

APPROVED BY THE ARCHDIOCESAN COUNCIL



Minutes of The ARCHDIOCESE OF CANADA (OCA) Council Meeting Held at the Archdiocesan Centre, Ottawa, ON, Canada On the 15th and 16th of March, 2013

Session I – Friday, March 15, 2013

I. Liturgical Services and Call to Order

The sixth 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 Centre. Session I convened at 9:20 a.m. with the blessing of His Grace, Bishop IRÉNÉE. Protodeacon Nazari Polataiko was appointed to chair the meeting and he called the meeting to order. The roll was called (see Item II) and the Agenda was adopted as presented with additions (see Item VI). Ms. Vera Theokritoff 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
Archpriest Anatoliy Melnyk, Chancellor of the Archdiocese of Canada and Dean of Québec and Maritime Provinces
Protodeacon Nazari Polataiko, Episcopal Secretary and Archdiocesan Lay Representative to the Metropolitan Council
Mr. Nikita Lopoukhine, Treasurer
Priest Geoffrey Korz, Dean of Ontario
Archpriest Rodian Luciuk, Dean of Saskatchewan, Manitoba and Nunavut
Archpriest Phillip Eriksson, Dean of Alberta and the Northwest Territories
Archpriest Michael Fourik, Dean of British Columbia and the Yukon
Dr. John Hadjinicolaou, Lay Member, Québec and Maritime Provinces
Subdeacon Jeremy Scratch, Lay Member, Ontario and Eastern Liason, St. Tikhon's Archdiocesan Stewards
Mr. David Grier, Lay Member, Saskatchewan, Manitoba and Nunavut
Deacon Jesse Isaac, Lay Member, Alberta and Northwest Territories and Western Liason, St. Tikhon's Archdiocesan Stewards

Regrets: Archpriest John Tkachuk, Clergy Member-at-Large (Assembly Elected)
Reader Mark Petasky, Western Secretary
Deacon Peter Choi, Lay Member, British Columbia and the Yukon and Lay Member-at-Large (Assembly Elected)

Guests: Mr. Matthew Estabrooks, Legal Counsel
Mr. Mark Josefson, *Canadian Orthodox Messenger* Co-Editor
Mrs. Mary Ann Lopoukhine, 2013 Archdiocesan Assembly Organizing Committee Chair
Mr. German Ovodov, Audit Committee Chair (*via* Skype)
Ms. Vera Theokritoff
Subdeacon Matthew Zacharias, *Canadian Orthodox Messenger* Co-Editor

APPROVED BY THE ARCHDIOCESAN COUNCIL

III. Renaming of the Archdiocesan Office and Episcopal Residence

The name of the Archdiocesan Office and Episcopal Residence was abbreviated to the "Archdiocesan Centre". (Moved by Mr. David Grier; seconded by Mr. Nikita Lopoukhine; **carried**)

IV. Minutes of the Fall 2012 Meeting and Telephone Conference of November 19, 2012

The Minutes of the October 12-13, 2012 Council Meeting and the Minutes of the November 19, 2012 Telephone Conference were **ADOPTED** as presented by the Archdiocesan Council.

V. Business Arising

Protodeacon Nazari reviewed the business arising 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 establish 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 13th), "Seminarians" (the first Sunday of October), and "Missions / Evangelism" (Palm Sunday)."* **COMPLETED**
2. *"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."* **COMPLETED**
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 allocate \$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 research and fully disperse 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 develop 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."* **COMPLETED**
7. *"That the **Treasurer** draft 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. In order to complete this action, the Treasurer will need to review the Canada Revenue Agency guidelines.

ACTION: That the **Treasurer** check the Canada Revenue Agency guidelines on sending money abroad to charities not registered in Canada. **APPROVED**

8. *"That the Archdiocese send 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."* **COMPLETED**
9. *"That the Archdiocese establish 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."* This remains an **ACTION** to be completed – **Episcopal Secretary and Treasurer**
11. *"That the **Treasurer** establish a line item for the Archdiocesan Archives, with an initial annual allocation of \$1000."* This **ACTION** is in abeyance – **Treasurer**
12. *"That the Archdiocese prepare and distribute a standardized template for creating a "Policy on Guidelines for Preventing Sexual Misconduct" for parish use."* This is in progress and remains an **ACTION** to be completed – **Legal Counsel and Episcopal Secretary**

