



**BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

**OPERATIONS COMMITTEE**

**AGENDA**

January 27, 2015 from 12:30-2:00 p.m.  
School Board Office – Gibsons, BC

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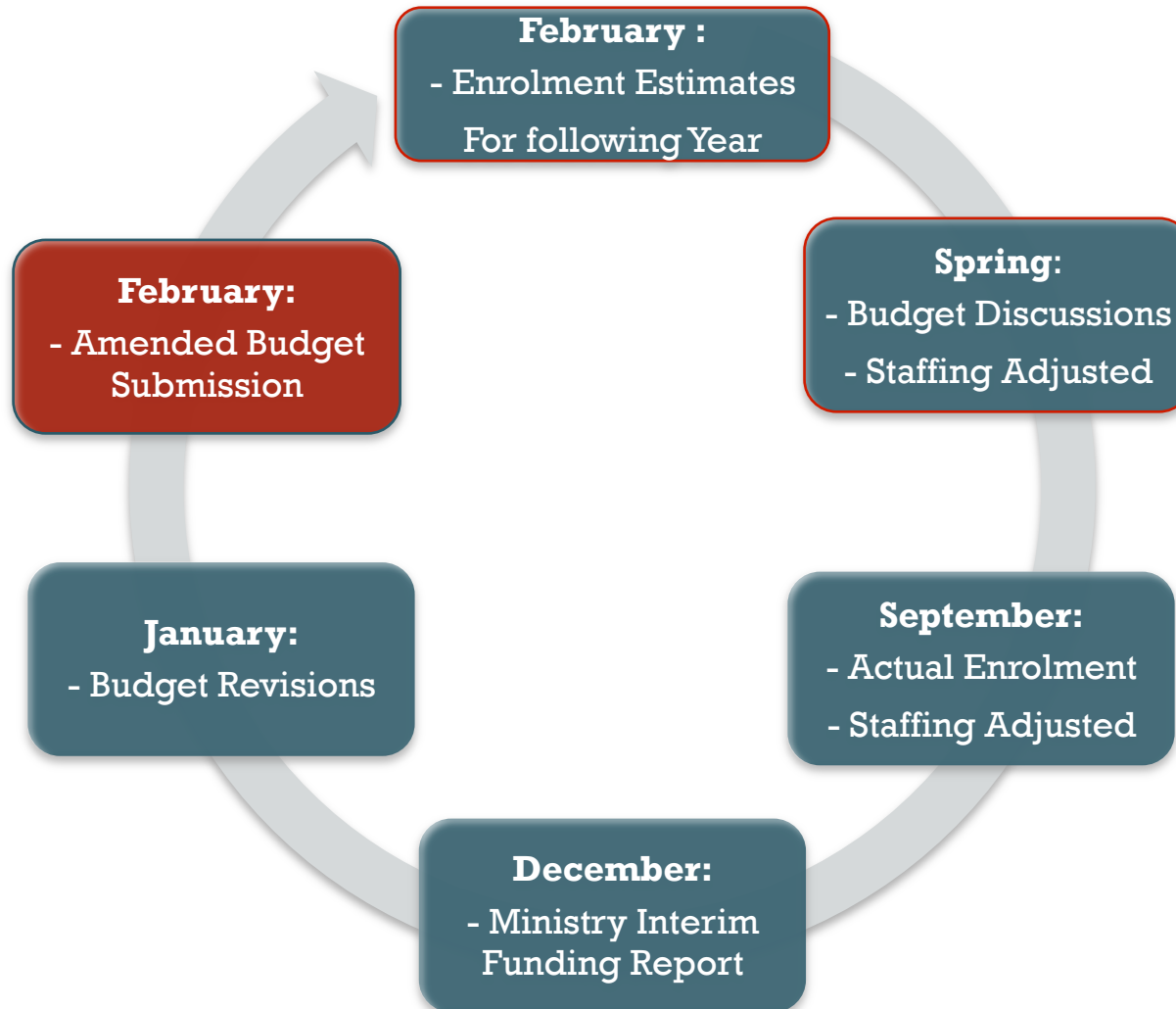
1. Community Partnerships – Rentals / Joint-Use
2. Amended Budget
3. Preliminary Budget Feedback
4. Carbon Neutral Capital Program Submission



