIn. The Google Ad Grants project (Google funding for advertising) is now live, with Editors Canada advertising appearing on Google. In order to ensure accessibility of all Editors Canada events, the committee is also focusing on projects to promote equity, diversity and inclusion. We repeated the Black Friday webinar sale, and we aim to liaise even more with other committees to ensure consistency and support for other committees' projects.

We had a new chair in October and kept the member base at strength with new volunteers as previous ones moved on. Due to changes in volunteers in the third and

fourth quarters, we are still moving forward with ideas to boost membership, including an Outreach project to post-secondary institutions and writers' circles to promote editing as a trade, the work that editors do and the association. Under the new chair, the committee ended the year with several new projects in development, including the production of a four-minute video as part of our outreach project.

The Editors' Weekly blog

In 2021, *The Editors' Weekly* blog:

- published 49 posts, despite blog outages
- featured interviews with conference keynote speakers Amanda Leduc and Joshua Whitehead (supporting strategic priority of representing Editors Canada)
- trained a new proofreader/social media contributor, who enhanced social media presence for the blog (added Instagram and LinkedIn posts)
- drafted French content planning (tagging, translation and interface development) to support bilingual/diverse strategic priority
- addressed diversity in topical posts (critical race theory, gender inclusivity)
- increased subscriptions: approaching 1,000 subscribers

Publications

The publications committee focused on two projects in 2021:

- the first and second volumes in our four-volume workbook series *Edit Like a Pro*
- a handbook on editing for diversity and inclusiveness

Edit Like a Pro: Proofreading is now on sale through the Editors Canada website as an e-book. The previous edition (part of *Meeting Professional Editorial Standards*) has been removed from the website. Work on the next volume on structural editing is underway.

Translation and editing group

The translation and editing group worked on 84 projects in 2021, up from 67 in 2020. As the COVID-19 pandemic continued to demand that we all innovate and adapt, the translation and editing group aimed to help the association keep costs down while providing communications that are not only in French, but targeted to, and meaningful for our francophone members.

It was another challenging year, but we accomplished so much. We bid a fond farewell to some long-time volunteers and welcomed new ones. Volunteer recruitment continued to be a challenge, however, and we hope to make engaging and retaining volunteers a focus in 2022. We have also continued to promote language that is inclusive and gender neutral, and this too will be a focus in 2022.

As always, the core function of the group continues to be doing the utmost to ensure that all francophone members are engaged and have a meaningful voice within the association.

Administrative

Awards

Editors Canada awards—the Tom Fairley Award, Claudette Upton Scholarship, Karen Virag Award and Equity Fellowship—do more than shine a light on individuals who have demonstrated excellence. Our awards also highlight the value of editing and help to spread the word about our profession. Though unable to hold an awards ceremony in 2021 due to the COVID-19 pandemic, we announced our winners through press releases. Unfortunately, we received no nominations for the Karen Virag Award. However, the quality of submissions for the other awards was excellent, and a group of dedicated volunteers helped keep the process on track.



National volunteer positions

Equity, diversity and inclusion (EDI) adviser

In 2021 the EDI adviser:

- researched and helped develop/maintain an updated [list of EDI resources](#) (also a living document) for Editors Canada, with the (now defunct) Equity Task Force
- provided an [interview for BoldFace](#) with the help of Alicja Minda and Editors Toronto
- wrote [an article](#) for *The Editors' Weekly*, “One year later, much work yet to be done: Questions to guide next steps in equity, diversity and inclusion”, with the help of Lucy Payette
- developed and helped adjudicate for the inaugural Equity Fellowship, a new annual fellowship designed

to support editors who have traditionally been excluded by the publishing and editing industries; helped read over and edit Editors Canada statements (as listed under “Resources” on the same web page) in conjunction with Michelle Ou.

Facebook group moderators

Membership is 594 at date of writing (February 11, 2022). There were 493 members on February 3, 2021.

Achievements:

- monitored and maintained the group’s discussions
- invited members to share updates to the Editors Canada–affiliated links on the right-hand side of the group’s page; updated the conference link independently

Strategic plan:

Conversations have been genial and collegial, with members posting informative and humorous items related to language, as well as job opportunities and other career- and editing-related tips and queries; the group serves effectively as one channel of Editors Canada’s internal communication.

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

Francophone adviser

To increase efficiency, the francophone adviser now reports directly to the president of Editors Canada. In 2021, the francophone adviser worked with the NEC and several committees. She made recommendations to help improve services offered to francophone members and assisted in adapting forms and documents so that they better reflect the experiences of francophone members. She also helped the French webinar coordinator develop a more comprehensive training program. A French-language Facebook page for members only was created to facilitate exchanges between francophone members from coast to coast.

Mediator

Jane Kidner continued to serve as the volunteer mediator/ chair for Editors Canada for 2021. Jane’s services are available to all members pro bono to assist with any disputes/conflicts they are experiencing with clients or other members. While Jane had very few requests for assistance over the past 12 months, those she did field were all resolved successfully. Jane was able to offer advice and support to help resolve the issue being experienced by the member.



Local groups: Branches and twigs overview

News from the branches

Editors British Columbia continued to offer monthly meetings and near-monthly professional development sessions online, allowing members from across the province to participate in events; this seems to have had an impact on branch membership levels, which have gone up in the past two years. Using Zoom for branch executive meetings (previously held in person at a location in Vancouver) allowed the branch to open up executive positions to members from across the province, thus offering more volunteer opportunities for people living far from Metro Vancouver.

Because the branch includes members across a large geographic area, the branch executive decided to continue to offer most of their programming and professional development online. The branch encouraged and provided financial support for social gatherings (as health restrictions permitted) in areas where there are Editors Canada members who wanted to meet and network in person.

Finally, the branch continued to raise awareness of the value of editing through their twice-yearly “Blue Pencil” editing sessions. Hosted by the Vancouver Public Library, these free online sessions match a writer with a volunteer editor for a 30-minute editing consultation.

Editors Ottawa-Gatineau continued to deliver member programming and professional development seminars online. The branch offered real-time, instructor-led workshops on plain language, grammar, copyediting and managing editorial teams. Branch monthly speaker nights featured discussions about editing comics, political news and literary magazines, as well as book conservation, urban



fantasy writing, clear communications and picture-book illustration.

The branch introduced two new virtual programs—monthly “Tea Time” chats and “MatchUps”—to help maintain community and connect local editors. Francophone members enjoyed monthly discussions through *La vigne*. The Branch also relaunched its blog on capitalletters.ca, the group’s website that also includes a page dedicated to the local lending library of more than 50 physical books related to editing. The branch ended the year with a holiday gift to their members of an annual print subscription to the *Literary Review of Canada*.