APPROVED BY THE ARCHDIOCESAN COUNCIL

13. "That the **Bishop IRÉNÉE** invite the Hierarchs of all the local Orthodox Dioceses (or their representatives) to attend the Archdiocesan Assembly." **COMPLETED**
14. "That St. John of Sochava's Liturgical Supply prepare a proposal, for the consideration of the Archdiocesan Council, regarding the development of a Archdiocesan Pilgrimage Centre." This remains an **ACTION** to be completed – **Subdeacon Jeremy Scratch**
15. "That the Dean of Saskatchewan[,] and [sic] Manitoba [and Nunavut] and the Dean of Québec and Maritime Provinces 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." A meeting has been held in the Deanery of Québec and Maritime Provinces. This is in progress and remains an **ACTION** to be completed in the Deanery of Saskatchewan, Manitoba and Nunavut – **Dean of Saskatchewan, Manitoba and Nunavut**
16. "That parishes and/or **Deans** be contacted to identify parish media contacts." This is in progress and remains an **ACTION** to be completed.
17. "That the **Archdiocesan Secretary** be charged with securing a content/proof editor for the Orthodox Messenger." **COMPLETED**
18. "That **Dr. John Hadjinicolaou** talk 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.
19. "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.
20. "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.
21. "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**
22. "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." **COMPLETED**
23. "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." **COMPLETED**
24. "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." **COMPLETED**
25. "That the **Episcopal Secretary** will forward names of all clergy without criminal record checks to their respective Deans, who will contact those individuals." **COMPLETED**
26. "That the Archdiocesan Assembly Organizing Committee calculate the operating budget and keep the delegate registration fee at \$200 or less." This is in progress and remains an **ACTION** to be completed before the 2013 Archdiocesan Assembly – **Mrs. Mary Ann Lopoukhine**
27. "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." **COMPLETED**
28. "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." **COMPLETED**
29. "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." **COMPLETED**

APPROVED BY THE ARCHDIOCESAN COUNCIL

30. "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." **COMPLETED** with a requirement that the Retreat accounts for this amount.
31. "That the **Episcopal Treasurer** advise Archbishop SERAPHIM of the considerations and process regarding the Fairhaven property as soon as possible." **COMPLETED**
32. "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)." **COMPLETED**
33. "That the **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)." This is in progress and remains an **ACTION** to be completed.
34. "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)." **COMPLETED**
35. "That a fund raising event for the 31 LeBreton Street North property occur during the 2013 Archdiocesan Assembly." This is in progress and remains an **ACTION** to be completed – **Mrs. Mary Ann Lopoukhine**
36. "That **Archpriest Rodion Luciuk** obtain an estimate of the retail property value and the lease value of the Sifton property." **COMPLETED**
37. "That the **Episcopal Secretary** draft a list of maintenance items related to the Archdiocesan Office and Episcopal Residence." **COMPLETED**
38. "That funds be allocated in the 2013 budget for the maintenance of the Archdiocesan Office and Episcopal Residence." **COMPLETED**
39. "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." **COMPLETED**
40. "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." This is in progress and remains an **ACTION** to be completed – **Archpriest Rodion Luciuk** and **Deacon Jesse Isaac**
41. "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." **COMPLETED**
42. "That the **Archdiocesan Council** discuss the reconstitution of the Archdiocesan Council at the next meeting at the Archdiocesan Council." This will be completed at this meeting.
43. "That the **Episcopal Secretary** will seek volunteers to assist in the running of the Archdiocesan Office." This is in progress and remains an **ACTION** to be completed.
44. "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." This is in progress and remains an **ACTION** to be completed.
45. "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." This is in progress and remains an **ACTION** to be completed.
46. "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." **COMPLETED**

APPROVED BY THE ARCHDIOCESAN COUNCIL

VI. Additions to and Approval of Agenda

1. The report of Mr. Matthew Estabrooks, Legal Counsel, was added under Regional Reports.
2. The report and information session of the *Canadian Orthodox Messenger* was brought forward to Session III.

The amended agenda was approved.

VII. 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.

1. His Grace has crossed the entire country since the last Archdiocesan Council meeting held in June.
2. The search continues for a priest for St. Herman of Alaska Sobor in Edmonton, AB.
3. Rumours on the internet should be ignored; questions should be directed to the Archdiocesan Centre.
4. Fr. N.'s issue has been addressed by the Synod of Bishops but the Archdiocese is still awaiting an official confirmation letter from the Synod.
5. Earlier this month, His Grace appointed Archpriest Anatoliy Melnyk to replace Archimandrite ALEXANDER (Pihach) as the Chancellor.
6. The numerous ordinations to the priesthood in the recent past were much needed to fill the numerous vacancies across Canada. For instance, the number of priests in Alberta has declined from 11 to six.
7. His Grace cautioned that unassigned priest do not have the right or blessing to perform any of the sacraments without the express permission of their Dean or Rector. This should be put down in writing and widely circulated.