# 2014/15 Budget (Amended)



# Budget Cycle



# Funding Protection

	2014/15 Preliminary Total	Adjusted Enrolment To Potential levels
Total District Budget		
<b>Operating Revenue</b>	34,849,576	34,849,576
Financial Provision		??
Unrestricted Surplus		??
<b>Operating Expense</b>		
School Allocations	22,559,108	22,766,558
District Budget	12,290,062	12,312,382
Net Operating Fund	405	(229,364)**

\*\* As a result, some expenditures are contingent on funding



# Revenue Projections

	2014/15 Preliminary Annual Budget			2014/15 Amended Annual Budget		
	Funding		Total	Funding		Total
	Enrolment	Level	Funding	Enrolment	Level	Funding
<b>School Age</b>	2,740.0000	6,900	18,906,000	2,819.8125	6,900	19,456,706
<b>Alternative</b>	140.0000	6,900	966,000	143.1250	6,900	987,563
<b>DL</b>	65.0000	5,851	380,315	77.5000	5,851	453,453
<b>Home School</b>	1.0000	250	250	1.0000	250	250
<b>Level 1 Spec Needs</b>	4	36,600	146,400	4	36,600	146,400
<b>Level 2 Spec Needs</b>	220	18,300	4,026,000	229	18,300	4,190,700
<b>Level 3 Spec Needs</b>	170	9,200	1,564,000	179	9,200	1,646,800
<b>English Language Learning</b>	105	1,340	140,700	120	1,340	160,800
<b>Aboriginal Ed</b>	510	1,160	591,600	513	1,160	595,080
<b>Adult Education</b>	6	4,430	26,580	0	4,430	-
<b>Salary Differential</b>			401,982			401,982
<b>Unique Features</b>			5,326,571			5,326,571
<b>Enrolment Decline</b>	97.63	30.43	231,836	2.19	30.43	-
<b>Holdback</b>						
<b>Feb Recount</b>			58,594			58,594
<b>May Recount</b>			27,834			27,834
<b>Education Plan</b>			60,853			60,853
<b>Funding Protection</b>			<b>672,161</b>			<b>14,091</b>
<b>Ministry Operating</b>			33,527,676			33,527,676



# Technology Upgrades: \$146,000



## **Student Achievement:**

*Adopting a measured approach to technology...  
to improve access to current technology and enhance  
educational opportunities*

# Maintenance Department Changes



## **Learning Environments:**

*Ensuring our facilities are safe and welcoming  
for everyone*

# Maintenance Department Changes

Energy Consumption Behaviour Management & Boiler Upgrades	(25,000)
Custodial - Incremental reductions and rebalancing of workload	(19,200)
Reduction of summer custodial budget	(15,000)
Reduction of supplies budgets	(15,000)
GES - Energy Savings due to new building	(14,000)
Staffing Adjustment: +locksmith -mechanic	(1,000)
Part Time Assistant Manager of Facilities	55,000
Pender Harbour Transport Additional Distance - SCAS Access **	24,000
Vehicle Replacement Budget Restored **	35,000
<b>TOTAL</b>	<b>24,800</b>



# Other Departmental Budgets



## **Student Achievement:**

*Reviewing our budgeting model to ensure the greatest impact on student success.*

# Administration & Governance

LT/ST Sick Replacement Budget	(40,000)
Partially Funding Coordinator from Learning Together Reserve	(20,000)
Reduction of SBO additional staffing budget	(12,000)
Critical Incident - Reserve funds	(10,000)
Trustee Supplies, Travel & Pro-D	(10,000)
Purchasing Card Expanded Usage - Contract Negotiation	(5,000)
Reduction of Supplies & Services Budgets - Telus, EDCO, Print Mgmt	(3,000)
Supplies and Travel for Centralized Elementary Music	10,000
Careers Program Budget	10,000
Innovative Learning Support	10,000
PRM (HR Software) Module Upgrades - increase efficiency & reduce costs **	15,000
Early intervention and wellness initiatives **	15,000
Curriculum Implementation **	20,000
Digital Document Management System **	20,000
Trustee Election Costs	30,000
<b>TOTAL</b>	<b>30,000</b>

# District Student Support Services

Reduced Enrolment in District Programs – No Staffing Reduction **	37,200
Special Education - District Increase	20,000
Prep Time added for District Programs	8,000
Reduction of Autism Program EA - Enrolment Decreasing	(27,000)
<b>TOTAL</b>	<b>38,200</b>



