

## APPROVED BY THE ARCHDIOCESAN COUNCIL

### Executive Summary of The ARCHDIOCESE OF CANADA (OCA) Council Meeting Held at the Archdiocesan Centre, Ottawa, ON, Canada On the 12<sup>th</sup> & 13<sup>th</sup> of October, 2012

#### I. Preamble

The fifth meeting of the Archdiocesan Council (hereafter “the Council”), elected at the 2010 Archdiocesan Assembly, took place on the 12<sup>th</sup> and 13<sup>th</sup> of October, 2012 at the Archdiocesan Office and Episcopal Residence in Ottawa, ON, Canada. After a Moleben, the Council convened to discuss matters related to the administration and the care of the parishioners of the Archdiocese of Canada.

Over the two days, the Council reviewed a number of reports from members of the Archdiocesan Executive Council (ADEC), the Administrative / Finance and the Programming / Communications Units, the Archdiocesan representatives to the Metropolitan Council, and the representatives from St. Tikhon’s Archdiocesan Stewards and St. Arseny Theological Institute. The Council deliberated on a number of items related to ongoing and new business. The actions and recommendations resulting from this meeting are summarized below. (Note: Individuals and groups responsible for each item are in **bold** text.)

#### II. Ongoing Action Items

1. **ACTION:** That the Archdiocese establishes three annual Archdiocesan appeals to be taken up in all the Parishes of the Archdiocese for “Charities” (Sunday before the Feast of St. Herman, December 13<sup>th</sup>), “Seminarians” (the first Sunday of October), and “Missions / Evangelism” (Palm Sunday) – **ADEC**.
2. **ACTION:** That **Bishop IRÉNÉE** write a letter to all the Rectors of the Archdiocese explaining the purpose and timing of these appeals, and for the Chancellor to communicate with the Deans.
3. **ACTION:** That the Archdiocese design an offering envelope designed and printed for the purpose of the three annual appeals with selection boxes clearly marking the three categories stated above, and a “General” category – **Western Secretary**.
4. **ACTION:** That the Archdiocese allocates \$500 to both Annunciation Monastic Community and Holy Transfiguration Hermitage as a gesture of support for monastic life in the Archdiocese – **Archdiocesan Treasurer**.
5. **ACTION:** That the Archdiocese researches and fully disperses the “IOCC” and “Middle East” funds appropriately according to the spirit of their intended purpose – **Archdiocesan Secretary and Treasurer**.
6. **ACTION:** That the Archdiocese develops a policy, practice, and disclaimer so that donors understand and agree that if designated funds cannot be allocated as requested, then they can be applied to other areas of ministry – **Treasurer**.

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7. **ACTION:** That the **Treasurer** drafts a letter to the parishes explaining how they may give appropriately (within Canadian charitable laws and standards) directly to charitable organizations (without any need to involve the Archdiocese).
8. **ACTION:** That the Archdiocese sends out a letter to all Parish Council Presidents, with similar content as the one previously sent out to rectors, inviting ideas on enhancing communication across the Archdiocese – **ADEC**.
9. **ACTION:** That the Archdiocese establishes terms of reference for an Archdiocesan Archivist, and that an Ottawa-based individual be requested to take on the role of Archdiocesan Archivist and be appointed – **ADEC**.
10. **ACTION:** That the expenses for shipping the Archdiocese's archival materials and collections from Saskatoon to Ottawa, where they will be consolidated, be covered by the Archdiocese – **Archdiocesan Secretary and Treasurer**.
11. **ACTION:** That the **Treasurer** establishes a line item for the Archdiocesan Archives, with an initial annual allocation of \$1000.
12. **ACTION:** That the Archdiocese prepare and distribute a standardized template for creating a "*Policy on Guidelines for Preventing Sexual Misconduct*" for parish use – **Archimandrite ALEXANDER**.
13. **ACTION:** That the **Bishop IRÉNÉE** invites the Hierarchs of all the local Orthodox Dioceses (or their representatives) to attend the Archdiocesan Assembly.
14. **ACTION:** That St. John of Sochava's Liturgical Supply prepares a proposal, for the consideration of the Archdiocesan Council, regarding the development of a Archdiocesan Pilgrimage Centre – **Subdeacon Jeremy Scratch**.
15. **ACTION:** That the Dean of Saskatchewan and Manitoba and the Dean of Quebec and Atlantic Canada organize a meeting in each of the two Deaneries with the Bishop, Chancellor, and Secretary in attendance. The goal of these meetings will be to help articulate and share our vision of functional deanery structures throughout the Archdiocese – **Deans of Saskatchewan and Manitoba and Quebec and Atlantic Canada**.
16. **ACTION:** That parishes and/or **Deans** be contacted to identify parish media contacts.
17. **ACTION:** That the **Archdiocesan Secretary** be charged with securing a content/proof editor for the *Orthodox Messenger*.
18. **ACTION:** That **Dr. John Hadjinicolaou** talks to the inhabitants at Fairhaven, excluding Archbishop SERAPHIM, to determine their ability to pay rent.
19. **ACTION:** That the **Dean** and **Lay Member** of each Deanery develop and enact strategies to raise \$50,000 in total (\$10,000 per Deanery) to address the bridge financing.
20. **ACTION:** That **Priest Geoffrey Korz** will provide a template for a fundraising letter to the St. Arseny Orthodox Theological Institute.