Because of pandemic restrictions, Editors Québec limited its activities to a few virtual meetings during the year. The new treasurer consolidated the branch’s books of with those of Editors Canada and continued to implement the improvements to policies and procedures previously undertaken by the outgoing treasurer. The branch executive welcomed two new administrators in July, and thanks to a new volunteer who came on board, Editors Québec was able to increase the presence of the branch on both Facebook and Twitter: since July, one French-language post was published per week in addition to regular announcements. A brief relaxation of public health directives towards the end of the year allowed the branch to briefly reconnect with the Université du Québec à Montréal to promote Editors Canada.

Editors Saskatchewan started the year with a professional development webinar on accurate estimating for freelance editors. It was well received and well attended (30 people, including members of the branch and other editors across Canada). The branch welcomed a new executive at their AGM in May.

Since then, the branch has held two in-person outdoor events (book chats) in August, one in Saskatoon and one in Regina, to connect with as many members across the province as possible. The events drew only a few members at each location, but all attendees enjoyed the opportunity to chat about their summer reading. The next event, “Stew on Style”, was held online in October and brought a few returning members and some new faces to the group for a lively discussion on style guides and a soup and stew recipe swap.

Editors Toronto hosted a wide range of programs in 2021, from editing different genres (poetry and opinion pieces)

to industry-related topics of interest (freelancing and small versus large presses) and professional development for editors (culture sensitivity and ethical editing). The branch held its AGM in June (paired with a social event) and its annual holiday party in December, all online.

The branch launched two new blog series: *Executive Unplugged* and *Exploring Editorial Niches*. The 2021–22 season began in September with the creation of a new community liaison role (after expiring the programs vice-chair role) and fully transferring bookkeeping to Young Associates, Editors Canada’s bookkeeping firm.

News from the twigs

It was a big year for Editors Nova Scotia and Editors Newfoundland and Labrador, which merged in June to form a larger twig, Editors Atlantic. A new Editors Nova Scotia co-chair, Molly Rookwood, joined existing co-chair Margo Grant to replace outgoing co-chair Becky Skillin, and Sandy Newton from Editors Newfoundland and Labrador joined them as a third co-chair before finally stepping down after eight years of wonderful leadership of the Newfoundland and Labrador twig. Mark Butt also stepped down from his role as twig co-chair of Editors Newfoundland and Labrador, and Heather White took Sandy’s place as the third co-chair of Editors Atlantic.

The former Nova Scotia twig hosted a Canadian Revenue Agency (CRA) presentation on taxes for small businesses, a presentation on accessibility and editing and a presentation on editing Indigenous content. Winter 2021 was relatively quiet for the twig, thanks mainly to the state of the COVID-19 pandemic at the time.

In the fall, the newly formed Editors Atlantic hosted presentations about freelance work with publishers, editor



mentorships, editing dictionaries and editing Wikipedia.

Despite the constant changes in pandemic restrictions, many twig members still made the effort to see each other locally: the Wolfville editors managed to gather every month (sometimes online), and the Halifax editors had an in-person dinner over the summer. They also made an effort to maintain a twig culture through online socials, such as the first end-of-year party in December as Editors Atlantic.

Editors Barrie held multiple meetings for its members and the public in an attempt to grow potential interest in membership and develop networks of like-minded individuals. The

executive saw a solid development through a new student affiliate member who joined the team and brought energy and knowledge to the monthly executive meetings. Both twig chairs attended the NEC meeting in March.

The twig hosted two successful webinars presented by Greg Ioannou (*Optimizing your ODE*) and Barrie twig chair JJ Wilson (*Language amplification versus concision*) and ended the year with a seasonal social, which included a favourite seasonal recipe exchange and quiz night.

In January, Editors Calgary elected three new co-chairs: Karen Crosby, Trisha Loehr and Brenna Bailey-Davies. In the

first half of the year, the twig hosted virtual presentations on tax strategies, resources available through the Calgary Public Library and yoga for productivity; twig members also organized a chat with a literary agent and the University of Calgary's 2021 Writer-in-Residence. In August the twig held an in-person barbeque, and several members volunteered at When Words Collide. Trisha stepped down as co-chair at the end of the summer. In September and October, the twig held group "stet walks" in Calgary and invited the members of Editors Edmonton to "join" by doing the same on the same dates in Edmonton. Later in the fall, the twig began a four-part series of monthly roundtable discussions on building an editor platform.

In January, Editors Edmonton held the third and final workshop of their three-workshop series called *Launch into 2021: Design the future of your work*. The twig welcomed a new chair in July, who collaborated with the chairs from Editors Calgary to support Edmonton twig members for the remainder of the year.

Editors Hamilton-Halton offered all their sessions virtually in 2021, which allowed presenters and attendees to attend from far beyond the twig's local borders. In January, Stephen Ullstrom led a workshop from Edmonton, Alberta, on indexing. In February, the twig held a roundtable on editing programs and continuing education for editors. In April, Rhonda Kronyk, also from Edmonton, and Kazim Ali, from San Diego, California, shared their experiences working on Kazim's memoir, *Northern Light: Power, Land, and the Memory of Water*. In the fall, twig member CJ Martin, from Oakville, Ontario, led attendees on adventures in self-publishing and permissions. Finally, in November, Kaitlin Littlechild, from Fredericton, New Brunswick, helped the twig explore editing Indigenous content.

Editors Kingston held meetings every month in 2021



except in July and August. Topics were wide-ranging: panel discussions on scholarly editing and issues for new editors; tax preparation for small businesses; a workshop on editing problematic sentences; the experience of working at the Ontario legislature as a transcriber at Hansard; and two sessions of *Authors Talk Editing*, including a discussion between an author and her editor. The twig held social meetings in June and December over Zoom rather than in person. As a new approach to reaching younger people and those who may be considering getting into editing, the twig created a Twitter account and plans to create Facebook events for the same purpose.

Editors Kitchener-Waterloo-Guelph took a break from scheduling events in the first half of the year in response to their volunteers' pandemic fatigue. They then held their

AGM in June, at which time Maxie Bai Martin stepped down as co-chair and Amanda Feeny took her place. The twig held an outdoor social in September and a virtual event with four published authors in October. The virtual event had a great turnout, with 45 members attending. In November, the twig finished the year with a virtual social meeting.

Editors Manitoba continued running a monthly study group by completing exercises from *Meeting Professional Editorial Standards*. These meetings doubled as networking opportunities, especially as most members had been working from home and were feeling isolated during the pandemic. The twig also saw an increase in new members asking to join the email subscriber list, which appeared to be a result of more professionals working from home and branching out into editing as a freelance opportunity.

Work on strategic priorities

Represent Canada's editors

The branches and twigs continued to partner with local organizations, including local public libraries and universities, to build awareness about what editors do, and volunteered at local literary events to promote editing as a profession. Many branches and twigs held training sessions in the form of single- and multiple-session seminars online.

