

## **Appendix "A"**

### **Policy Standards and Procedures for Columbarium Niche Shutter**

#### **Standards**

- \*All inscription shall be horizontal. Vertical lines not permitted.
- \*A 6cm x 8cm ceramic for single or double photo is permitted opposite the vase in the lower left hand corner.
- \*If ceramic is not requested no other item or inscription is permitted in this space.
- \*English, Chinese or combination of both is permitted but must be in accordance with the approved template.
- \*No other item shall be attached to any part of the niche shutter or columbarium.
- \*Flowers in Vase shall not encroach on adjacent shutters.
- \*If flowers in Vase begin to look unsightly, they may be removed by Cemetery Bd. Staff.
- \*Only one Picture Frame allowed with one or two photos in one frame
- \*No ornaments of any type by any means shall be affixed to the columbarium or niche shutter other than cemetery approved Vase and Picture Frame.
- \*Cut Flowers may be place at the base of the Columbarium in a plastic container. If they begin to look unsightly the Cemetery Bd staff will remove them.
- \*Glass containers at the base of the columbarium are prohibited.
- \*Candles are not permitted on or near the columbarium.

#### **Inscription**

All inscription letters and numbers shall be Vermarco style as per approved template.

Only years permitted on date line. Space does not allow months.

## **Procedure for Niche Inscription**

For continuity all inscriptions shall be performed by Memories In Stone (M.I.S.) as approved by the Victoria Square United Church Cemetery Board (V.S.U.C.C.B.)

The initial inscription is included in sale price of the Niche. (***Does not include ceramics***)

When V.S.U.C.C.B. has received request from a Family for inscription on a shutter, an Order Form will be completed and forwarded to M.I.S. to prepare a proof for approval by the Family.

M.I.S. will speak directly with the Family to agree on a final proof.

M.I.S. will then forward copy of final proof to be approved by V.S.U.C.C.B. At the same time M.I.S. will forward invoice for cost of inscription to V.S.U.C.C.B.

All costs shall be paid by the family prior to V.S.U.C.C.B. providing M.I.S. with authorization to proceed with inscription.

Once the proof is approved by the family, M.I.S. will contact V.S.U.C.C.B. to have the shutter removed and a time will be set to claim the shutter.

M.I.S. will return the shutter to V.S.U.C.C.B. once the inscription is complete.

## Appendex "B"

### Pricing for Additional Inscription Services (beyond initial inscription)

English Name Line      \$291.75

Chinese Name Line      \$350.10

Datelines - All          \$291.75

Installation of Ceramic if requested \$56.65 (siliconed to face of niche)

### Price For Ceramics (6x8 for photos)

Black and White or Sepia          \$140.55

Colour                                  \$172.03

### **Additional services:**

Restoration or photo enhancement      \$20.98

Colouration of a B&W photo              20% additional to ceramic

Blending of 2 images on to 1 tile          50% additional to ceramic (***two separate photos being blended on to one tile***)

Text on any image                          \$20.98 (***Text will be very small***)

Changing ladies or menswear          \$31.47

**All pricing above is for the calendar year 2022 plus HST**