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21. **ACTION:** That the Institute will provide a list of concrete needs to the Archdiocese – **St. Arseny Orthodox Theological Institute Director.**
22. **ACTION:** That the Institute will provide a list of current and past students, by programs and their progress (*i.e.*, list of courses completed, list of course(s) in progress, and list of courses to be completed), so that parishes can know how the Institute has benefited them – **St. Arseny Orthodox Theological Institute Registrar.**

### III. New Action Items

1. **ACTION:** That His Grace, **Bishop IRÉNÉE**, will write a letter to the clergy to remind them of the role and responsibilities of the Deans to facilitate proper administration of the Deaneries.
2. **ACTION:** That His Grace, **Bishop IRÉNÉE**, and the Archdiocesan legal counsel, Matthew Estabrooks or Stuart Iverson, will write a letter to His Eminence, Archbishop JOSEPH, regarding the prior agreement between the Archdiocese of Canada, Orthodox Church in America and the Diocese of Los Angeles and the West, Antiochian Orthodox Christian Archdiocese of North America.
3. **ACTION:** That the **Archdiocesan Secretary** will forward names of all clergy without criminal record checks to their respective Deans, who will contact those individuals.
4. **ACTION:** That the Archdiocesan Assembly Organizing Committee calculate the operating budget and keep the delegate registration fee at \$200 or less – **Mrs. Mary Ann Lopoukhine.**
5. **ACTION:** That the Archdiocesan Assembly Organizing Committee invite Fr. Thomas Hopko to speak on the proposed theme at the plenary sessions of the 2013 Archdiocesan Assembly – **Mrs. Mary Ann Lopoukhine.**
6. **ACTION:** That the **Episcopal Secretary** write a letter to the mission board of Holy Lady of Vladimir Mission Station, St. John's, NF, to express support and to ask the mission board make their funding request next year, when appointment of clergy to the mission station is confirmed, with details on the items and expenses for which support is requested.
7. **ACTION:** That the **Episcopal Secretary** write a letter to the mission board of St. Nikolai Bishop of Zhitsa Mission, Whitehorse, YT, to support its plan and to encourage it to work closely with the its Regional Dean.
8. **ACTION:** That the Archdiocese provide \$500, as a one-time amount, to the Annual Pan-Orthodox Young Adult Retreat to subsidize those who are unable to pay the full cost of the retreat – **Archdiocesan Treasurer.**
9. **ACTION:** That the **Archdiocesan Treasurer** advise Archbishop SERAPHIM of the considerations and process regarding the Fairhaven property as soon as possible.

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10. **ACTION:** That the **Archdiocesan Secretary** obtain an estimate of the retail property value of the entire property, broken down into the retail property values of the three properties comprising the Fairhaven property, and organize a telephone conference of the Archdiocesan Council to decide the fate of the property (deadline November 15, 2012).
11. **ACTION:** That the **Archdiocesan Treasurer** provide a breakdown on the rental income from the smaller property and the expenses associated with the repairs and upkeep of the smaller property (deadline November 15, 2012).
12. **ACTION:** That **Subdeacon Jeremy Scratch** provide an estimate on the cost to make necessary minor modifications to the old office to create living space for existing occupants (deadline November 15, 2012).
13. **ACTION:** That a fund raising event for the 31 LeBreton Street North property occur during the 2013 Archdiocesan Assembly – **Mrs. Mary Ann Lopoukhine**.
14. **ACTION:** That **Archpriest Rodion Luciuk** obtain an estimate of the retail property value and the lease value of the Sifton property.
15. **ACTION:** That the **Episcopal Secretary** draft a list of maintenance items related to the Archdiocesan Centre.
16. **ACTION:** That funds be allocated in the 2013 budget for the maintenance of the Archdiocesan Centre – **Archdiocesan Treasurer**.
17. **ACTION:** That the **Episcopal Secretary** draft a letter to the mission board of the Theotokos of the Lifegiving Spring: 1) to advise it that the Archdiocese is not in a position to provide financial assistance; 2) to ask it to provide details on their mission so that the Archdiocesan Council can provide advice; and 3) to advise it to investigate mortgage options that may be available locally.
18. **ACTION:** That the Archdiocesan Council draft an information brochure on the requirements and information that mission boards should provide the Archdiocesan Council when they request financial support or advice regarding the purchase of property – **Archpriest Rodion Luciuk** and **Deacon Jesse Isaac**.
19. **ACTION:** That the **Archdiocesan Council** must make a recommendation to His Grace, Bishop IRÉNÉE, of a candidate for appointment as Archdiocesan Treasurer at the 2013 Archdiocesan Assembly.
20. **ACTION:** That the **Archdiocesan Council** discuss the reconstitution of the Archdiocesan Council at the next meeting at the Archdiocesan Council.
21. **ACTION:** That the **Episcopal Secretary** will seek volunteers to assist in the running of the Archdiocesan Office.
22. **ACTION:** That the **Episcopal Secretary** will compare the costs of different video motion surveillance systems and report back to the Archdiocesan Council at its next meeting.
23. **ACTION:** That a representative of the Archdiocese visit parishes that have not been contributing financially, in the proper spirit of the tithe, to the Archdiocese at their annual general meetings.