ACTION: That **Bishop IRÉNÉE** and the **Episcopal Secretary** create and distribute guidelines outlining the rights and duties of unassigned clergy.

VIII. Report of the Chancellor

Archpriest Anatoliy Melnyk expressed surprise to have been appointed chancellor earlier this month and feels that at this stage of his assignment there was nothing to report. He anticipates a steep learning curve before he is at ease in his new position.

IX. Report of the Episcopal Secretary (see *Submitted Report*)

Protodeacon Nazari Polataiko gave a detailed account of his activities during the last five months.

1. Most of the action items have been completed.
2. Office hours have been dedicated to correspondence and developing a policy on guidelines for preventing sexual misconduct.
3. The investigation into clergy misconduct has been completed and the findings were given to his Grace for future action.
4. Work on the Archdiocesan Centre includes the purchase of a washer and dryer, installation of a kitchenette on the upper floor of the residence, landscaping, and minor repairs to the garage wall. The heating and hot water systems need to be replaced, preferably with gas appliances.
5. The archives are in progress; the major part remains to be done.
6. Meetings are now being held in the Archdiocesan Centre.
7. Last year's grant application for funding of a summer student was unsuccessful. Protodeacon Nazari would like to delegate this task to someone with experience in soliciting grants. The deadline is usually at the end of February.
8. The filing system is partially complete.
9. Insurance – parishes need to be instructed why the Archdiocesan office requests documentation (e.g., property deeds, insurance policies, etc.)

APPROVED BY THE ARCHDIOCESAN COUNCIL

10. Parish are beginning to send reports, which greatly helps the Bishop in reporting on diocesan development to the Holy Synod.
11. Education on sexual misconduct is especially needed at the clergy and parish levels in order to have our "house" in order.
12. Mail is dealt with in a timely fashion.
13. Travels with His Grace are carefully planned to keep expenses to a minimum.
14. Communication by internet is not necessarily the answer to everything since not everyone is on internet. Local priests are asked to keep their congregations informed and updated.
15. The Secretary will be sending approved financial statements as soon as possible to back up request for funding.
16. Many parishes need to be educated that they are not autocephalous entities but an integral part of the Archdiocese, which is part of the Local Church, and, in turn, part of the Orthodox Church, and why they need to support the Archdiocese. In some ways this is already happening but it is far from perfect and needs much improvement.
17. Finance, guidelines to prevent sexual misconduct, clergy compensation are the usual topics of discussion at most parishes.
18. The Fairhaven property is assessed from time to time. A realtor has been contracted to put the house on the market. There have been a few showings and the price was lowered to \$69,000. By and large not much progress has been made.
19. The Archdiocese is still on the old website. Some items were lost but a new website is in development. Sister Anne is working on the French version of the website. News items from deaneries are requested so they can be shared on the website.
20. Protodeacon Nazari served 50 services since the last report.
21. The education of clergy should include education on counseling and prevention of suicide.
22. Two new members of the clergy have joined the group insurance plan. Fr. Phillip Eriksson and Protodeacon Nazari Polataiko are the joint group administrators of the plan.
23. We look forward to a donation of roof shingles and other materials for the renovation of the Archdiocesan Centre.
24. The role of Archdiocesan Council members includes encouraging parishes to increase their contributions to help with the Centre and Archdiocesan expenses.
25. With regards to fund raising activities, Metropolitan TIKHON said "that every aspect of church administration is described in the Holy Scriptures and we should not be afraid or ashamed of asking people for help as it is for the mission of God's Church"
26. Mr. Matthew Estabrooks proposes to create an official Archdiocesan legal counsel based on the example of the OCA Metropolitan Council.
27. We have done our due diligence regarding misconduct; the Central administration now has to do its part.
28. A contract with Château Cartier has been signed for the Assembly. The Assembly Committee hopes to run things without a deficit and solicits the help of the Archdiocesan Council to accomplish this.
29. Dr. Barbara North and Mr. Matthew Culhane have prepared a report on clergy compensation for presentation at the Assembly

X. Report of the Western Secretary

There was no report. The Western office has been closed and all documents sent to Ottawa. The liaison with Western Canada can be achieved through the Regional Deans. Whether the position of Western Secretary should be retained will be brought forward by the Bylaws Committee at the Archdiocesan Assembly.

