

**ARCHDIOCESAN COUNCIL MEETING
HELD AT
ST PETER AND ST PAUL CATHEDRAL**



**MONTREAL, QUEBEC
APRIL 6, 7, & 8, 2016**

WEDNESDAY, APRIL 6th

9:00 AM Moleben in the Cathedral.

9:30 AM Breakfast in church hall

1. 10:00 AM Prayer and Blessing

Meeting called to Order

1.1 Roll Call and Regrets

His Eminence Archbishop Irénée (Rochon)

Chancellor Archpriest Fr. Anatoliy Melnyk

Treasurer Fr. Justin Mitchell

Dean of Quebec and the Atlantic Provinces Fr. Gregory Nimijean

Dean of Manitoba, Saskatchewan and Nunavut Fr. Gregory Scratch

Dean of Alberta and the Northwest Territories Archpriest Fr. Phillip Eriksson

Dean of British Columbia and The Yukon Archpriest Fr. Michael Fourik

Clergy Member at Large Priest Fr. Andrew Applegate

Interim Lay Delegate for Quebec and the Atlantic Prov. Fr. Dn. Nicolas Svetlovsky

Lay Delegate for Manitoba, Saskatchewan and Nunavut Reader Gregory Rychlo

Lay Delegate for Alberta and The Northwest Territories Barbara North

Lay Member at Large Dr. John Hadjinicolaou

Archdiocesan Secretary Mrs. Anna Miller

Audit & Property Committee – Mr. German Ovodov (arrived Thursday evening)

Absent:

Dean of Ontario Priest Fr. Geoffrey Korz with regrets

Lay Delegate for Ontario Reader Valentin Lossev without regret (to be replaced)

Lay Delegate for British Columbia & The Yukon Fr. Dn. Peter Choi (resigns)

1.2 Appointment of Co-Chair and Recording Secretary

Co-Chairman: Fr. Phillip Eriksson - Approved

Recording Secretary: Fr. Dn. Nicolas Svetlovsky - Approved

2. **Review and Approval of the Minutes from Previous Meeting**

Approved with following corrections;

pg. 2 Clergy Member at Large Priest Fr. Andrew Applegate was present

pg. 3-a Scotiabank is charging a \$500 monthly penalty fee

pg. 5-a Archbishop's proposed net salary increase from \$24,000 to \$36,000

pg. 6-d Once the mortgage is paid the Council will decide what to do with the Spencerville property.

pg. 6-e Archdiocese will give \$15,000 to St Silouan Monastery to support mission work.

pg. 7-h The ADOC appoints Fr. Gerasim Power as Monastic Liaison to the Council.

Motion to accept the Minutes with corrections - Archbishop Irénée
Seconded by Fr Michael Fourik.

3. **Action items of previous meeting.** (attached) Action items deferred until Friday

4. **Approval/Addition to the agenda**

6.4 Treasurer Report moved to Thursday 1:00 PM

6.5 Audit Committee Report moved to Friday 1:00 PM

8.4 Bylaws Committee - Corporation Status (M.Estabrooks)
moved to 8.18

8.12 Property Management Report moved to Friday following
Audit Committee Report

Motion to approve revised Agenda; Fr. Anatoliy Melnyk
Seconded; Fr. Gregory Nimijean

5. **CCC Report:** Richard Schneider, Fr. Cyprian Hutcheon, Paul Ladouceur and
Dr. Emanuel Kolyvas
A detailed report was given by all members respectively.

Motion to appoint Dr. John Hadjinicolaou CCC Liaison to the ADOC; Fr. Phillip Eriksson
Seconded; Fr. Anatoliy Melnyk

The Chancellor Fr. Anatoliy Melnyk thanks the members of the CCC for their reports.

6. **Addresses and Reports:**

His Eminence Archbishop Irénée addresses the Council briefly summarizing His
written report.

The Chancellor Fr. Anatoliy Melnyk addresses the Council summarizing his
report.

The newly appointed part-time Archdiocesan secretary Mrs. Anna Miller
introduces herself to the Council briefly outlining her duties as secretary.