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24. **ACTION:** That Bishop IRÉNÉE write a letter 1) requesting parishes add a line item in their proposed budgets for Archdiocesan allocation to be presented at their annual general meetings and 2) reminding clergy to submit the reports of their annual general meetings, the financial reports, and the reports of their parish councils to the Archdiocesan Office, with copies to their Regional Dean.

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### Minutes of The ARCHDIOCESE OF CANADA (OCA) Council Meeting Held at the Archdiocesan Centre, Ottawa, ON, Canada On the 12<sup>th</sup> and 13<sup>th</sup> of October, 2012

#### Session I – Friday, October 12, 2012

##### I. Liturgical Services and Call to Order

The fifth meeting of the Archdiocesan Council, elected at the 2010 Archdiocesan Assembly, was preceded by a Moleben served for the Council by Bishop IRÉNÉE.

The sessions of the Archdiocesan Council meeting took place in the board office of Archdiocesan Office and Episcopal Residence. Session I convened at 09:20 a.m. with the blessing of His Grace, Bishop IRÉNÉE. Igumen ALEXANDER, appointed as Co-Chair, called the meeting to order. The roll was called (see item #2) and the Agenda was adopted as presented. Deacon Peter Choi was appointed to take minutes for this council meeting.

##### II. Roll Call and Regrets

*Present:* His Grace, the Right Reverend IRÉNÉE (Rochon), Bishop of Québec City and Administrator of the Archdiocese of Canada  
Archimandrite ALEXANDER (Pihach), Chancellor of the Archdiocese, Interim Dean of Alberta, and Archdiocesan Clergy Representative to the Metropolitan Council  
Protodeacon Nazari Polataiko, Episcopal Secretary, Secretary of the Archdiocese of Canada and Archdiocesan Lay Representative to the Metropolitan Council  
Reader Mark Petasky, Western Secretary  
Mr. Nikita Lopoukhine, Treasurer  
Archpriest Anatoliy Melnyk, Dean of Québec and Atlantic Canada  
Priest Geoffrey Korz, Dean of Ontario  
Archpriest Rodian Luciuk, Dean of Saskatchewan and Manitoba  
Archpriest Michael Fourik, Dean of British Columbia and the Yukon  
Dr. John Hadjinicolaou, Lay Member, Québec and Atlantic Canada  
Subdeacon Jeremy Scratch, Lay Member, Ontario and Eastern Liason, St. Tikhon's Archdiocesan Stewards  
Mr. David Grier, Lay Member, Saskatchewan and Manitoba  
Deacon Jesse Isaac, Lay Member, Alberta and Western Liason, St. Tikhon's Archdiocesan Stewards  
Deacon Peter Choi, Lay Member, British Columbia and the Yukon and Lay Member-at-Large (Assembly Elected)

*Regrets:* Archpriest John Tkachuk, Clergy Member-at-Large (Assembly Elected)

*Guests:* Reader Matthew Zacharias, *Canadian Messenger* Co-Editor

##### III. Minutes of the Summer 2012 Meeting of the Archdiocesan Council, held at Saint Demetrios Greek Orthodox Church, Winnipeg, Manitoba, June 7-8, 2012 and the Minutes of the Telephone Conference of August 24, 2012

After minor corrections, the Minutes of the June 7-8, 2012 Council Meeting and the Minutes of the August 24, 2012 Telephone Conference were **ADOPTED** as presented by the Archdiocesan Council.

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### IV. Action Items from the Minutes of the Summer 2012 Meeting of the Archdiocesan Council and the Minutes of the Telephone Conference of August 24, 2012

Igumen ALEXANDER reviewed the action items from the Minutes of the Summer 2012 meeting and the Minutes of the Telephone Conference of August 24, 2012, of the Council. (Italicized texts are quotes from the Minutes.)