APPROVED BY THE ARCHDIOCESAN COUNCIL

XI. Report of the Treasurer (see Submitted Report)

Mr. Nikita Lopoukhine presented the proposed budget for 2013/14. His presentation was interrupted to allow Mr. Matthew Estabrooks, Legal Counsel, to report during an in-camera session.

Session I of the Archdiocesan Council meeting adjourned sometime after 1:00 p.m. for lunch.

* * * * *

Session II – Friday, March 15, 2013

Session II of the Archdiocesan Council convened at 2:00 p.m. with a continuation of the Treasurer's report.

XI. Report of the Treasurer (continued)

The discussion of the budget continued after lunch. Several amendments to the budget were made and it was moved to accept the budget with a deficit of \$9,000. (Moved Dr. John Hadjinicolaou; seconded Fr. Geoffrey Korz; **carried**)

XII. Report of the Audit Committee (see Submitted Report)

Mr. Ovodov presented the audit report for the 2011 fiscal year *via* Skype, adding that the 2012 audit will begin shortly. The Committee has been unable to meet this year so far but a date has been set to meet during Bright Week.

XIII. Report of the Regional Deans and Lay Members

1. Québec and Maritime Provinces Deanery (see Submitted Report)

Archpriest Anatoliy Melnyk reported on the activities of the Québec and Maritime Provinces Deanery. Archpriest John Tkachuk has announced that he will retire on the last day of August. The Quebec City Holy Trinity parish has found a church building within the walls of the old city. St. Vladimir Church in Halifax, NS, has had to leave its premises but fortunately the Anglicans offered a church building near the ocean. The building may go on sale at a future date.

Dr. John Hadjinicolaou informed the council that he has raised a lot more money and is expecting more. He also mentioned that the newly launched magazine *Problems of the Soul* has solicited five replies from people in Greece who are interested in collaborating with him.

2. Ontario Deanery (see Submitted Reports)

Priest Geoffrey Korz reported on the activities of the Ontario Deanery.

Subdeacon Jeremy Scratch commented that the province of Ontario is large. Since one of the roles of the lay representative is to find money for the deanery, the Ontario deanery could benefit from the appointment of an second lay representative to share some of the travelling. (The appointment of an assistant in the Greater Toronto area was proposed. As there are two major Slavic parishes in the area, Christ the Saviour Sobor and St. Seraphim Church, a Russian-speaking individual should be chosen.) He has not been able to visit Hamilton or Kingston. Subdeacon Jeremy reported that Annunciation Orthodox Cathedral was incorporated recently and that the cost of replacing the boilers at the cathedral were paid half from savings and half through fund raising. The cathedral has a committed council and is growing in numbers but it lacks funds.

3. Saskatchewan, Manitoba and Nunavut Deanery

Archpriest Rodion Luciuk reported on the activities of the Saskatchewan and Manitoba Deanery. Priest Gregory Scratch has settled in Winnipeg and is liked by the parish of St. Nicholas Church. Fr. Rodion's own parish, St. Mark the Evangelist Church, hosted a very successful dinner for the homeless with involvement from the whole parish.

4. Alberta and the Northwest Territories Deanery (see Submitted Report)

Archpriest Phillip Eriksson gave a report of his deanery and mentioned that he is still learning his job. Finding a replacement for Archimandrite ALEXANDER is a challenge. The question of which deanery (Alberta and the Northwest Territories or British Columbia and the Yukon) would be

APPROVED BY THE ARCHDIOCESAN COUNCIL

better to care for the Mission of St. Aidan of Lindisfarne, Cranbrook, BC, was brought up by Fr. Phillip as well as the dean of BC and the Yukon.

5. British Columbia and the Yukon Deanery (*see Submitted Report*)
Archpriest Michael Fourik reported on the activities of the British Columbia and Yukon Deanery, which seem to be thriving.
6. Legal Counsel
Mr. Matthew Estabrooks reported on the activities of the legal counsel during an in-camera session. (See Session I, Item XI)

XIV. 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. He reminded Council that a new STAS chairman has to be found to replace Fr. Gregory Scratch. Subdeacon Jeremy suggested that the replacement should be a senior clergyman. He emphasized the need for continued contributions. He hopes to have the good work of stewards recognized by the introduction of a three-tiered (time, money, presentation) award to be launched at the wine and cheese event to be held at the 2013 Archdiocesan Assembly.

