

Georgina Island Native Pastoral Charge
The United Church of Canada
Chippewas of Georgina Island First Nation



Columbarium Policies and Procedures

March 22, 2012

Purpose of the Columbarium

Georgina Island Native United Church's Columbarium provides a special place for inurnment of (depositing) cremated remains of deceased band members, and their families. The Columbarium contains 48 niches (compartments), each with the capacity for two urns (containers).

Management of the Columbarium

On behalf of the Official Church Board, Georgina Island United Church's Treasurer and Minister Personnel (Clergy) will manage the Columbarium, maintain a **Columbarium diagram**, and keep records regarding niche purchases and persons inurned in the Columbarium, including names, dates of birth and death, and inurnment dates. Niches are identified as shown on the **Columbarium diagram**.

Eligibility for Inurnment

Inurnment in the Columbarium is restricted to the cremated remains of band members and Georgina Island descendants and their spouses. The Official Church Board may grant eligibility to others who are meaningfully connected to The Chippewas of Georgina Island First Nation.

Fee to Purchase a Niche

The one-time fee to purchase a niche in the Columbarium is \$500.00 (five hundred). The fee includes the right of inurnment in the purchased niche, and ongoing care for the Columbarium. The fee does not include the cost of the urns, cremation or inscriptions on niche's door.

All inscriptions must be done by Shelburne Memorials Limited, 709 Industrial Road, Shelburne, Ontario, L0N1S4, 1-800-668-8756 at an approximate cost of \$400.00.

Georgina Island's Official Church Board may change the fee for purchasing a niche, but current niche owners will not be reimbursed or assessed additional costs if the fee is changed.

Purchasing a Niche

To purchase a niche, a person must submit full payment of the fee and a completed **Columbarium Purchase Agreement** to the Minister (Clergy) or the Church Treasurer for consideration by the Official Church Board. The Official Church Board will review each purchase order form for compliance with applicable policies and procedures and confirm that the identified niche is available for purchase. If approved by the Official Church Board, they will sign the purchase agreement form to indicate the church's acceptance. The church will deliver a copy of the signed purchase agreement form to the owner with a copy of the columbarium map indicating the niche purchased. The original form will be kept for the church and attached to the churches columbarium map. In addition a copy will be given to the Band Administration Office. All updates will be done accordingly to the church's records.

Selecting a Niche

The Official Church Board will maintain a list of niches (**Columbarium diagram**) that are available for purchase. Each submitted purchase agreement must identify the selected niche.

There are twenty-four (double urn) niches facing the west (lake) and twenty-four (double urn) niches facing the east (road)(six across and four deep).

Purchases will be reviewed in the order they are received by the Church Treasurer or Minister, and as determined by the Official Church Board..

(See **Columbarium diagram** attached)

Designating the Person to be Inurned

The Official Church Board asks that all owners of niche's must be in possession of an updated will that states the ownership of said niche and their wishes for who is to be inurned.

Niche Ownership

Should a niche owner chose to terminate a purchase agreement, the niche **MUST** be sold back to the church.

Confirmation will be in writing. The church will begin the process of receiving the original niche back into its inventory.

At which time the church has the right to sell that niche to the new applicant. If all is approved by the Official Church Board, they will sign the new purchase agreement to indicate the church's acceptance. The church will deliver a copy of the new purchase agreement to the new owner, and deliver by registered mail a copy to the prior owner. The original form will be kept for the church, and a copy will be given to the Band Administration Office.

All updates will be done of the church's records accordingly.

Committal Service

The Minister (Clergy) has the Columbarium Key. All arrangements for door removals for inscription and inurnments must be done with/through the Minister (Clergy). The Minister (Clergy) is available for all inurnment services if desired by the Family. Contact is to be made directly with Minister's (Clergy) office.

Urns

The only urns that may be used for inurnment in the Columbarium are the urns provided by the funeral home or approved by the funeral home (dimensions must meet all requirements).

Inscription on Niches

The size and style of the inscription on each niche door must be as prescribed by Shelburne Memorials Limited. The deceased's name and dates of birth and death will be inscribed on the niche door. The deceased's name will be permanently marked on the urn. Arrangements for the inscriptions (to Shelburne Memorial Limited) can be made through the funeral home or by the family directly.