1. *"That the Archdiocese establishes three annual Archdiocesan appeals to be taken up in all the Parishes of the Archdiocese for 'Charities' (Sunday before the Feast of St. Herman, December 13<sup>th</sup>), 'Seminarians' (the first Sunday of October), and 'Missions / Evangelism' (Palm Sunday)."* This is in progress and remains an **ACTION** to be completed in 2013 – **ADEC**
2. *"That **Bishop IRÉNÉE** writes a letter to all the Rectors of the Archdiocese explaining the purpose and timing of these appeals, and for the Chancellor to Communicate with the Deans."* This is in progress and remains an **ACTION** to be completed – **Bishop IRÉNÉE**
3. *"That the Archdiocese design an envelope designed and printed for the purpose of these three annual appeals, clearly marking out with selection boxes for the three categories stated above, and also for 'General'."* This remains an **ACTION** to be completed – **Western Secretary**
4. *"That the Archdiocese allocates \$500 to both Annunciation Monastic Community and Holy Transfiguration Hermitage as a gesture of support for monastic life in the Archdiocese."* This remains an **ACTION** to be completed – **Treasurer**
5. *"That the Archdiocese researches and fully disperses the "IOCC" and "Middle East" funds appropriately according to the spirit of their intended purpose."* This remains an **ACTION** to be completed – **Episcopal Secretary and Treasurer**
6. *"That the Archdiocese develops a policy, practice, and disclaimer so that donors understand and agree that if designated funds cannot be allocated as requested, then they can be applied to other areas of ministry."* This remains an **ACTION** to be completed – **Treasurer**
7. *"That the **Treasurer** drafts a letter to the parishes explaining how they may give appropriately (within Canadian charitable laws and standards) directly to charitable organizations (without any need to involve the Archdiocese)."* This remains an **ACTION** to be completed – **Treasurer**
8. *"That the Archdiocese sends out a letter to all Parish Council Presidents, with similar content as the one previously sent out to rectors, inviting ideas on enhancing communication across the Archdiocese."* This remains an **ACTION** to be completed – **ADEC**
9. *"That the Archdiocese establishes terms of reference for an Archdiocesan Archivist, and that an Ottawa-based individual be requested to take on the role of Archdiocesan Archivist and be appointed."* Terms of reference have been established but no one has been identified yet. This remains an **ACTION** to be completed – **ADEC**
10. *"That the expenses for shipping the Archdiocese's archival materials and collections from Saskatoon to Ottawa, where they will be consolidated, be covered by the Archdiocese."* The **Episcopal Secretary** will ask Ms. Katya ... to transfer of all archival materials and collections to the Archdiocesan House and to submit all expenses to the **Archdiocesan Treasurer**. This remains an **ACTION** to be completed.
11. *"That the **Treasurer** establishes a line item for the Archdiocesan Archives, with an initial annual allocation of \$1000."* This remains an **ACTION** to be completed – **Treasurer**
12. *"That **Bishop IRÉNÉE** appoints members, including those who have been involved in Archdiocesan Bylaws work in the past, to a permanent Bylaws committee, who would review, consolidate, and update all official Amendments made by Archdiocesan Assemblies to the Archdiocesan Bylaws since the publication of the last official edition."* **COMPLETED**
13. *"That the following recommendation regarding our Metropolitan Council representation be referred to the newly formed Bylaws Committee: "That the clergy and lay members-at-large selected by the Archdiocesan Assembly would be our Metropolitan Council representatives, serving from Assembly to Assembly."* **COMPLETED**
14. *"That the Archdiocese prepare and distribute a standardized template for creating a "Policy on Guidelines for Preventing Sexual Misconduct" for parish use."* The Orthodox Church in America is updating the *Policies, Standards and Procedures of the OCA on Sexual Misconduct*. Once the

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updated document is adapted to Canadian law, the **Episcopal Secretary** will draft an information brochure to help parishes implement the *Policies*. This remains an **ACTION** to be completed – **Episcopal Secretary**

15. “That the **Bishop IRÉNÉE** invites the Hierarchs of all the local Orthodox Dioceses (or their representatives) to attend the Archdiocesan Assembly.” This is in progress and remains an **ACTION** to be completed – **Bishop IRÉNÉE**
16. “That St. John of Sochava’s Liturgical Supply prepares a proposal, for the consideration of the Archdiocesan Council, regarding the development of a Archdiocesan Pilgrimage Centre.” **COMPLETED**
17. “That the Dean of Saskatchewan and Manitoba and the Dean of Quebec and Atlantic Canada organize a meeting in each of the two Deaneries with the Bishop, Chancellor, and Secretary in attendance. The goal of these meetings will be to help articulate and share our vision of functional deanery structures throughout the Archdiocese.” This is in progress and remains an **ACTION** to be completed – **Deans of Saskatchewan and Manitoba and Quebec and Atlantic Canada**
18. “That **Deacon Jesse Isaac** contact the current webmaster, Mr. Alexander Ovodov, to prepare a plan regarding the redesign of the website.” **COMPLETED**
19. “That parishes and/or **Deans** be contacted to identify parish media contacts.” This is in progress and remains an **ACTION** to be completed – **Deans**
20. “That the Archdiocese commission a graphic or layout designer to provide the design for the Orthodox Messenger.” The editorial team has decided to use in-house expertise. **COMPLETED**
21. “That a fee schedule be prepared and shared with Orthodox advertisers and supporters of the principles of the Orthodox Church who might be interested in placing advertisements in the Orthodox Messenger.” **COMPLETED**
22. “That the STAS Steward be included in the Orthodox Messenger as a regular insert.” **COMPLETED**
23. “That the **Archdiocesan [sic] Secretary** be charged with securing a content/proof editor for the Orthodox Messenger.” This is in progress and remains an **ACTION** to be completed – **Episcopal Secretary**
24. “That **ADEC** waits for the estimate on the cost of repairing the septic system before making any decision on the fate of the small house.” **COMPLETED**
25. “That **ADEC** requests, to Archbishop SERAPHIM, that he does not spend any of his own money on the Fairhaven property.” **COMPLETED**
26. “That **Dr. John Hadjinicolaou** talks to the inhabitants at Fairhaven, excluding Archbishop SERAPHIM, to determine their ability to pay rent.” This is in progress and remains an **ACTION** to be completed – **Dr. John Hadjinicolaou**
27. “That the Archdiocese send [sic] out the annual financial statements and the budget to each parish.” The **Archdiocesan Treasurer** will prepare the financial statements and the budget and the **Deans** will distribute them to the parishes. **COMPLETED (Annually)**
28. “That the **Dean and Lay Member** of each Deanery develop and enact strategies to raise \$50,000 in total (\$10,000 per Deanery) to address the bridge financing.” These strategies are to repay the bridging loan. This is in progress and remains an **ACTION** to be completed – **Regional Deans and Lay Member**
29. “That the Archdiocese will increase the annual salary of Protodeacon Nazari Polataiko by \$4800 effective July 1<sup>st</sup>, 2012, for his administrative duties related to the clergy health care insurance plan.” **COMPLETED**
30. “That **Bishop IRÉNÉE** and the **Chancellor** review the scope of Protodeacon Nazari’s duties with the goal of easing the burden of his workload and travel.” **COMPLETED**
31. “That **Dr. John Hadjinicolaou** be appointed to oversee fundraising activities of the Archdiocese of Canada.” **COMPLETED**