Dean of Quebec and Atlantic Provinces Fr. Gregory Nimijean
tables his report

1:00 PM Prayer, Meeting adjourns for Lunch

7. 2:00 PM Prayer Blessing, Meeting resumes

Addresses and Reports cont,d

Dean of Manitoba, Saskatchewan and Nunavut Fr Gregory Scratch tables his report

Dean of Alberta and the Northwest Territories Fr. Phillip Eriksson tables his report

Dean of British Colombia and The Yukon Fr. Michael Fourik tables his report

Dean of Ontario Fr. Geoffrey Korz sent a written report.

The Monastic Liaison Fr. Gerasim Powers sent a written report summarized by Fr. Phillip Eriksson.

8. Archdiocesan Committees and Institutions reports

8.1 Legal Committee Matthew report moved to New Business

8.2 Theological Education Committee

Position vacant decision moved to Action Item

Fr. Geoffrey Ready, Fr. Kyle Parrott and Dr. John Hadjinicolaou proposed as candidates for the Committee

8.3 Business Development & Investment Committee - Report not ready

8.4 Bylaws - Corporate Status Committee report moved to New Business

8.5 Christian Education and Youth Committee Position vacant. Action item
Fr. Matthew Francis proposed as candidate

8.6 Communications Committee position vacant- Action Item, Fr. Mark Josefson proposed as candidate for the committee and as Lay Delegate for Ontario

8.7 Fundraising Committee and STAS (8.13)

Fr. Andrew Applegate & Dr. John Hadjinicolaou

Fr. Gregory Scratch resigns thanking everyone concerned for their help during his tenure as Chairman. Fr. Andrew Applegate assumes the position as Chairman having co-chaired with Fr. Gregory during the past year.

Given the transition period the Archdiocese is going through, Dr. John pointed out that people need a clear picture of the

new direction the Archdiocese has taken in order to facilitate fundraising.

- 8.8 Human Resources Committee Mrs. Barbara North summarizes her written report.
- 8.9 Missions & Mission development Committee
Fr. Matthew Francis Chairman report unavailable
- 8.10 AVAC The Bishop will assign members to the committee as needed to avoid unnecessary travel expenses
- 8.11 Metropolitan Council Delegates Report
Fr. Justin Mitchell suggest that new bylaws for the Archdiocese and and the parishes be drawn up in compliance with the new OCA Statutes in time for the 2017 Assembly. He also suggested that the council invite Wesley Smith the OCA legal expert on the Right to Die issue to gain an Orthodox perspective in order to provide guidance to our clergy if needed. Fr. Justin thanks everyone for their support during his term as delegate. Now that he is ordained priest a new Lay Delegate must be chosen
- 8.12 Property Management Report (moved to Friday)
- 8.13 STAS (covered in item 8.7 above)
- 8.14 St Arseny Institute Committee Fr. Gregory Scratch
The programs offered by the Institute are being re-organised. Fr. Justin asks that the Committee prepare a report including expenses for next ADOC meeting Given that the Archdiocese donates \$15000 to the Institute, a program review must be done at the next Council meeting
- 8.15 Webmaster Fr. Geoffrey Ready
Contact information for parishes and clergy needs updating all new information should be sent to the Secretary
- 8.16 St. Silouan the Athonite Community
The Executive members of the Monastic Corporation unanimously decided to resign and close the Monastery, asking for time to make arrangements to vacate the buildings. Once the property is empty, the Council will decide what to do with it. The Council appoints Fr. Anatoliy, Dr. John and Fr. Justin to evaluate what can be done with the Spencerville property in the future.

8.17 Plans for 100th year Anniversary Celebrations moved to Thurs 1:00PM

4:00 PM Prayer, meeting adjourns

4:30 PM Vigil of the Annunciation

7:00 PM Council invited to Dr. John Hadjinicolaou's home for reception

THURSDAY APRIL 7th

10:00 AM Divine Liturgy for the Annunciation

12:00 AM Lunch

1:00 PM

Prayer and Blessing

Meeting Called to Order

Archdiocesan Committees and Institutions reports cont'd:

8.18 Legal Committee and By-laws Committee Matthew Estabrooks

The Archdiocesan Incorporation is in question because it was Incorporated before Canada existed. Kyril Holden from St. Herman's in Alberta will be asked to search archives for documents that can help establish legal continuity of the corporation to the present day. Fr. Justin will provide the new OCA Statutes and the current Archdiocesan By-laws to Matthew for review. The Council will then rewrite the Bylaws, if need be, in time for the 2017 Assembly.