Bilingual and diverse

By creating new social media accounts, some twigs took advantage of these platforms to attract younger members. Editors Québec increased its online presence by posting weekly French-language posts on social media in addition to their regular announcements.

Innovative and agile

The branches and twigs continued planning various events despite knowing that the pandemic restrictions

would continue to change, opting for meeting at locations outdoors if holding an indoor event was not feasible. Branches integrated their bookkeeping with that of national through Young Associates with the goal of achieving consistency in the association's financial recordkeeping.

Communications and marketing

Branch and twig chairs attended NEC meetings to share their successes and challenges, and to ask questions of the NEC directors. They also attended meetings held for all branch and twig chairs to share ideas and learn how other branches and twigs were doing. They increased their online presence by setting up accounts on social media platforms they weren't previously using and creating websites for blogging.

Membership: Increased and engaged

The branch and twig toolkits were reviewed to update information. There was an increase in new members and/or new subscribers to branch and twig email lists over the year. Some branches and twigs sent surveys to their members to solicit input for meeting program topics. A twig and a branch launched lending libraries for those in their local areas, and one branch introduced two monthly virtual programs in addition to their usual meeting programs to encourage connection and community among members.

Awards

Editors Canada's annual awards recognize exceptional editors for their talent and dedication. The association supports the professional development of editors throughout their careers and is proud to honour the outstanding editors and students in its midst. The cash awards are made possible by Editors Canada and its generous donors.



The following awards are presented by Editors Canada each year:

- Tom Fairley Award for Editorial Excellence
- Claudette Upton Scholarship
- Karen Virag Award
- 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. 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 2021 Tom Fairley Award for Editorial Excellence to Shirarose Wilensky for her work on *Butter Honey Pig Bread* by Francesca Ekwuyasi (Arsenal Pulp Press). After recognizing great writing from the slush pile, Wilensky worked with author Ekwuyasi on her debut novel. The judges commended Wilensky for her exceptional editorial skill, including her correspondence with the author, which was thorough, respectful, encouraging and friendly.

The other editors shortlisted for their editorial excellence were Paula Ayer of Vancouver, British Columbia, and Mary Newberry of Toronto, Ontario.

We are grateful to the three judges for their work: Rosemary Gretton, Ginny McGowan and Rosemary Tanner.

Claudette Upton Scholarship

This annual national scholarship was founded in 2010 by West Coast Editorial Associates 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.

The 2021 Claudette Upton Scholarship was awarded to Lindsay Hobbs of Minden, Ontario. In responding to the essay question—How can editors play a role in addressing racism and other systemic inequity, even when they come from a place of privilege?—Hobbs drew on her love of language and the power editors wield working with it. The selection panel saluted her commitment to education and growth.

Sincere thanks to the selection committee: Julia Cochrane, Eva van Emden and Traci Williams.

Karen Virag Award

This annual award was named in memory of long-time association member Karen Virag and her 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.

In 2021, unfortunately, no nominations for the Karen Virag Award were received. Nevertheless, we wish to thank the members of the selection committee for their commitment: Laurel Hyatt, 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 2021 recipients of the Equity Fellowship were:

- Shamalia Anjum
- Alicia Elliot
- Lola Opatayo

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 Awards for Volunteer Service is an important event for Editors Canada each year.

The 2021 recipients of the President's Award for Volunteer Service were:

- Magalie Allard (Editors Québec)
- Agnès André (Editors Québec)
- Nicola Aquino (Editors Atlantic)
- Marilyn Boake (Editors Calgary)
- Charlene Deck (Editors Calgary)
- Myriam Gagnon (Editors Québec)
- Annette Gingrich (Editors British Columbia)
- Becky Heaman (Editors British Columbia)
- Lenore Hietkamp (Editors British Columbia)
- Natalia Iwanek (Editors Toronto)
- Ellen Keeble (Editors Toronto)
- S. Robin Larin (Editors Hamilton-Halton)
- Paul Neuviale (Editors Toronto)
- Becky Noelle (Editors Calgary)
- Sophie Pallotta (Editors Québec)
- Adriana Paradiso (Editors Toronto)
- Marie-Christine Payette (Editors Québec)
- Lina Scarpellini (Editors Québec)
- Carmen Siu (Editors Toronto)
- Anna Williams (Editors Edmonton)

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 2021 Lee d'Anjou Volunteer of the Year Award recipient was Nancy Foran (Editors Toronto).

Volunteers

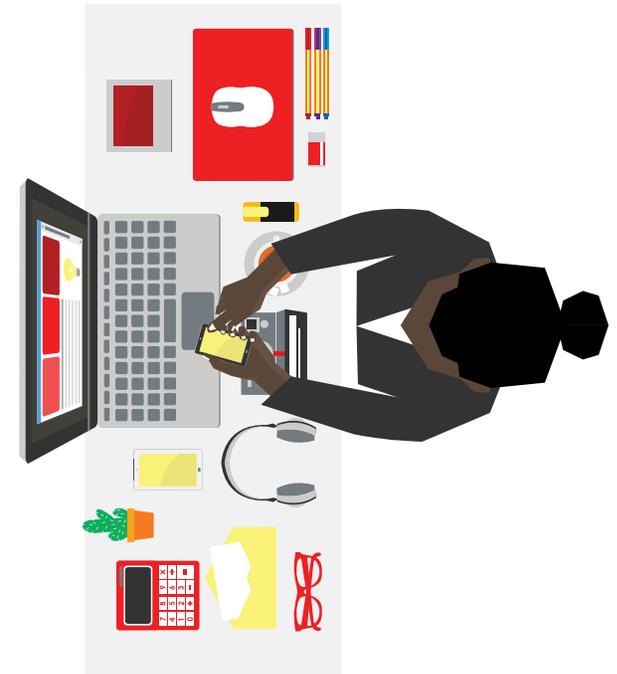
A note on volunteering

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, branch and twig executives 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 not volunteered yet, 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).