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32. "That **Priest Geoffrey Korz** will provide a template for a fundraising letter to the St. Arseny Orthodox Theological Institute." This is in progress and remains an **ACTION** to be completed – **Fr. Geoffrey Korz**
33. "That the Institute will provide a list of concrete needs to the Archdiocese." This is in progress and remains an **ACTION** to be completed – **St. Arseny Orthodox Theological Institute Director**
34. "That the Institute will provide a list of current and past students, by programs and their progress (i.e., list of courses completed, list of course(s) in progress, and list of courses to be completed), so that parishes can know how the Institute has benefited them." This is in progress and remains an **ACTION** to be completed – **St. Arseny Orthodox Theological Institute Director**
35. "That **Deacon Jesse Isaac** and **Mr. David Grier** will organize the technical aspects of any telephone conference calls." **COMPLETED**
36. "That Mrs. Mary Ann Lopoukhine be asked to chair and form the local organizing committee for the 2013 Archdiocesan Assembly." **COMPLETED**
37. "That the **local organizing committee** draft a proposal for the Assembly to be ready for discussion and ratification at the Fall Archdiocesan Council meeting." **COMPLETED**

### V. Additions to and Approval of Agenda

Added under Programming and Communications Unit Meeting (Session II)

1. Request from Holy Lady of Vladimir Mission Station, St. John's, NF
2. Request from St. Nikolai Bishop of Zhitsa Mission, Whitehorse, YT
3. Request from Priest Matthew Francis regarding youth camp

Added under Administrative and Financial Unit Meeting (Session II)

1. Renewal of Sifton property

Added under New Business

1. Mission of the Theotokos of the Lifegiving Spring, Winnipeg, MB

The amended agenda was approved.

### VI. Report of the Administrator of the Archdiocese of Canada

His Grace, Bishop IRÉNÉE reported on his work as the Administrator of the Archdiocese of Canada. His Grace visited Alberta in July for two ordinations and Saskatchewan in September. He visited Toronto on a number of occasions. His Grace announced that Archimandrite ALEXANDER has been granted a leave of absence (see the Report of the Chancellor) and has been released from his duties as Chancellor, Interim Dean of Alberta, and Archdiocesan Clergy Representative to the Metropolitan Council. No one will be appointed as Chancellor until the next Archdiocesan Assembly in 2013. Deans will address any outstanding issues within their deaneries and will contact His Grace when needed. The Deans requested that His Grace send a letter to the clergy to remind them of the role and responsibilities of the Deans. His Grace reported briefly on the recent meeting of the Holy Synod and answered questions regarding retired Metropolitan JONAH and the upcoming 17<sup>th</sup> All-American Council meeting.

**ACTION:** That His Grace, Bishop IRÉNÉE, will write a letter to the clergy to remind them of the role and responsibilities of the Deans to facilitate proper administration of the Deaneries.

### VII. Report of the Chancellor (see Submitted Report)

Archimandrite ALEXANDER reported on his activities as Chancellor of the Archdiocese of Canada. Discussion took place regarding the ongoing issues highlighted in his report.

**ACTION:** That His Grace, Bishop IRÉNÉE, and the Archdiocesan legal counsel, Matthew Estabrooks or Stuart Iverson, will write a letter to His Eminence, Archbishop JOSEPH, regarding the prior agreement between the Archdiocese of Canada, Orthodox Church in America and the Diocese of Los Angeles and the West, Antiochian Orthodox Christian Archdiocese of North America.

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### **VIII. Report of the Episcopal Secretary (see Submitted Report)**

Protodeacon Nazari Polataiko reported on his activities. Discussion took place regarding outstanding criminal record checks of clergy.

**ACTION:** That the Episcopal Secretary will forward names of all clergy without criminal record checks to their respective Deans, who will contact those individuals.

### **IX. Report of the Western Secretary**

Reader Mark Petasky reported on his activities. Bishop IRÉNÉE has appointed the Western Secretary to the Bylaws Committee. He will be coordinating administrative tasks with Protodeacon Nazari in the absence of the Chancellor.

### **X. Report of the Treasurer (see Submitted Report)**

Mr. Nikita Lopoukhine reported on his activities.