Flowers, Flags, Signs, and Other Decorations

Flowers and plants may be placed in or near the Columbarium only as approved by the Official Church Board. Flags, signs, and other decorations may not be placed in or near the Columbarium. Prohibited items may be removed and disposed of by the Official Church Board without notice or liability to the owner of the item or any niche owner.

Owner's Mailing Address

Each niche owner must notify the church of changes to his or her mailing address and phone number. Correspondence mailed by the church to the owner at his or her last known address will be deemed received by the owner seven days after the correspondence is sent.

Removing Cremated Remains

Cremated remains may be temporarily removed by the church while making repairs or improvements to the Columbarium. Otherwise, remains may only be removed with the written consent of both the Official Church Board and a member of the deceased's family or when required by law. The key to gain entry will be kept with the Minister (Clergy).

Ownership of the Columbarium and all Niches

The Chippewas of Georgina Island First Nation owns the Columbarium and all niches. Georgina Island Native Pastoral Charge will administer all business that pertains to the Columbarium. Niche owners acquire no property rights in the Columbarium, any of its niches, or any of Georgina Island's property. The purchase agreement confers only the right to inurn the cremated remains according to Georgina Island Native Pastoral Charge's applicable policies and procedures, as amended by the Official Church Board from time to time.

The Official Church Board will administer all policies and procedures once this document is accepted and received by the Chippewas of Georgina Island First Nation Chief and Council.

Care for the Columbarium and Limit of Liability

The Chippewas of Georgina Island First Nation will provide reasonable ongoing care for the Columbarium. However, and all persons acting on The Chippewas of Georgina Island First Nation's behalf will not be liable for any loss or damage to the Columbarium, niches, urns, or cremated remains inurned in the Columbarium. The Chippewas of Georgina Island may purchase insurance for its own benefit, but the Band Administration is not obligated to purchase insurance for the benefit of niche owners. If there is a discrepancy between a purchase agreement form held by the owner and the church's records, the church's records control.

Amendment or Waiver of Columbarium Policies and Procedures

Georgina Island Native Pastoral Charge's Official Board may, at any time, amend or waive any of its Columbarium policies and procedures.

*Adopted by the Official Church Board of Georgina Island Native Pastoral Charge
on March 22, 2012.*

*Approved and accepted by the Chippewas of Georgina Island First Nation Chief and Council
on ~~April~~ ^{May} 7, 2012.*