National volunteers

Annual general meeting

Nicole Watkins Campbell

Facebook moderators

Joanne Haskins
Lenore Hietkamp

Francophone adviser

Sylvie Collin

Human resources committee

Heather Buzila
Maria Frank
Breanne MacDonald

Mediator

Jane Kidner

National projects

Heather Buzila
Kelin Flanagan
Patricia MacDonald
Cassandra Schulz
Laura Van Alphen
Michelle Waitzman

Nominating committee

Sylvie Collin
Marianne Grier
Natalia Iwanek
Ann Kennedy
Patricia MacDonald
Gael Spivak
Virginia St-Denis

Recording secretary

Nicole Watkins Campbell

Member services

Career builder

Sue Archer
Becky Heaman
Glenna Jenkins
Rosemary Mantini
Jodi McGuffin
Cathy McPhalen
Lynne Melcombe
Erika Pappas
Meaghan Steeves

Equity, diversity and inclusion task force

Rachel Arieu-Jougard
Sue Chambers
Alicia Chantal
Adebe DeRango-Adem
Marie-France Guénette
Roma Ilnyckyj
Natalia Iwanek
Fazeela Jiwa
Sarah King
Siusan Moffat
Amber Riaz

Insurance task force

Barbara Czarnicki
Jenny Davies
David Marsh
Susan Turner

Website task force

Magalie Allard
Michelle Bourbonniere
Kimberly Brant
Avery Calhoun
Caitlin Coote
Julie Leroux
Breanne MacDonald
Robin Marwick
Julie Kay-Wallace
Rita Zamluk

Member services

Alana Chalmers
Aaron Dalton
Kathryn Willms

Volunteer management

Ren Baron
Patricia MacDonald
Maureen McGuigan
Leah Morrigan

Professional development

Certification

Certification Steering Committee

Vicky Bell
Chris Cameron
Jaime Miller
Sarah Robins
Jess Schulman
Andrea Szilagyi
Amy Verbitsky

Exam administration

Kristine Buchholtz
Wendy Carroll
Donna L. Dawson
Shelley M. Egan
Cindy Elphick
Eva van Emden
Jennifer Glossop
Sonia Gluppe
Matthew Godden
David Greer
James Harbeck
Kate Hildebrandt
Roma Ilnyckyj
Sue MacLeod
Lynne Melcombe
Catherine Plear
Leanne Rancourt
Leslie Saffrey
Lynn Schellenberg
Tiffany Sloan
Leslie Vermeer

Conference

Tracey Anderson
Susanna Biro
Michelle Bourbonniere
Heather Buzila
Alicia Chantal
Amanda Clarke
Jessica Coles
Merel Elsinga
Bonnie Gover
Breanne MacDonald
Karen MacDonald
Kim MacDonald

Cathy McPhalen
Bobbi Menard
Sarah Miller
Becky Noelle
Marie-Christine Payette
Katherine Potapova
Jenn Rossiter
Tara Woloschuk

Congrès des langagiers et langagières

Valérie Bisson
Hélène Côté
Filipa Esteves
Marie-Christine Payette
Mélanie Raymond

Mentorship

Carolyn Brown
Kevin Burns
Eva van Emden
Risha Gotlieb
Trish Morgan
Joanna Odrowaz

Standards

April Barlow
Arija Berzitis
Kristina Brousalis
Sarah Golden
Erin Gutsche
Rachel Keir
Letitia Henville
Kareen Hewitt
Greg Ioannou
Jenna Malcolm

Taraya Middleton
Berna Ozunal
Betsy Wentzel

Student relations

Stacey Berquist
Charlene Deck
Annette Gingrich
Amanda Goldrick-Jones
Becky Heaman
Natalia Iwanek
S. Robin Larin
Becky Noelle
Nada Mostafa
Patti Neufeld

Training and development

Miriam Bergeret
Anna Cairns
Sylvie Collin
Greg Ioannou
Penelope Kerr
Melanie Martens
Tereza Monkova
Katherine Morton
Charles Roy
Virginia St-Denis
Blazej Szpakowicz
Carol Wells

Communications

Marketing and Communications

Suzanne Bowness
Jill Cabrera
Susan Chambers

Merel Elsinga
Hanafi Hadjeres
Julie Kay-Wallace
Jolanta Komornicka
Jodie Lees
Anne Louise Mahoney
Leah Morrigan
Gabby Orea
Lucy Payette
Jill Reiten
Vaani Sai Nagallapati
Virginia St-Denis
Patricia Tomaszewski
Lynne Williams
Wai Yip Tam

The Editors' Weekly blog

Arija Berzitis
Laura Bontje
Suzanne Bowness
Adrineh Der-Boghossian
Hanafi Hadjeres
Kaitlin Littlechild
Lucy Payette
Blazej Szpakowicz

Blog contributors

Tracey Anderson
Sue Archer
Suzanne Bowness
Maggie Clark
Aaron Dalton
Adebe DeRango-Adem
Merel Elsinga
Jennifer D. Foster
Jennifer Glossop

Amanda Goldrick-Jones
Tim Green
Marianne Grier
James Harbeck
Becky Heaman
Letitia Henville
Natalia Iwanek
Glenna Jenkins
S. Robin Larin
Zofia Laubitz
Claire Majors
Tanya Mykhaylychenko
Ilana Reimer
Gael Spivak
Heidi Waechtler
Anna Williams

Publications

Laura Bontje
Anne Brennan
Anna Cairns
Paula Chiarcos
Sharon Cozens
Janice Dyer
Jane Kirby
Kaitlin Littlechild
Josephine Mo
Tereza Monkova
Berna Ozunal
Sara Quinton
Leanne Rancourt
Jona Rhica Mejico

Translation and editing group

Agnès André
Nancy Foran

Myriam Gagnon
Paul Neuviale
Sophie Pallotta
Marie-Christine Payette
Lina Scarpellini

Administration

Awards

Zofia Laubitz

Claudette Upton Scholarship selection committee

Julia Cochrane
Eva van Emden
Traci Williams

Karen Virag Award selection committee

Laurel Hyatt
Ambrose Li
Kathe Lieber

Tom Fairley Award judges

Rosemary Gretton
Ginny McGowan
Rosemary Tanner

Equity Fellowship judges

Adebe DeRango-Adem
Maria Frank

Lee d'Anjou award judges

Heather Buzila
Breanne MacDonald
Patricia MacDonald

External liaison

Gael Spivak

Honorary lifetime membership evaluation committee

Lesley Cameron
Nancy Flight
Cathy McPhalen
Maureen Nicholson
Jonathan Paterson
Marie-Christine Payette

Local groups: Branches and twigs

Editors Atlantic

Julia Cochrane
Anne Curry
Shelley M. Egan
Margo Grant
Deirdre Greene-Lono
Kaitlin Littlechild
Sue MacLeod
Sandy Newton
Alex Peace
Molly Rookwood
Patricia C. Simmons
Becky Skillin
Andrew Wetmore
Heather White

Editors Barrie

John Challis
Adrienne Huston
JJ Wilson
Jacqui Woods-Powell

Editors British Columbia

Tara Avery
Katie Beaton
Lauren Bentley
Collette Berg
Naomi Cappallo
Tania Cheffins
Janis Cleugh
Alana Despina
Naomi Dobler
Merel Elsinga
Lesley Erickson
Dave Flawse
Taisha Garby
Amy Haagsma
Kim Harbridge
Kyle Hawke
Letitia Henville
Lenore Hietkamp
Lisa Hislop
Roma Ilnyckyj
Jennifer Izatt
Adrienne Jenks
Meriella Kazakoff
Lucy Kenward
Micah Killjoy
Susan Kokura
Meagan Kus
Nancy Lilienweiss
Janice Love
Claire Majors
Jesse Marchand
David Marsh
Hope Masten
Janet Millar
Lana Okerlund