### **XI. Report of the Audit Committee**

Archpriest Rodion Luciuk reported on the activities of the Audit Committee in the absence of Mr. German Ovodov. The audit has been completed for the 2010 fiscal year and will start for the 2011 fiscal year. The Committee has not had an opportunity to meet this year.

### **XII. Report of the Regional Deans and Lay Members**

1. Québec and Atlantic Canada Deanery (**see Submitted Report**)  
Archpriest Anatoliy Melnyk reported on the activities of the Quebec and Atlantic Canada Deanery. Dr. John Hadjinicolaou provided further details on the activities of the Sign of the Theotokos Church in anticipation of Archpriest John Tkachuk's retirement after 35 years of service.
2. Ontario Deanery (**see Submitted Report**)  
Priest Geoffrey Korz reported on the activities of the Ontario Deanery.

Session I of the Archdiocesan Council meeting adjourned at 01:00 p.m. for lunch.

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## **Session II – Friday, October 12, 2012**

Session II of the Archdiocesan Council convened at 02:00 p.m.

### **XII. Report of the Regional Deans and Lay Members (continued)**

3. Saskatchewan and Manitoba Deanery (**see Submitted Report**)  
Archpriest Rodion Luciuk reported on the activities of the Saskatchewan and Manitoba Deanery.
4. Alberta Deanery (**see Submitted Reports**)  
Archimandrite ALEXANDER and Deacon Jesse Isaac reported on the activities of the Alberta Deanery.
5. British Columbia and Yukon Deanery (**see Submitted Report**)  
Archpriest Michael Fourik reported on the activities of the British Columbia and Yukon Deanery.

### **XIII. Report of the Saint Tikhon's Archdiocesan Stewards (see Submitted Reports)**

Subdeacon Jeremy Scratch reported on the activities of the Saint Tikhon's Archdiocesan Stewards.

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**XIV. Theological Education Committee**

1. St. Arseny Orthodox Theological Institute (*see Submitted Report*)  
Protodeacon Nazari Polataiko reported on the St. Arseny Orthodox Theological Institute in the absence of Priest Anthony Estabrooks.
2. Archdiocesan Vocational Assessment Committee (*see Episcopal Secretary Report*)  
Protodeacon Nazari Polataiko reported on the activities of the Archdiocesan Vocational Assessment Committee. Archimandrite ALEXANDER noted that the vocational assessment process is running smoothly. Approximately 20% of candidates are deferred for ordination until further requirements (e.g., education) are met. Only two candidates have been rejected due to psychological issues.
3. Archimandrite ALEXANDER reported that there are two students completing Ph.D. degrees in Orthodox theology at the University of Toronto (based on information from Dr. Richard Schneider).

**XV. Canadian Council of Churches (see Submitted Report)**

Archpriest Cyprian Hutcheon was unable to attend but submitted a report.

**XVI. Metropolitan Council**

Archimandrite ALEXANDER reported on the September 2012 meeting of the Metropolitan Council. Most of the time was spent on the preparations for the 17<sup>th</sup> All-American Council in November 2012 and on changes to the Bylaws. He reported briefly on the finances of Central Administration.

**XVII. Bylaws Committee**

Mr. David Grier reported on the progress of the Bylaws Committee.

**XVIII. 2013 Archdiocesan Assembly**

Mrs. Mary Ann Lopoukhine presented the options of the location, the theme, and the agenda for the 2013 Archdiocesan Assembly. The tentative dates for the Assembly will be Tuesday, August 20<sup>th</sup>, 2013 to Sunday, August 25<sup>th</sup>, 2013. The two possible locations are St. Paul's University, Ottawa, ON, and Château Cartier, Gatineau, QC. The Council decided to host the Assembly at Château Cartier. The Council debated on the duration of the Assembly. In the end, the Council approved the proposed dates of the Assembly. Dr. John Hadjinicalaou suggested that Fr. Thomas Hopko be invited as the speaker and be asked to give four 20-min talks on the theme "Faithful Stewardship: Our Word, Commitments, and Actions". The Council approved the theme and the recommendation to invite Fr. Thomas Hopko as the speaker.

**ACTION:** That the **Archdiocesan Assembly Organizing Committee** calculate the operating budget and keep the delegate registration fee at \$200 or less.

**ACTION:** That the **Archdiocesan Assembly Organizing Committee** invite Fr. Thomas Hopko to speak on the proposed theme at the plenary sessions of the 2013 Archdiocesan Assembly.

Session II of the Archdiocesan Council meeting adjourned at 05:30 p.m. for supper.

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### Session III – Friday, October 12, 2012

Session III of the Archdiocesan Council meeting convened at 07:30 p.m. Members of the Archdiocesan Council divided into the Administration and Finance Unit and the Programming and Communications Unit to address separate issues related to their respective units. Discussion in the Administration and Finance Unit was led by Protodeacon Nazari with Archpriest Rodion Luciuk, Mr. Nikita Lopoukhine, Dr. John Hadjinalaou, Mr. David Grier, and Deacon Peter Choi in attendance. Discussion in the Programming and Communications Unit was led by Archimandrite ALEXANDER with Bishop IRÉNÉE, Archpriest Michael Fourik and Deacon Jesse Isaac in attendance. Session III adjourned at 08:30 p.m.