8.19 Mrs. Elisabeth Airapetov director of the Parents for Strong Generations Fund addresses the Council with a few Ideas concerning orthodox women and children in Canada that she would like to support with her Fund. The Council asks her for a letter with an outline and in depth explanation of her proposals.

8.20 Human Resources Committee - Archdiocesan Bursaries
Barbara North asks that the Archdiocesan Bursary Application form be updated to include the new address and that an email be sent out in August to remind everyone that the Application form can be found on the website.

8.21 Treasurer Report Fr. Justin

The record keeping for tithing by parishes and donations through STAS has been updated so that an accurate financial picture can be presented

at ADOC meetings. The mortgage with Scotiabank has been paid off with funds borrowed from the parish of St Peter the Aleut. This private mortgage is being paid down aggressively. Fr. Justin thanks Gregory Rychlo for his work compiling the list of Property Assets. Fr. Phillip will rewrite the Parish Report form so it's easier to fill out, so that the council can have an accurate picture of by the next meeting. Fr. Justin reviews the Financial report.

Recommendations: Adoption of a new Expense Policy
 Adoption of a new Expense Claim Form
 Ruben Penner be paid \$5000 for his services.
 A list of Parishes with adequate insurance coverage.
 An annual Programming Partner Review for St. Arseny Institute, Hermitage of the Annunciation, the Yukon Mission. Gramota and Gift for Nikita Lapouchine

Fr. Justin moves to accept the Treasurer's Report,
 Anna Miller seconds Accepted

8.22	Accepting the Recommendations of the Treasurer;	
	New Expense Policy	Accepted
	New Expense Claim Form	Accepted
	\$5000 one time payment to Ruben Penner	Accepted
	Grammota and Gift for Nikita Lapouchine	Accepted

8.23 Action Items;

- A. Pension Plan Implementation. All who are eligible to participate in the Plan will be notified by the end of the month that contributions can be started in two months. 3% by the parish 3% by the priest, contribution to the plan is mandatory for all priests who are in the Group Health Plan.
 Motioned by Fr. Phillip, seconded by Fr. Andrew Accepted
- B. Bishop searching for defunct western parishes. On going
- C. The appointment of a Vicar Bishop and related expenses. On going
- D. ADOC Handbook posted on the website Done
- E. Repeat of C. Deleted
- F. Appointment of Fr. Kyle Parrott head of Theological Committee Done
 members to be appointed.
- G. Programming review of St. Arseny Institute incomplete
 Fr. Gregory reports that the institute is developing an online program modeled on the OCA Late Vocations Program. On going
- H. CCC members report to the ADOC, review of continued participation.-Done

- | | |
|--|---------------------|
| I. Fr. Matthew appointed as head of The Christian Education & Youth Committee, members to be appointed | Done |
| J. Fund Raising Committee to be absorbed into STAS | Done |
| K. ADOC sets new fundraising goals for STAS | Done |
| L. Fr. Phillip Eriksson to draft a letter outlining strict requirements for Insurance coverage for parishes, to be sent by Deans. | On going |
| M. Anna Miller is appointed secretary to replace Fr. Nazari. Salary review next meeting | Done |
| N. The Archdiocese will borrow \$150,000 from St Peter the Aleut parish for a 5 year term at 5%, to close the mortgage with Scotiabank. Plans for Spencerville to be decided later | Done |
| O. \$15000 donation to St. Silouan Monastery to support its mission | Rejected as stated. |
| P. The Canadian Orthodox Heritage Committee to apply for \$1000 ADOC grant for a website in time for 100th year anniversary of the Archdiocese. | On going |
| Q. Mistaken repeat of Item P. Deleted. | |
| R. Letter from Deans asking noncompliant parishes to pay the 10% Archdiocesan Tithe. | On going |
| S. Appointment of interim Lay Delegate for Ontario by the Bishop. | On going |
| T. \$1000 gift to Fr. Nazari from ADOC in gratitude for his many years of service to the Archdiocese as Secretary. | Done |
| U. Letter for Chancellor to Missions and Mission Stations asking what their needs are in order to determine how the Archdiocese can help them. | On going |
| V. The Middle East Fund to be used to support refugees already in Canada. | On going |
| W. Parishes wishing to apply for grants from the council, must comply with the rules for Insurance coverage and Tithe. | Done |
| X. Fr. Gerasim Power appointed Archdiocesan Monastic Liaison to the Council, representing Canadian monastics. | Done |