GROUP →

↑
NICHE

A-1

A-2

A-3

A-4

ASHQUABE /
BRADLEY
A-5

HOEG
A-6

B-1

B-2

B-3

B-4

B-5

B-6

C-1

C-2

C-3

C-4

C-5

C-6

D-1

D-2

D-3

D-4

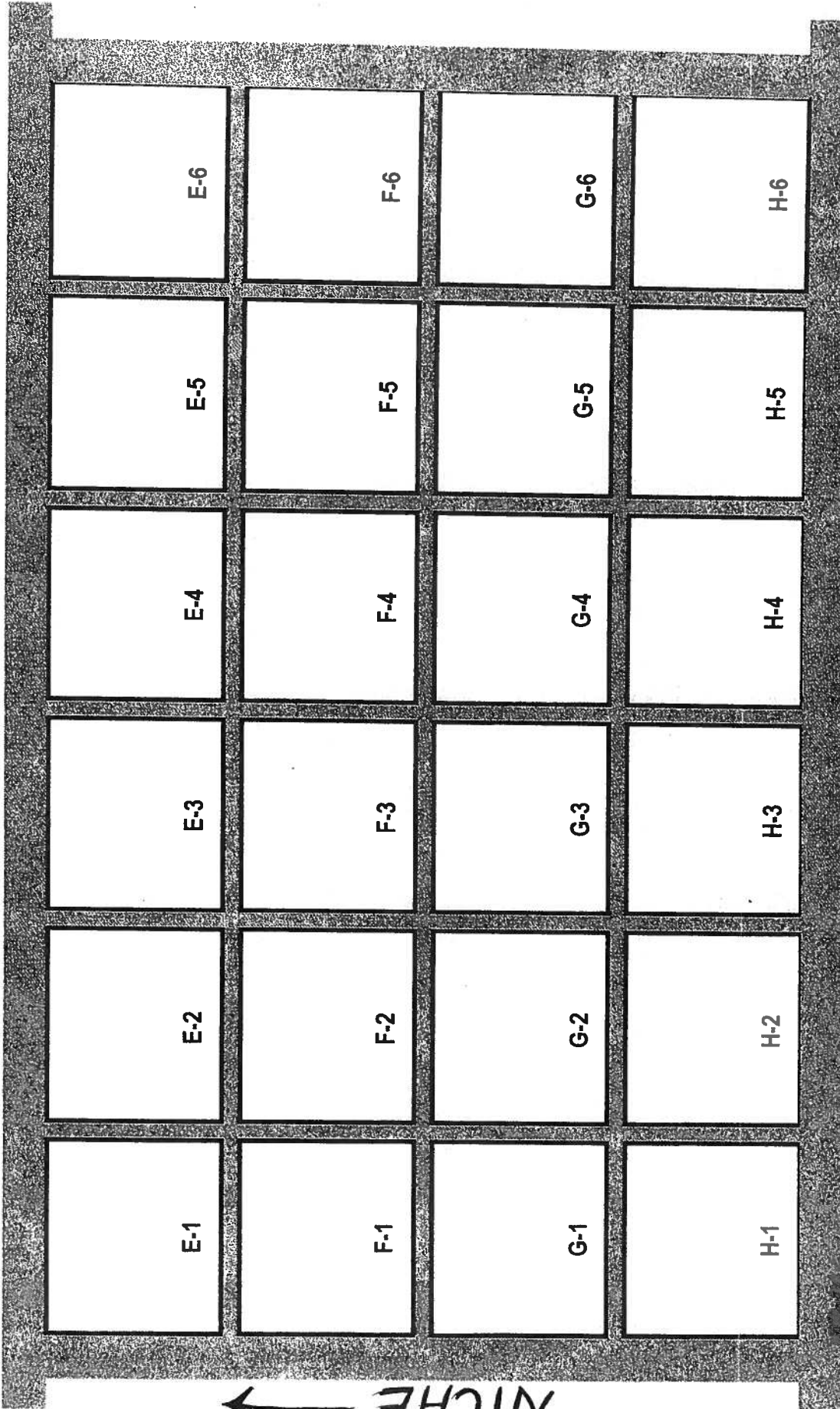
D-5

D-6

**GEORGINA ISLAND COLUMBARIUM
WEST LAKE SIDE**

SECTION

Group →



← NICHE

GEORGINA ISLAND COLUMBARIUM

EAST ROAD SIDE

SECTION



GEORGINA ISLAND NATIVE PASTORAL CHARGE

P.O. Box N73, Sutton West, Ontario, L0E 1R0
phone: 705-437-1337 x4225 fax: 705-437-4597
Chippewas of Georgina Island First Nation



Columbarium Purchase Agreement

Identification of the Selected Niche

I agree to purchase the following niche in Georgina Island's Columbarium:

Section (west/lake): _____ Niche (A-D): _____ Group (1-6): _____
(east/road): _____ Niche (E-H): _____ Group (1-6): _____

Niche Owner

This Columbarium Purchase Agreement will become effective when the Official Church Board of Georgina Island Native United Church accepts it, and it is subject to Georgina Island United Church's applicable policies and procedures.

I have read the policies and procedures and agree to the terms within.

Signature: _____

Purchase Fee Submitted:

Printed Name: _____

\$ _____

Date: _____

(with this agreement)

Mailing Address: _____

City, Prov., Postal Code: _____

Phone: _____

Official Church Board: (quorum -half of official church board, plus one member in attendance)
The Official Church Board of Georgina Island United Church accepts this Columbarium Purchase Agreement.

The Official Church Board approves the Purchase Agreement after reviewing it for compliance with applicable policies and procedures and confirming that the identified niche is available for purchase. *(5 signatures required for approval)*

Signature: _____ Printed Name: _____ Date: _____
Chair of the Board

Signature: _____ Printed Name: _____ Date: _____
Church Secretary

Signature: _____ Printed Name: _____ Date: _____
Church Treasurer

Signature: _____ Printed Name: _____ Date: _____
Board Member

Signature: _____ Printed Name: _____ Date: _____
Board Member

Signature: _____ Printed Name: _____ Date: _____
Board Member

Signature: _____ Printed Name: _____ Date: _____
Board Member

Signature: _____ Printed Name: _____ Date: _____
Board Member

Signature: _____ Printed Name: _____ Date: _____
Clergy