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### Session IV – Saturday, October 13, 2012

Session IV opened at approximately 09:00 a.m. with the singing of “O Heavenly King.” The Council took a one-hour break (12:30-1:30 p.m.) and reconvened.

#### XIX. Report of the Programming and Communications Unit

Deacon Jesse Isaac reported on the recommendations of the Programming and Communication Unit.

1. Request from Holy Lady of Vladimir Mission Station, St. John's, NF  
The mission board from Holy Lady of Vladimir Mission Station, St. John's, NF, has requested monetary support for Deacon John Palmer, when he moves to St. John's. The Unit recommended that a letter be written to the mission board expressing support but asking the mission board to resend a letter during the next fiscal year with details on the items / expenses for which support is requested.

**ACTION:** That the **Episcopal Secretary** write a letter to the mission board of Holy Lady of Vladimir Mission Station, St. John's, NF, to express support and to ask the mission board make their funding request next year, when appointment of clergy to the mission station is confirmed, with details on the items and expenses for which support is requested. **APPROVED**

2. Request from St. Nikolai Bishop of Zhitsa Mission, Whitehorse, YT  
The mission board from St. Nikolai Bishop of Zhitsa Mission, Whitehorse, YT, has informed the Archdiocesan Council that they will be seeking a permanent location for their Mission. They have not requested any financial support. The Unit recommended that a letter of support and encouragement be written to the mission board.

**ACTION:** That the **Episcopal Secretary** write a letter to the mission board of St. Nikolai Bishop of Zhitsa Mission, Whitehorse, YT, to support its plan and to encourage it to work closely with the its Regional Dean. **APPROVED**

3. Annual Pan-Orthodox Young Adult Retreat  
Priest Matthew Francis requested that funding be considered in the Archdiocesan budget to defray participants' costs. The Unit recommended that the Archdiocese provide financial support for this event. The Archdiocesan Treasurer advised that this expense would come from the education portion of the budget. The Archdiocesan Council recommended that the funding goes toward subsidize those who are unable to pay the full cost of the retreat.

**ACTION:** That the Archdiocese provide \$500, as a one-time amount, to the Annual Pan-Orthodox Young Adult Retreat to subsidize those who are unable to pay the full cost of the retreat. **APPROVED**

## APPROVED BY THE ARCHDIOCESAN COUNCIL

### XX. Report of the Administration and Finance Unit

Deacon Peter Choi reported on the recommendations of the Administration and Finance Unit.

#### 1. Fairhaven Property

Protodeacon Nazari outlined four expenses that must be addressed: 1) repair of the septic system, 2) property insurance, 3) property taxes, and 4) upkeep of the property. The Unit debated on the merits and demerits of two options: 1) sell the smaller property "as is" or 2) repair the septic system and await the court decision regarding Archbishop SERAPHIM in 8 months before making any decision on the fate of the smaller property. Protodeacon Nazari suggested that he consult a realtor on the market value of the men's residence. Mr. Nikita Lopoukhine will provide a breakdown on the rental income from the men's residence and the expenses associated with the smaller property. The Unit debated whether fundraising would be a realistic method of obtaining money to repair the septic system. Archbishop SERAPHIM will be advised of the process.

**ACTION:** That the **Episcopal Treasurer** advise Archbishop SERAPHIM of the considerations and process regarding the Fairhaven property as soon as possible. **APPROVED**

**ACTION:** That the **Episcopal Secretary** obtain an estimate of the retail property value of the entire property, broken down into the retail property values of the three properties comprising the Fairhaven property, and organize a telephone conference of the Archdiocesan Council to decide the fate of the property (deadline November 15, 2012). **APPROVED**

**ACTION:** That the **Archdiocesan Treasurer** provide a breakdown on the rental income from the smaller property and the expenses associated with the repairs and upkeep of the smaller property (deadline November 15, 2012). **APPROVED**

**ACTION:** That **Subdeacon Jeremy Scratch** provide an estimate on the cost to make necessary minor modifications to the old office to create living space for existing occupants (deadline November 15, 2012). **APPROVED**

#### 2. Fundraising for the 31 LeBreton Street North Property (Episcopal Residence)

Bishop IRÉNÉE has sent a letter to the clergy to ask their parishes to raise funds to help pay the bridge loan. Some parishes have responded already with donations. The Unit asked all regional Deans and lay members to increase fund raising efforts (already an action item). The Unit recommended a fund raising event at the 2013 Archdiocesan Assembly.

**ACTION:** That a fund raising event for the 31 LeBreton Street North property occur during the 2013 Archdiocesan Assembly. **APPROVED**

#### 3. Sifton Property

The lease of the Sifton property to the current tenant, Mr. Alfred Babe, expired in 2007. The tenant has written the Archdiocese requesting a renewal of the lease. The Unit recommended that the property be assessed for its retail and lease values before determining whether to renew the lease or not. The Unit noted that the Archdiocese would need to probate the will of Blessed Archbishop ARSENY (Chahovtsoff) if the Archdiocese decides to sell the property. The Council is not considering the sale of the property at this time.