XV. Theological Education Committee

1. St. Arseny Orthodox Theological Institute (*see Submitted Report*)
Priest Anthony Estabrooks was unable to attend but submitted his report. St. Arseny Orthodox Theological Institute is celebrating its tenth anniversary this year.
2. Archdiocesan Vocational Assessment Committee (*see Episcopal Secretary Report*)
Protodeacon Nazari Polataiko reported on the activities of the Archdiocesan Vocational Assessment Committee. The Archdiocesan Vocations Assessment Committee has approved one candidate for ordination to the priesthood.
3. Protodeacon Nazari Polataiko discussed the possibility of arranging a long-term relationship between the Archdiocese and St. Andrew's College, Winnipeg, MB (*see Episcopal Secretary Report*).

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

Archpriest Cyprian Hutcheon was unable to attend but submitted a report. A lively discussion ensued on the Archdiocese's continued membership in the Canadian Council of Churches. The Council recommended that His Grace address this issue at the next meeting of Canadian Orthodox bishops.

ACTION: That Bishop IRÉNÉE address the issue of continued membership of the OCA Archdiocese of Canada in the Canadian Council of Churches at the next meeting of Canadian Orthodox bishops.

XVII. Metropolitan Council

Protodeacon Nazari Polataiko attended his first Metropolitan Council meeting and reported that Metropolitan TIKHON is an experienced administrator as well as a very spiritual leader. He also mentioned that the OCA Office of the Review of Sexual Misconduct Allegations (ORSMA) has appointed Ms. Cindy Davis as its coordinator this February. He noted that a clergy representative is needed from our Archdiocese to replace Archimandrite ALEXANDER at the Metropolitan Council. As an overall statement, Protodeacon Nazari suggested that the Metropolitan Council should become more sensitive politically to its non-American dioceses.

XVII. Bylaws Committee

Mr. David Grier reported on the progress of the Bylaws Committee. No electronic versions of the Bylaws could be found anywhere. He asked for agreement on some points:

1. That the Archdiocesan Council reduces the number of Archdiocesan Secretaries back to one.
2. That the title of Archdean be removed.
3. That the Archdiocese continues its present Deanery structure with five Regional Deans and five Lay Representatives.

APPROVED BY THE ARCHDIOCESAN COUNCIL

- 4. That the process of electing representatives for the Metropolitan Council be left as is and that the length of the term be from one Archdiocesan Assembly to the next.
- 5. That the frequency of Archdiocesan Assemblies return to a triennial basis.
- 6. That the Nomination Committee be appointed from the members of the Archdiocesan Executive Council (*i.e.*, the Bishop, Treasurer, and Secretary of the Archdiocesan Council).
- 7. That provisions be made for a Legal Committee.
- 8. That the new version of the Bylaws will be available at the 2013 Archdiocesan Assembly.

Session II of the Archdiocesan Council meeting adjourned at 7:15 p.m. for supper.

* * * * *

Session III – Friday, March 15, 2013

Session III of the Archdiocesan Council meeting convened at 8:20 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, Archpriest Michael Fourik, Mr. Nikita Lopoukhine, Dr. John Hadjinicalaou, Mr. David Grier, and Subdeacon Jeremy Scratch in attendance. Discussion in the Programming and Communications Unit was led by Archpriest Anatoliy Melnyk with Bishop IRÉNÉE, Archpriest Phillip Eriksson, Priest Geoffrey Korz and Deacon Jesse Isaac in attendance. Session III adjourned at 10:30 p.m.

* * * * *

Session IV – Saturday, March 16, 2013

Session IV opened at approximately 9:00 a.m. with the singing of “O Heavenly King.”

XVIII. Report of the Programming and Communications Unit

The Programming and Communication Unit discussed the registration, resolutions, and nominations for the 2013 Archdiocesan Assembly, the website, the *Canadian Orthodox Messenger*, as well as a request by Hieromonk THEODOSIOS-SILOUAN (Bourjeily). The following actions were recommended.

- 1. Registration for the 2013 Archdiocesan Assembly
The deadline for early registration will be May 31, 2013.