8.24 Fr. Anatoliy, Fr. Justin and John Hadjinicolaou appointed to temporarily manage the Spencerville property. Done

9. Discussions on proposals and resolutions

9.1 100th Anniversary Celebration plans. Metropolitan Tikhon and Archbishop Seraphim of Sendai to be invited to Rawdon July 30th
9.1 cont'd Metropolitan Onufry to be invited to Vancouver and Langley September 24-25, on October another 100th year celebration to coincide with the next ADOC meeting. Approved

9.2 Plans for Canadian Archdiocesan Assembly and Synaxis in 2017 mid July. Barbara North to present council with a plan in October On going

9.3 Need, timing and budget for Vicar Bishop On going

9.4 Allocation of funds to Mission Parishes in need, Quebec City, Sherbrooke and others;

*Rawdon will donate \$2500 to Holy Trinity Parish in Quebec to augment the priest's salary

*Rawdon will donate \$2500 to Holy Dormition Mission in Sherbrooke to augment the priest's salary

*\$1000 donated to St Aidan's Mission, Cranbrook, towards Iconostasis

*\$1500 donated to Holy Apostles Mission Sta., B.C. towards Iconostasis

*\$500 donated to the Theotokos Life Giving Spring Mission, Winnipeg towards Liturgical Items. Accepted

9.5 Archdiocesan car; New car for the Bishop to be leased Old car will be used by the Secretary. Motioned by John H. seconded by Fr. Anatoliy Accepted

6:00pm Meeting adjourns. John Hadjinicolaou invites all Council members to his home for dinner.

FRIDAY APRIL 8th

8:00 am Breakfast

8:30 am Prayer and Blessing

Meeting Called to Order

10. Audit & Property Management Committee Report summarized by German Ovodov.
Governance recommendations by the Audit Committee.
Discussed and voted on by the Council;

10.1 Recommends a motion by the Council to accept the financial statements opening balances, as of January 1, 2015. However if the Council is not satisfied with the opening balances it has the option of reviewing the previous year's audit and restating the balances.

Fr. Justin moves to accept recommendation #1 as presented

Fr. Anatoliy seconds

Accepted

10.2 Recommends a motion by the Council to adopt a policy concerning the donation of Designated funds;

A} The Archdiocesan Administration has the right to reject Designated donations that do not comply with the aims and purposes of the Archdiocese and it's by-laws.

Fr. Justin moves to accept the motion. Fr. Michael seconds.

Accepted

B} The Archdiocesan Administration has the right to redirect designated donations into the General Fund if the terms of their designation changes or no longer applies. When receiving Designated donations the Administration is required to inform the donor of such a possibility.

Fr. Justin moves to accept the motion. Fr. Gregory seconds

Accepted

C} The new policy regarding the collection of designated Funds will posted on the website and published by STAS and in future publications concerning donations.

Fr. Justin moves to accept the motion. Barbara North seconds

Accepted

Action Item: Council needs to consider how to notify donors if the Designated donation is to be, or has been redirected.

10.3 Recommends the Council adopt a new direction for STAS

The new policy will be prepared by STAS for the next ADOC meeting.

Fr. Justin moves to accept motion Anna Miller seconds

Accepted

10.4 Property Management Report: Gregory Rychlo recommends that each Dean assign someone to search for titles of properties of defunct parishes. Contact parishes that have not sent in titles of their properties and forward the information to him. The council

earmark \$500 to cover the cost of searches. The persons assigned will report to Gregory Rychlo and German Ovodov.

Action Item: Deans assign a person in their deanery to gather property title information

Action Item: The Council help missions register with the CRA

Action Item: The creation of a comprehensive list of all Archdiocesan Assets as outlined on pg 9 of the Audit report.

Fr Justin moves to accept Audit Report and thanks everyone involved in its creation. Barbara North seconds

Accepted

12. Health Insurance Plan

The Health Insurance Plan contract is renewed every year, there will be a 10% increase in premiums. A recommended change to the coverage is being proposed, which on the whole will improve the coverage. Fr. Phillip will inform all those concerned, once he has all of the information. Fr. Justin and Anna will contact Barbara North to work out a suitable Employment Contract for Anna so she can qualify for the Health Plan.