Lola Opatayo
Marta Orellana
Anastasia Organ
Frances Peck
Rowena Rae
Naomi Rendall Dobler
Amber Riaz
Lynn Sackville
Dascha Saville
Paige Shaw
Louise Standish
Holly Sawchuk
Patricia Tomaszewski
Eva van Emden
Madeline Walker
Liz Warwick
Merrie-Ellen Wilcox
Ruth Wilson
Rita Zamluk

Editors Calgary

Breanna Bailey-Davies
Karen Crosby
Paul Deleske
Debs Dawson
Trisha Loehr

Editors Edmonton

Reg Silvester

Editors Hamilton-Halton

Robin Larin
Connor Peck
Laura Van Alphen

Editors Kingston

Camille Croteau
Elizabeth d'Anjou
Stephanie Stone
Nancy Wills

Editors Kitchener-Waterloo-Guelph

Jodie Lees
Katherine Prairie
Stephanie Stone

Editors Manitoba

Lianne Fontaine

Editors Ottawa-Gatineau

Coryl Addy
Badou Bouso
Carolyn Brown
Sara Caverley
Sara Fowler
Margo LaPierre
Stephanie Mason
Emily Stewart
Ariel Vered
Tom Vradenburg

Editors/Révisseurs Québec

Nancy Ackerman
Nathalie Baills-Barré
Samuel Bélanger
Christian Bergeron
Marie-Hélène Cadieux
Sylvie Collin
Geneviève Côté
Sheila Eskenazi

Nathalie Fortin
Dominique Gaucher
Nelly Ky
Laurent Mounaqui
Elizabeth Marineau
Dwain Richardson

Editors Saskatchewan

Nadine Coderre
Jenny Davies
Christina Desnoyers
Kelly Laycock
Kathryn Nogue
Graham Wall

Editors Toronto

Isobel Andjelkovic
Ren Baron
Arija Berzitis
Yoorim Choi
Amanda Clarke
Erin Della Mattia
Jessica de Bruyn
Adebe DeRango Adem
Adrineh Der-Boghossian
Catherine Dorton
Alison Dowsett
Emily Faubert
Sadia Ferdous
Mindy Fichter
Ellen Fleischer
Jennifer Foster
Sarah Golden
Malgosia Halliop
Adrienne Huston
Michael Iaboni

Natalia Iwanek
Ann Kennedy
Julia Kennedy
Leslie Lapides
S. Robin Larin
Ambrose Li
Alex Marcoccia
Alicja Minda
Josephine Mo
Raya P. Morrison
Nada Mostafa
Paul Neuviale
Lara Oddie
Berna Ozunal
Jona Rhica Mejico
Hitesh Thukral
Patricia Tomaszewski
Vilma Vitols
Michelle Waitzman
Kathryn Willms
Margaux Yiu
Tamara Zayachkowski

2021 Donors

Joyce Gram
Daniel Heuman
Zofia Laubitz
Kate Merriman
Berna Ozunal
Gael Spivak
Jacqui Woods-Powell





Finances: Treasurer's report

With the pandemic still ongoing at the start of 2021, Editors Canada continued to plan conservatively in terms of the budget, originally aiming to break even for the year. While we knew our webinar program would continue as usual, there was a lot of uncertainty around the annual conference and what effect the pandemic would have on local events.

With many events remaining virtual and the situation being uncertain enough that a hybrid event was risky, we made the decision to move the venue contract for the 2021 conference to 2022, and instead held our first virtual conference. Attendance numbers exceeded expectations and we made a healthy profit—a great relief after needing to cancel the 2020 event. Additionally, our membership numbers increased and our webinar program continued to be strong, contributing to a successful year.

We received a grant from Canadian Heritage that allowed us to hire a part-time contractor to help us expand our French webinar program. This was in addition to continuing to receive the federal government's Canada Emergency Wage Subsidy and Canada Emergency Rent Subsidy. This has helped us maintain staff and cover the costs of the office space while we wait for the end of our lease (we have been trying to sublet the space, but have thus far been unsuccessful).

We also still have use of the Canada Emergency Business Account loan that we received in 2020, which is a line of credit we can use 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 upcoming website redesign.

We are grateful to the federal government for this support. We ended the year with a healthy surplus, thanks in large part to strong membership numbers, a successful conference and more grant money than we had budgeted for. This surplus will allow us to rebuild our reserves, which had previously been depleted, have the confidence to take on a significant website redevelopment and aim to hold our first hybrid conference in 2022, knowing that there are funds available as contingency in 2022. The audit process for the 2021 fiscal year went extremely smoothly, in large part thanks to the branches moving their bookkeeping to our national bookkeeper, Young Associates.