ACTION: That **Mrs. Mary Ann Lopoukhine** and the **Website Manager** post all forms for the 2013 Archdiocesan Assembly as PDF files on the Archdiocesan website. **APPROVED**

ACTION: That the **Episcopal Secretary** send the 2013 Archdiocesan Assembly registration packages to all Regional Deans and Parish Rectors by email and post. **APPROVED**

ACTION: That, upon receipt of the 2013 Archdiocesan Assembly registration packages, the **Regional Deans** will follow up by phone with any Parish Rectors who do not have an email address. **APPROVED**

- 2. Resolutions for presentation at the 2013 Archdiocesan Assembly
Resolutions will be solicited from the membership of the Archdiocese of Canada. Unless otherwise determined, resolutions must be received by June 30, 2013 by the Resolution Committee Chair, who will acknowledge receipt *via* email or phone.

APPROVED BY THE ARCHDIOCESAN COUNCIL

ACTION: That **Mrs. Mary Ann Lopoukhine** and the **Website Manager** solicit for resolutions for the 2013 Archdiocesan Assembly via the web, the *Orthodox Messenger*, and a notice in the registration package by June 30th, 2013 to be sent to the Resolution Committee Chair.

APPROVED

ACTION: That a three-member **Resolution Committee** meet mid-July to review the proposed resolutions. **APPROVED**

ACTION: That **Mrs. Mary Ann Lopoukhine** and the **Website Manager** post the proposed resolutions on the Archdiocesan website by August 1st, 2013. **APPROVED**

3. Nominations for the 2013 Archdiocesan Assembly
Regional Deans are appointed by the Bishop; Lay Representatives are elected at Deanery meetings. Members-at-large on the Archdiocesan Council and members of the Audit Committee are elected by the delegates of the Assembly (Ballot One). Representatives on the Metropolitan Council are nominated from the members of the new Archdiocesan Council and are elected by the delegates of the Assembly (Ballot Two). Nominations must be received by the Nominations Committee Chair.

ACTION: That **Mrs. Mary Ann Lopoukhine** and the **Website Manager** include a nomination form on the Archdiocesan website and in the 2013 Archdiocesan Assembly registration package. **APPROVED**

4. Archdiocesan website
The Archdiocesan Council recognized the ongoing support of the current website server.

ACTION: That the **Episcopal Secretary** write a letter of appreciation to the current website service provider for his ongoing support of the Archdiocesan website. **APPROVED**

5. *Canadian Orthodox Messenger*
The Unit recommended adoption of a two-pronged distribution strategy. With the assistance of the Parish Rectors, Regional Deans will identify which parishes should receive printed copies of the *Messenger*. The Regional Deans will forward electronic (PDF) versions of the *Messengers* to individuals on their Deanery email distribution lists. Parish Rectors will do the same with their parish email distribution lists. In addition to electronic distribution, the Unit also recommended the creation of a Russian version of the *Messenger* or at least inclusion of Russian content
6. Letter from Hieromonk THEODOSIOS-SILOUAN (Bourjeily)
A letter was received from Hieromonk THEODOSIOS-SILOUAN. The Unit recommended correspondence to clarify his situation.

ACTION: That **Bishop IRÉNÉE** and the **Episcopal Secretary** write a letter to Hieromonk THEODOSIOS-SILOUAN (Bourjeily) asking him to clarify his situation. **APPROVED**

XIX. Report of the Administration and Finance Unit

The Administration and Finance Unit discussed a letter from Mr. Michael Zurovsky, the Fairhaven property, the Archdiocesan Centre property, resolutions for the 2013 Archdiocesan Assembly, clergy compensation and short-term disability, maintenance and development of a detailed membership database, parish contributions to the Archdiocese, and subscriptions for the *Canadian Orthodox Messenger*.

1. Letter from Mr. Michael Zurovsky
Protodeacon Nazari Polataiko has responded to Mr. Zurovsky's letter regarding Fairhaven. In his reply, Protodeacon Nazari described the Archdiocesan plans and indicated that Archbishop

APPROVED BY THE ARCHDIOCESAN COUNCIL

SERAPHIM has been consulted. The reply seems to have satisfied Mr. Zurovsky and no further action is required.

2. Amendments of the Archdiocesan Bylaws

The Unit recommended amendments to the Archdiocesan Bylaws to permit establishment of a Finance / Investment Committee, Human Resources Committee, Legal Committee, and Mission Development Committee. The first two committees will be chaired by a member of the Archdiocesan Council. The Chair of the Legal Committee will be appointed by the Ruling Bishop and this individual will be an *ex-officio* member of the Archdiocesan Council. The Chair of the Mission Development Committee will be appointed by the Ruling Bishop.