Accepted

Action Item: Fr. Phillip will inform every one of the changes to the Health Plan

Action Item: Fr. Justin will develop a suitable contract for Anna

New Business

1. Ecumenical/Government Liaison On going

2. Seminarian disbursement
\$3500 will be given to Ryan Bishop once he applies,
\$2000 of which is from a designated donation
Fr. Andrew moves to accept motion Gregory seconds Accepted

3. Paul Bartlett
Fr. Michael received an email concerning Paul who is a Diaconal Candidate. The letter was forwarded to the Bishop, Fr. Phillip, Fr. Matthew, and Fr. Andrew. After reviewing the email the Council concluded that it is slander and not worthy of consideration

4. Letter from Fr. Alexis Nikkel to the Bishop and Council.

The letter was discussed and it was decided the Bishop would send a reply Fr. Alexis

5. Dates for special Archdiocesan collections;

Missions: Palm Sunday

Seminarians: October 5th

Monastics: Dec 15th

Action Item: Dates will be announced on the website

Action Item: Website will be modified to accept online donations

Date and Location of next ADOC meeting:

WINNIPEG, OCTOBER 27- 28- 29, 2016

Closing Prayer

Meeting ends 12:30AM

N.B. the number in parenthesis refers to the item # in the minutes

1. Fr. Mark Josefson to be appointed Interim Lay Delegate for Ontario. (8.6)
2. New Interim Lay Delegate to the Metropolitan Council to be appointed. (8.11)
3. St. Arseny Institute to prepare a Programming Partner Review report (including expenses) for the next Council meeting. (8.14)
4. Contact information of all parishes communities and clergy on the website is to be updated. (8.15)
5. Fr. Justin is to provide Matthew Estabrooks with the new OCA Statutes and the current Archdiocesan by-laws for review. (8.18)
6. Council will rewrite Bylaws if needed in time for the 2017 Assembly in Edmonton. (8.18)
7. Archdiocesan Bursary Application Form will be updated to include the new office address and an email sent out by August to remind everyone that the form is available on the website. (8.20)
8. An annual Programming Partner Review report is to be prepared by all Programming Partners i.e., St Arseny, Yukon mission, Annunciation Hermitage.....etc. (8.21)
9. Council will review all Programming Partners annually. (8.21)
10. A list of all parishes with adequate Insurance Coverage (8.21)
11. One time payment of \$5000 to Ruben Penner- Gift & Grammota for N. Lapouchine (8.21)
12. Pension Plan Implementation. (8.23A)
13. A search of defunct western parishes by the Bishop. (8.23B)
14. Appointment of vicar Bishop and related expenses. (8.23C)
15. A letter sent by Deans to parishes comply with the Insurance Coverage requirements. (8.23L)
16. Canadian Orthodox Heritage Committee's application for a \$1000 ADOC grant for a website (8.23P)
17. Chancellor's evaluation of the Missions and Mission Stations needs, so the Council can determine how best to help them. (8.23U)

18. The use of the Middle East Fund to support refugees already in Canada. (8.23V)
19. Report of the Ad hoc committee for Spencerville. (8.24)
20. Plans for the 2017 Assembly and Clergy Synaxis in Edmonton prepared by Barbara North. (9.2)
21. Archdiocesan Cars. (9.5)
22. New Policy for collection of designated funds to be posted on the website and published by STAS to be included in their literature. (10.2)
23. Council needs to decide how to notify donors if the designated donation is to be, or has been redirected according to New Policy rules concerning designated donations. (10.2)
24. STAS to develop new fundraising goals because of the recent changes in the Archdiocese (10.3)
25. Deans to assign someone in their respective deaneries to gather property title information from parishes as outlined on pg.18 of the Audit report. \$500 will be given to Gregory Rychlo to pay for related costs. (10.4)
26. The Council will help missions register with the CRA.
27. The creation of a comprehensive list of all Archdiocesan assets as outlined in pg.9 of the Audit Report.
28. Fr. Phillip will inform every one of the changes to the Health Plan. (12)
29. Fr. Justin and Barbara North are to develop a suitable employment contract for Anna Miller
30. Appointment of an Ecumenical/Government Liaison. (New Business 1)
31. Ryan Bishop to apply for \$3500 from the Seminarian Fund, \$2000 of which is from a designated donation. (New Business 2)
32. Dates for special collections to be posted on website. (New Business 5)
33. Website to be modified to accept online donations. (New Business 5)