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

Breanne MacDonald

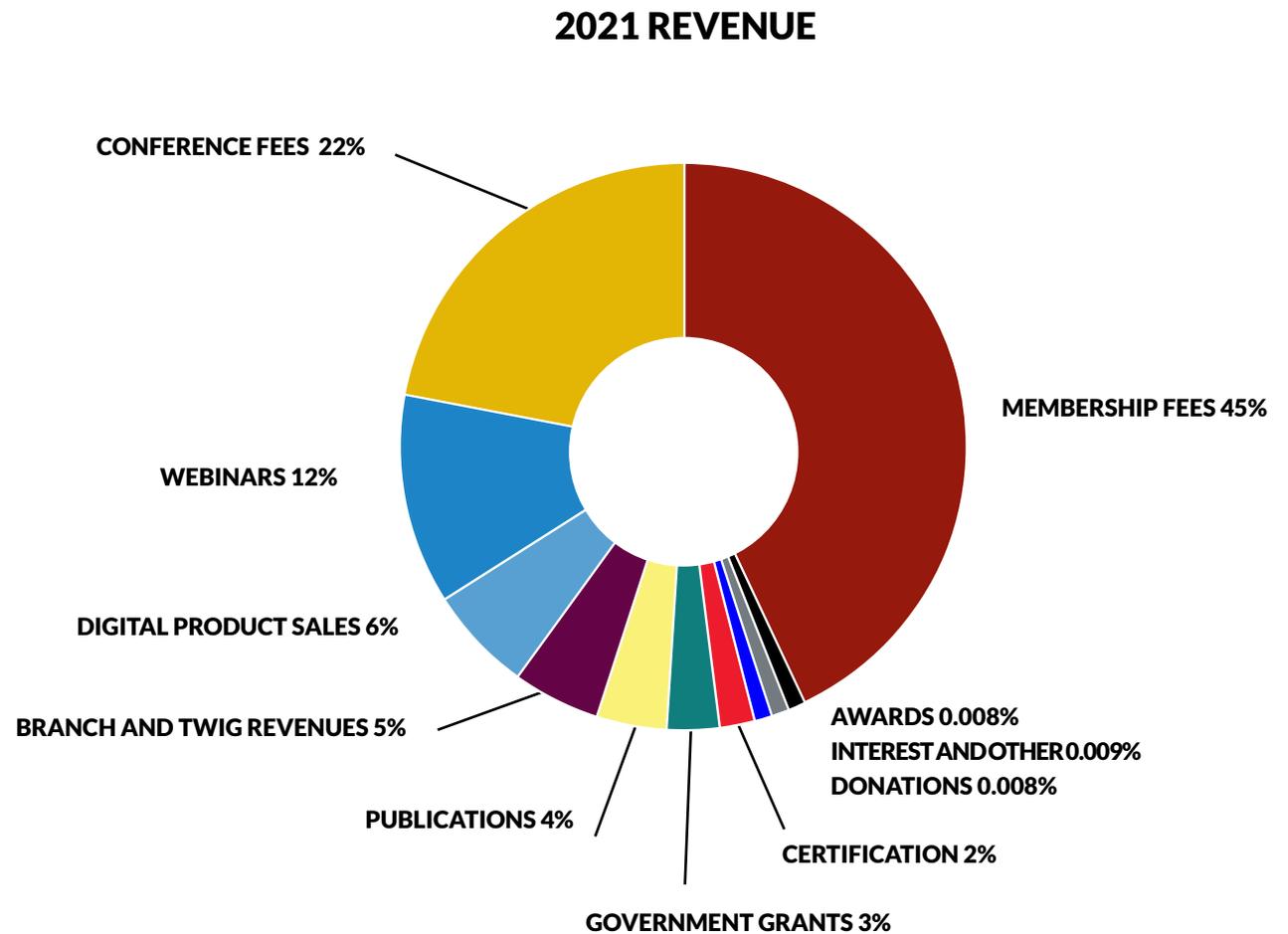
	2020	2021	Difference
Total revenue	459,907	616,543	156,636
Total expenses	427,501	491,642	64,141
Surplus (operating)	<u>32,406</u>	<u>124,901</u>	
Surplus including government subsidies		<u>150,204</u>	

Appendix 1

Financial visuals

2021 Revenue

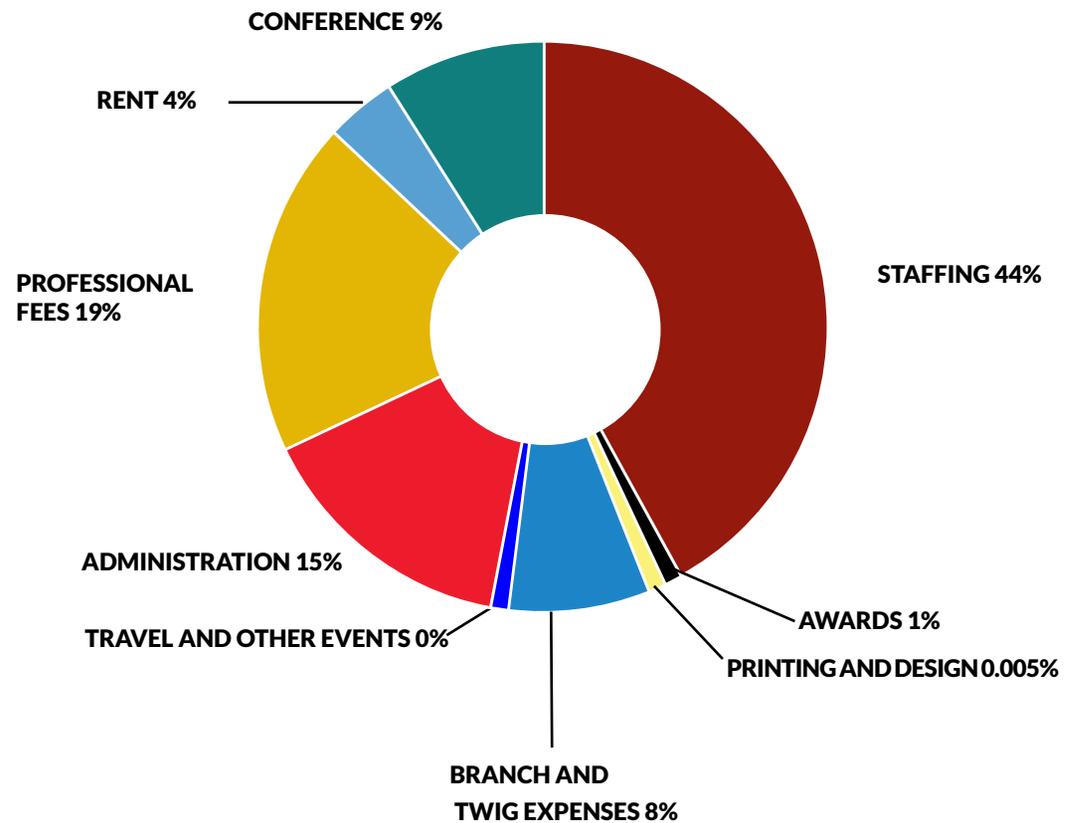
Membership fees	\$280,047
Conference fees	\$133,911
Webinars	\$74,341
Digital product sales	\$39,385
Branch and twig revenues	\$29,640
Publications	\$22,946
Government grants	\$16,819
Certification	\$12,825
Interest and other	\$5,600
Donations	\$529
Awards	\$500
Total	\$616,543



2021 Expenses

Staffing	\$214,380
Professional fees	\$92,288
Administration	\$73,583
Conference	\$45,421
Branch and twig expenses	\$38,863
Rent	\$21,656
Awards	\$3,000
Printing and design	\$2,425
Travel and other events	\$26
Total	\$491,642

2021 EXPENSES



Appendix 2

Independent auditor's report and financial statements

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS

Consolidated Financial Statements

December 31, 2021

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
CONSOLIDATED FINANCIAL STATEMENTS	
Consolidated Statement of Financial Position	3
Consolidated Statement of Operations	4
Consolidated Statement of Changes in Net Assets	5
Consolidated Statement of Cash Flows	6
Notes to Consolidated Financial Statements	7 - 11

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 statement of financial position as at December 31, 2021, 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 financial position of Organization as at December 31, 2021, and the results of its operations and its 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 Organization 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 those 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 Organization's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Organization's 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 these financial statements. 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.