ACTION: That **Mr. David Grier** and the **Bylaw Committee** make changes to the Archdiocesan bylaws to enable the establishment of a Financial / Investment Committee, Fund-Raising Committee, Human Resource Committee, Legal Counsel Committee, and Mission Development Committee. **APPROVED**

3. Fairhaven property

A number of tasks require completion.

ACTION: That the Archdiocese repair anything requiring immediate attention on the Fairhaven property and, at a later date, establishes a priority list of other necessary repairs to the main Fairhaven property when funds from the sale of the little house become available – **Archdiocesan Executive Council. APPROVED**

ACTION: That renovations (not to exceed \$3,000) to the old office of the Fairhaven property begin as soon as possible in preparation for moving in – **Archdiocesan Executive Council. APPROVED**

ACTION: That the **Archdiocesan Executive Council** be authorized to negotiate any offers over \$50,000 made for 2801 Newman Road and that the **Archdiocesan Council** be consulted on any offers below this amount. **APPROVED**

4. Archdiocesan Centre

A number of repairs are needed in the Archdiocesan Centre. The Unit asked all Regional Deans and Lay Representatives to make more determined efforts to raise funds to cover the bridging loan on this property (already an action item).

ACTION: That a new high-efficiency gas furnace be installed in the Archdiocesan Centre and that the maximum cost be under \$5,000 – **Treasurer and Episcopal Secretary. APPROVED**

ACTION: That the fence of the Archdiocesan Centre be replaced at a later date unless funds are donated to enable an earlier start – **Treasurer and Episcopal Secretary. APPROVED**

5. All Saints of North America Monastery, Dewdney, BC

There is information that suggests the property title of All Saints of North America Monastery has been transferred to so-called "The Holy Orthodox Church in North America" (HOCNA). If this information is correct, the situation is non-canonical and must be rectified in accord with the Church canons. According to Archdiocesan policy, the Archdiocesan Office requires a copy of the legal documents for its archives. To avoid situations like this in the future, all legal issues (e.g., ownership of property) should be clarified with a new parish at the time of its formation.

ACTION: That **Bishop IRÉNÉE** approach Archbishop LAZAR to discuss the deed of the property of All Saints of North America Monastery, Dewdney, BC. **APPROVED**

ACTION: That the **Legal Counsel** conduct a search for the property title of All Saints of North America Monastery, Dewdney, BC. **APPROVED**

APPROVED BY THE ARCHDIOCESAN COUNCIL

5. Designated giving policy
The Unit requested legal advice on designated funds.

ACTION: That the **Legal Counsel** review and provide an opinion and guidance on the Archdiocesan policy for designated funds. **APPROVED**

6. Clergy compensation policy
The Unit recommended further revisions to a prepared report on the amount and type of clergy compensation,.

ACTION: That the **Episcopal Secretary** revise the Clergy Compensation Policy in time for presentation at the 2013 Archdiocesan Assembly. **APPROVED**

ACTION: That **Priest Philip Eriksson** and the **Episcopal Secretary** clarify to parishes which parts of the clergy extended health plan are or are not deductible. **APPROVED**

7. Archdiocesan membership database
This remains on hold.
8. Sifton property
The Archdiocese has received two offers to rent the Sifton property for a five-year period at \$600 per year.

ACTION: That **Archpriest Rodion Luciuk** offer the Sifton property for rent with a five-year term of \$600 annually plus the amount of any increase on the property tax.

9. Committees for the 2013 Archdiocesan Assembly
Mr. Nikita Lopoukhine recommended the creation of a Nominations Committee (Bishop IRÉNÉE – chair; Archpriest Anatoliy Melnyk, Protodeacon Nazari Polataiko, Mr. Nikita Lopoukhine), a Resolutions Committee (Priest Geoffrey Korz – chair; two additional members to be determined), and a Credentials Committee (Mr. David Grier – chair; Protodeacon Nazari Polataiko). These were **APPROVED** by the Council.

XX. Report of the *Canadian Orthodox Messenger*

Subdeacon Matthew Zacharias and Mr. Mark Josefson gave a succinct presentation on the future of *The Messenger*. The Council and the co-editors made the following suggestions:

1. Sell appropriate advertisements. (The \$750 to \$800 raised by the Episcopal Secretary helped to defray printing cost and a portion of the mailing cost of the previous issue).
2. Charge a nominal subscription fee.
3. Publish the *Messenger* as a web-based publication as this is the most cost-effective method but bear in mind that not everyone, particularly the elderly, will have access to the web.
4. Since volunteers come and go, a long-term goal should be the provision of a stipend for an editor-in-chief.
5. Improve the quality by beautifying and refreshing the layout and design, introducing a little colour, and creating a strong network of contributors to provide high quality writing.
6. Develop procedural guidelines to make the transition from editor to editor as smooth and painless as possible.
7. Based on research conducted by the co-editors, contract out the printing and mailing services to reduce costs.