**ACTION:** That Archpriest Rodion Luciuk obtain an estimate of the retail property value and the lease value of the Sifton property. **APPROVED**

## APPROVED BY THE ARCHDIOCESAN COUNCIL

### XXI. Archdiocesan Property Maintenance

Protodeacon Nazari requested that funds be allocated in the 2013 budget for the maintenance of the Archdiocesan Office and Episcopal Residence after he provides a list of maintenance items.

**ACTION:** That the Episcopal Secretary draft a list of maintenance items related to the Archdiocesan Office and Episcopal Residence.

**ACTION:** That funds be allocated in the 2013 budget for the maintenance of the Archdiocesan Office and Episcopal Residence.

### XXI. New Business

#### 1. Mission of the Theotokos of the Lifegiving Spring, Winnipeg, MB

The Mission of the Theotokos of the Lifegiving Spring requested advice from the Archdiocesan Council on methods to obtain a mortgage for the purchase of a building. A frank discussion occurred regarding the criteria for a mission to be able to carry a mortgage. The Council realized that the Archdiocese currently lacks any information brochure or guidelines to assist missions in the purchase of property.

**ACTION:** That the **Episcopal Secretary** draft a letter to the mission board of the Theotokos of the Lifegiving Spring: 1) to advise it that the Archdiocese is not in a position to provide financial assistance; 2) to ask it to provide details on their mission so that the Archdiocesan Council can provide advice; and 3) to advise it to investigate mortgage options that may be available locally.

**ACTION:** That the Archdiocesan Council draft an information brochure on the requirements and information that mission boards should provide the Archdiocesan Council when they request financial support or advice regarding the purchase of property – **Archpriest Rodion Luciuk** and **Deacon Jesse Isaac**.

#### 2. Succession planning

The Archdiocesan Council discussed the need to find a successor for Mr. Nikita Lopoukhine, who will retire from the position of Treasurer at the 2013 Archdiocesan Assembly. The tasks related to the position were discussed. The bookkeeping duties are no longer part of the job description of the Treasurer. The Council debated whether the future Treasurer needs to be situated locally or can carry out his or her duties remotely. No decisions were made.

**ACTION:** That the **Archdiocesan Council** must make a recommendation to His Grace, Bishop IRÉNÉE, of a candidate for appointment as Archdiocesan Treasurer at the 2013 Archdiocesan Assembly.

**ACTION:** That the **Archdiocesan Council** discuss the reconstitution of the Archdiocesan Council at the next meeting at the Archdiocesan Council.

#### 3. Archdiocesan Office Assistance

The Archdiocesan Council suggested that an individual could be hired to assist in the running of the Archdiocesan Office and to provide a presence in the Office when the Bishop and the Episcopal Secretary are absent. Any assistant would need to be hired on a probationary period. Several issues were raised: 1) the lack of funds in the Archdiocese to support an assistant and 2) the need for a surveillance system for legal reasons. The Council decided that the Episcopal Secretary seek volunteers instead of an employee.

**ACTION:** That the **Episcopal Secretary** will seek volunteers to assist in the running of the Archdiocesan Office.

**ACTION:** That the **Episcopal Secretary** will compare the costs of different video motion surveillance systems and report back to the Archdiocesan Council at its next meeting.

**APPROVED BY THE ARCHDIOCESAN COUNCIL**

4. Parish Tithing

The Archdiocesan Council discussed the issue of tithing of parish receipts to the Archdiocese. There continues to be parishes that are not tithing.

**ACTION:** That a representative of the Archdiocese visit parishes that have not been contributing financially, in the proper spirit of the tithe, to the Archdiocese at their annual general meetings.

**ACTION:** That Bishop IRÉNÉE write a letter 1) requesting parishes add a line item in their proposed budgets for Archdiocesan allocation to be presented at their annual general meetings and 2) reminding clergy to submit the reports of their annual general meetings, the financial reports, and the reports of their parish councils to the Archdiocesan Office, with copies to their Regional Dean.

**XXII. Report of the *Canadian Messenger***

Reader Mark Zacharias reported on the progress of the *Canadian Messenger*. The challenges of restarting the regular publication of the *Messenger* have been addressed. The editorial staff hopes to publish the *Messenger* quarterly with 12 to 16 pages per issue. The Archdiocesan Council provided feedback on the layout, content matter, and potential sources of funding for the *Messenger*.

**XXIII. Date and Location of Next Meeting**

The next meeting will be held from March 15<sup>th</sup> to 16<sup>th</sup>, 2013, inclusive at the Archdiocesan Office and Episcopal Residence in Ottawa, Ontario, Canada.

The Meeting adjourned with "It is truly meet" and prayer at 2:30 p.m.

\* \* \* \* \*

Respectfully submitted,  
Deacon Peter Choi

Approved on 15 March 2013,



+ His Grace, Right Reverend IRÉNÉE (Rochon)  
Bishop of Québec & Administrator of the Archdiocese of Canada



+ Archpriest Anatoliy Melnyk\*  
Chancellor, Archdiocese of Canada



Protodeacon Nazari Polataiko  
Episcopal Secretary, Archdiocese of Canada

\* Appointed on 1 March 2013.