Hogg, Shain & Scheck PC

Toronto, Ontario
May 24, 2022

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, 2021

	2021	2020
ASSETS		
CURRENT		
Cash (Note 3)	\$ 412,801	\$ 232,184
Guaranteed investment certificates (Note 4)	50,400	36,356
Accounts receivable	12,446	57,745
Prepaid expenses and other assets	19,012	18,335
	<u>\$ 494,659</u>	<u>\$ 344,620</u>
LIABILITIES		
CURRENT		
Government remittances payable	\$ 5,173	\$ 10,686
Accounts payable and accrued liabilities	29,325	53,380
Deferred revenues (Note 5)	27,773	18,370
Awards and scholarship funds (Note 6)	6,408	6,408
	<u>68,679</u>	88,844
CANADA EMERGENCY BUSINESS ACCOUNT LOAN (Note 7)	60,000	40,000
	<u>128,679</u>	128,844
NET ASSETS		
UNRESTRICTED	181,089	52,327
INTERNALLY RESTRICTED FOR THE BRANCHES	142,751	126,056
INTERNALLY RESTRICTED FOR THE TWIGS	42,140	37,393
	<u>365,980</u>	215,776
	<u>\$ 494,659</u>	<u>\$ 344,620</u>

COMMITMENTS (Note 8)

APPROVED ON BEHALF OF THE BOARD

J. Bunjola Director

Breanne MacDonald 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, 2021

	2021	2020
REVENUES		
Membership fees	\$ 280,047	\$ 273,482
Conference fees	133,911	-
Webinars	74,341	81,209
Digital product sales	39,385	38,241
Branch and Twig revenues	29,640	21,360
Publications	22,946	25,795
Government grants	16,819	-
Certification	12,825	6,475
Interest and other	5,600	6,026
Donations	529	5,119
Awards (<i>Note 6</i>)	500	2,200
	<u>616,543</u>	<u>459,907</u>
EXPENSES		
Staffing	214,380	183,071
Professional fees	92,288	106,052
Administration	73,583	61,251
Conference	45,421	539
Branch and Twig expenses	38,863	43,556
Rent (<i>Note 8</i>)	21,656	24,143
Awards (<i>Note 6</i>)	3,000	4,400
Printing and design	2,425	405
Travel and other event	26	4,084
	<u>491,642</u>	<u>427,501</u>
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	124,901	32,406
OTHER INCOME		
Government assistance (<i>Note 9</i>)	25,303	67,952
EXCESS OF REVENUES OVER EXPENSES	\$ 150,204	\$ 100,358

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, 2021

	Unrestricted	Internally Restricted for the Branches	Internally Restricted for the Twigs	2021	2020
NET ASSETS - BEGINNING OF YEAR	\$ 52,327	\$ 126,056	\$ 37,393	\$ 215,776	\$ 115,418
Excess of revenues over expenses	128,762	16,695	4,747	150,204	100,358
NET ASSETS - END OF YEAR	\$ 181,089	\$ 142,751	\$ 42,140	\$ 365,980	\$ 215,776

See the accompanying notes to these financial statements

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS**Consolidated Statement of Cash Flows****Year Ended December 31, 2021**

	2021	2020
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 150,204	\$ 100,358
Changes in non-cash working capital:		
Accounts receivable	45,299	(42,680)
Prepaid expenses and other assets	(677)	(9,316)
Government remittances payable	(5,513)	3,456
Accounts payable and accrued liabilities	(24,055)	21,103
Deferred revenues	9,403	6,015
	24,457	(21,422)
Cash flows from operating activities	174,661	78,936
INVESTING ACTIVITY		
Purchase of guaranteed investment certificates	(14,044)	(465)
FINANCING ACTIVITY		
Proceeds from Canada Emergency Business Account loan	20,000	40,000
INCREASE IN CASH	180,617	118,471
CASH - BEGINNING OF YEAR	232,184	113,713
CASH - END OF YEAR	\$ 412,801	\$ 232,184

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 1,250 (2020 - 1,200) 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 five regional branches and nine 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 organization, five regional branches (British Columbia, Ottawa-Gatineau, Quebec, Saskatchewan 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 five regional branches (British Columbia, Ottawa-Gatineau, Quebec, Saskatchewan 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 nine 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. 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, eligibility for government assistance revenues 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>2021</u>		<u>2020</u>
National office	\$ 317,131	\$	131,721
Branches	95,670		100,463
	\$ 412,801	\$	232,184

4. FINANCIAL INSTRUMENTS

Guaranteed investment certificates at December 31, 2021 are \$50,400 (2020 - \$36,356), bear interest at rates ranging from 0.1% to 2.2% (2020 - 1% to 2.5%) and have maturity dates ranging from February 27, 2022 to December 20, 2026 (2020 - January 22, 2021 to December 14, 2023).

(continues)

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:

	2021	2020
Membership revenues for the subsequent fiscal year	\$ 17,483	\$ 12,150
Department of Canadian Heritage	8,450	-
Online directory of editors	1,840	1,200
Conference sponsorship	-	1,250
Branch revenues (Pro-D workshop)	-	3,770
	\$ 27,773	\$ 18,370

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

Balance, beginning of year	\$ 18,370	\$ 12,355
Add: amounts received during the year	537,086	398,947
Less: amounts recognized as revenue in the year	(527,683)	(392,932)
	\$ 27,773	\$ 18,370

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 (2020 - \$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 (2020 - \$3,000) 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 paid from operations and the remaining \$500 was from a contribution received during the year.

(continues)

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:

	<u>2021</u>		<u>2020</u>
Balance, beginning of year	\$ 6,408	\$	6,408
Add: Contributions received in the year	-		400
Less: Annual award	-		(400)
			<u> </u>
Balance, end of year	\$ 6,408	\$	6,408

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. 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%.

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.

organization leases office equipment which expires in March 2021 and October 2024.

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

2022	\$ 24,147
2023	24,613
2024	<u>2,565</u>
	<u>\$ 51,325</u>

9. 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. The duration and impact of COVID-19 are unknown at this time. It is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results of Editors in future periods. Management continues to closely monitor and assess the impact on operations.

As part of the response to COVID-19, the federal government introduced the Canada Emergency Wage Subsidy ("CEWS") to assist employers whose activities have been affected by COVID-19. For the period of January 1 to December 31, 2021, Editors applied for and received \$20,978 (2020 - \$66,243).

In addition to the CEWS, Editors applied for the Canadian Emergency Rent Subsidy ("CERS") which is 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. For the period of January 1 to December 31, 2021, Editors applied for and received \$4,325 (2020 - \$1,709).

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS

Consolidated Financial Statements

December 31, 2021

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
CONSOLIDATED FINANCIAL STATEMENTS	
Consolidated Statement of Financial Position	3
Consolidated Statement of Operations	4
Consolidated Statement of Changes in Net Assets	5
Consolidated Statement of Cash Flows	6
Notes to Consolidated Financial Statements	7 - 11

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 statement of financial position as at December 31, 2021, 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 financial position of Organization as at December 31, 2021, and the results of its operations and its 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 Organization 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 those 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 Organization's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Organization's 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 these financial statements. 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.