APPROVED BY THE ARCHDIOCESAN COUNCIL

MOTION: That the *Canadian Orthodox Messenger* be published regularly, in colour, in a triple format: a) in printed format, to be distributed through the parishes; b) in online PDF format, to be published on the Archdiocesan website; and c) in emailed PDF format, to be distributed by Deans and Rectors to their deanery and parish membership lists. (Moved Priest Geoffrey Korz; seconded Mr. Nikita Lopoukhine; **carried**)

MOTION: That parishes be solicited annually for a voluntary donation of \$100 to \$200 toward the publication costs of the *Messenger*. (Moved Priest Geoffrey Korz; seconded Mr. Nikita Lopoukhine; **carried**)

XXI. Policies on Clergy Insurance, Properties, and Guidelines for Prevention of Sexual Misconduct
Please see the Episcopal Secretary report (*attached*).

XXII. 2013 Archdiocesan Assembly Organizing Committee

Mrs. Mary Ann Lopoukhine gave a verbal update on the activities of the Organizing Committee since the last Archdiocesan Council Meeting in October 2012. The overall goal is to organize an interesting and successful Assembly without a deficit.

1. The organizing committee has met several times and the contract with the Château Cartier has been signed. The hotel has been most accommodating in helping to meet our needs.
2. Protopresbyter Thomas Hopko has accepted our invitation to give a series of talks on stewardship at the Assembly.
3. An equalization fund for travel has been developed.
4. There will be a Clergy Synaxis on Wednesday, August 21, 2013 prior to the Assembly.
5. Other Assembly highlights can be found on the old website and include an Hierarchical Liturgy on Sunday, August 25th served by Metropolitan TIKHON followed by brunch hosted by the Annunciation Cathedral parish. There will be a marketplace (25 tables and 5 booths) of theological books, liturgical supplies, and other goods from here and abroad. Details about the marketplace and how to participate will become available through Subdeacon Jeremy Scratch and his advertising team.

The next step is to put all the information on the website. A notice alerting Deans when the information is available on the web will be sent so they can talk to their priests to assure maximum participation from delegates. The deadline for early registration is May 31, 2013. Deans are encouraged to find people to sponsor events (e.g., coffee hour, delegates, etc.). St. Arseny Orthodox Theological Institute will sponsor the first night. Saturday afternoon will be free until cocktail hour. The cost of banquet tickets will be \$70 per person. Outgoing delegates will pay their own way. The cost for observers is \$85 per day.

Subdeacon Jeremy Scratch gave a quick introduction to *The Marketplace* and what it will consist of – 25 tables and five booths – right next to the coffee shop. The Assembly will be open to vendors. Sixty percent of the participating vendors should have Orthodox content. There is a legal contract, which the Council is asked to approve. The cost of a table is \$250 with the cost of a booth to be determined. An all-out effort will be made to advertise the event in Montreal, the Greater Toronto area, in Ottawa, and online.

ACTION: That the costs of travel of current councilors without a parish delegation be paid by the Archdiocese as part of the travel equalization plan for the 2013 Archdiocesan Assembly – **Treasurer. APPROVED**

ACTION: That **Bishop IRÉNÉE** write a letter to the clergy and lay delegates of the 2013 Archdiocesan Assembly to encourage them to stay on the Sunday of the Assembly and service with Metropolitan TIKHON and himself. **APPROVED**

ACTION: That an independent chair be nominated to chair the 2013 Archdiocesan Assembly and to follow *Robert's Rules of Order* – **Priest Geoffrey Korz and Mr. Matthew Estabrooks. APPROVED**

APPROVED BY THE ARCHDIOCESAN COUNCIL

XXIII. New Business

Please see the recommendations made by the Units (*Sections XVIII and XIX*)

XXIII. Date and Location of Next Meeting

The data and location of the next meeting will be determined after the election of the new Archdiocesan Council at the 2013 Archdiocesan Assembly.

The Meeting adjourned with "It is truly meet" and prayer at 12:12 p.m.

* * * * *

Respectfully submitted,
Vera Theokritoff

Approved on 1 November 2013,

+ His Grace, Right Reverend IRENÉE (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