Hogg, Shain & Scheck PC

Toronto, Ontario
May 24, 2022

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, 2021

	2021	2020
ASSETS		
CURRENT		
Cash (Note 3)	\$ 412,801	\$ 232,184
Guaranteed investment certificates (Note 4)	50,400	36,356
Accounts receivable	12,446	57,745
Prepaid expenses and other assets	19,012	18,335
	<u>\$ 494,659</u>	<u>\$ 344,620</u>
LIABILITIES		
CURRENT		
Government remittances payable	\$ 5,173	\$ 10,686
Accounts payable and accrued liabilities	29,325	53,380
Deferred revenues (Note 5)	27,773	18,370
Awards and scholarship funds (Note 6)	6,408	6,408
	<u>68,679</u>	88,844
CANADA EMERGENCY BUSINESS ACCOUNT LOAN (Note 7)	60,000	40,000
	<u>128,679</u>	128,844
NET ASSETS		
UNRESTRICTED	181,089	52,327
INTERNALLY RESTRICTED FOR THE BRANCHES	142,751	126,056
INTERNALLY RESTRICTED FOR THE TWIGS	42,140	37,393
	<u>365,980</u>	215,776
	<u>\$ 494,659</u>	<u>\$ 344,620</u>

COMMITMENTS (Note 8)

APPROVED ON BEHALF OF THE BOARD

J. Bunjla Director

Breanne MacDonald 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, 2021

	2021	2020
REVENUES		
Membership fees	\$ 280,047	\$ 273,482
Conference fees	133,911	-
Webinars	74,341	81,209
Digital product sales	39,385	38,241
Branch and Twig revenues	29,640	21,360
Publications	22,946	25,795
Government grants	16,819	-
Certification	12,825	6,475
Interest and other	5,600	6,026
Donations	529	5,119
Awards (Note 6)	500	2,200
	<u>616,543</u>	<u>459,907</u>
EXPENSES		
Staffing	214,380	183,071
Professional fees	92,288	106,052
Administration	73,583	61,251
Conference	45,421	539
Branch and Twig expenses	38,863	43,556
Rent (Note 8)	21,656	24,143
Awards (Note 6)	3,000	4,400
Printing and design	2,425	405
Travel and other event	26	4,084
	<u>491,642</u>	<u>427,501</u>
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	124,901	32,406
OTHER INCOME		
Government assistance (Note 9)	25,303	67,952
EXCESS OF REVENUES OVER EXPENSES	\$ 150,204	\$ 100,358

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, 2021

	Unrestricted	Internally Restricted for the Branches	Internally Restricted for the Twigs	2021	2020
NET ASSETS - BEGINNING OF YEAR	\$ 52,327	\$ 126,056	\$ 37,393	\$ 215,776	\$ 115,418
Excess of revenues over expenses	128,762	16,695	4,747	150,204	100,358
NET ASSETS - END OF YEAR	\$ 181,089	\$ 142,751	\$ 42,140	\$ 365,980	\$ 215,776

See the accompanying notes to these financial statements

EDITORS' ASSOCIATION OF CANADA / ASSOCIATION CANADIENNE DES RÉVISEURS**Consolidated Statement of Cash Flows****Year Ended December 31, 2021**

	2021	2020
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 150,204	\$ 100,358
Changes in non-cash working capital:		
Accounts receivable	45,299	(42,680)
Prepaid expenses and other assets	(677)	(9,316)
Government remittances payable	(5,513)	3,456
Accounts payable and accrued liabilities	(24,055)	21,103
Deferred revenues	9,403	6,015
	24,457	(21,422)
Cash flows from operating activities	174,661	78,936
INVESTING ACTIVITY		
Purchase of guaranteed investment certificates	(14,044)	(465)
FINANCING ACTIVITY		
Proceeds from Canada Emergency Business Account loan	20,000	40,000
INCREASE IN CASH	180,617	118,471
CASH - BEGINNING OF YEAR	232,184	113,713
CASH - END OF YEAR	\$ 412,801	\$ 232,184

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 1,250 (2020 - 1,200) 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 five 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 organization, five regional branches (British Columbia, Ottawa-Gatineau, Quebec, Saskatchewan 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 five regional branches (British Columbia, Ottawa-Gatineau, Quebec, Saskatchewan 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. 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, eligibility for government assistance revenues 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>2021</u>		<u>2020</u>
National office	\$ 317,131	\$	131,721
Branches	95,670		100,463
	\$ 412,801	\$	232,184

4. FINANCIAL INSTRUMENTS

Guaranteed investment certificates at December 31, 2021 are \$50,400 (2020 - \$36,356), bear interest at rates ranging from 0.1% to 2.2% (2020 - 1% to 2.5%) and have maturity dates ranging from February 27, 2022 to December 20, 2026 (2020 - January 22, 2021 to December 14, 2023).

(continues)

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:

	2021	2020
Membership revenues for the subsequent fiscal year	\$ 17,483	\$ 12,150
Department of Canadian Heritage	8,450	-
Online directory of editors	1,840	1,200
Conference sponsorship	-	1,250
Branch revenues (Pro-D workshop)	-	3,770
	\$ 27,773	\$ 18,370

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

Balance, beginning of year	\$ 18,370	\$ 12,355
Add: amounts received during the year	537,086	398,947
Less: amounts recognized as revenue in the year	(527,683)	(392,932)
	\$ 27,773	\$ 18,370

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 (2020 - \$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 (2020 - \$3,000) 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 paid from operations and the remaining \$500 was from a contribution received during the year.

(continues)

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:

	<u>2021</u>		<u>2020</u>
Balance, beginning of year	\$ 6,408	\$	6,408
Add: Contributions received in the year	-		400
Less: Annual award	-		(400)
			<u> </u>
Balance, end of year	\$ 6,408	\$	6,408

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. 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%.

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.

organization leases office equipment which expires in March 2021 and October 2024.

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

2022	\$ 24,147
2023	24,613
2024	<u>2,565</u>
	<u>\$ 51,325</u>

9. 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. The duration and impact of COVID-19 are unknown at this time. It is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results of Editors in future periods. Management continues to closely monitor and assess the impact on operations.

As part of the response to COVID-19, the federal government introduced the Canada Emergency Wage Subsidy ("CEWS") to assist employers whose activities have been affected by COVID-19. For the period of January 1 to December 31, 2021, Editors applied for and received \$20,978 (2020 - \$66,243).

In addition to the CEWS, Editors applied for the Canadian Emergency Rent Subsidy ("CERS") which is 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. For the period of January 1 to December 31, 2021, Editors applied for and received \$4,325 (2020 - \$1,709).