# Summary of Preliminary Budget

<b>Preliminary Revenue</b>	<b>34,849,576</b>
<b>Total Operating Expenditures</b>	<b><u>35,064,576</u></b>
<b>Net gain (Loss)</b>	<b>(215,000)</b>



# Summary of Changes: Revenue

<b>Preliminary Estimate</b>		<b>34,849,576</b>
Strike Savings Reduction	(950,944)	
Other Changes to Funding	4,156	
Net Changes		(946,788)
		<hr/>
		33,902,788
 Add: Surplus		
Restricted Surplus-Schools	444,535	
Restricted Surplus - Other	2,119,906	
Unrestricted Surplus-Schools	1,200,000	3,764,441
		<hr/>
		37,667,229



# Summary of Changes: Expenditures

School Budgets	22,774,514	
District Budgets	12,290,062	
<b>Total Operating Budget, Preliminary</b>		<b>35,064,576</b>
Restricted Surplus-District	2,119,906	
Restricted Surplus-Schools	444,535	
Less: Restricted Surplus Previously Budgeted	(215,000)	
Unrestricted Surplus Sept Allocation	1,200,000	
Strike Savings	(925,944)	
Per-Pupil Allocation Changes - School Enrolment	430,366	
Per-Pupil Allocation Changes - School SpEd	193,500	
District ELL Enrolment	18,760	
District Ab Ed Enrolment	3,480	
CSF/Intl Enrolment	2,497	
Contingent Items Unspent	(200,350)	
		3,071,750
<b>Amended Operating Budget</b>		<b>38,136,326</b>
<b>Net Gain (Loss)</b>		<b>(469,097)</b>



# Lifelong Learning. Educational Excellence.



THE  
SUNSHINE COAST  
TEACHERS' ASSOCIATION

310-5710 Teredo Street, Sechelt. BC VoN 3A0

January 26, 2015

Superintendent, Secretary Treasurer  
School District No. 46  
494 South Fletcher Road  
Gibsons, BC VoN 1Vo

Dear Mr. Patrick Bocking and Mr. Nicholas Weswick:

Re: Sunshine Coast Teachers' Association Budget Submission 2014/15

Teachers recognize the challenge Senior Staff and Trustees face in developing a budget while not being provided adequate funding. Difficult decisions will have to be made. The SCTA believes that the overriding principle guiding budget decisions should be that *they support student and teachers in classrooms*. Any proposed additions or reductions in the 2015/16 budget should be guided by this principle.

Thank you for meeting December 8, 2014 as per Article D.20: Local Association Involvement in Board Budget Process. Here are recommendations that we trust will be duly considered. Items are listed in two categories: 'Potential Expenditures' and 'Potential Cost Savings'.

Potential Expenditures

1. **Address English Language Learning needs** – immigrant families from all over the world have discovered the Sunshine Coast (Philippines, Egypt, Greece, Turkey, China, Japan, Morocco, Chili). There are rumours of large groups of immigrants arriving for work at the mill. An increase in Teacher FTE in this department is needed now to help address the necessary paperwork, assessment, resources, support for transitions and service for ELL students K-12.
2. **Support International Students** - additional Teacher services for integrating students and families with school staff and community are required. Members report that the classroom curricular support and resources are inadequate at this time. This may also become a possible revenue generating program (currently only 20 students).
3. **Manage equity in growth and cuts across the district: Teacher Librarians, Counsellors, Music Teachers, Aboriginal Educators, Special Education & Learning Assistance Teachers** – the significant decline in the number of Specialist Non-enrolling Teacher positions impacts student learning conditions and quality programs in our District. The SCTA seeks full redress for all the restored local and provincial language including: specialist teacher ratios as well as restored provisions and process provisions.

TEACHERS' WORKING CONDITIONS ARE CHILDRENS' LEARNING CONDITIONS



4. **Hire more teachers** – the Educational Fund allocations (\$541,277) appear to have helped add only one full time teacher position in our district. Some elementary schools were able to post .3 to .6 Literacy/Numeracy Support and secondary schools 1 additional teaching block. Our records show 196 Teacher FTE last year and 196 Teacher FTE this year. No actual increase in Teacher FTE.

We recognize that each employee has a valuable role to play however there is an imbalance, disproportional to growth and decline. The Union recommends that more teachers be hired to achieve a balance in growth and that there be equity in the growth and cuts that are made to all SD 46 employees: Management, School Board Office Staff, CUPE, SCTA. The Union respectfully requests that an 'actual cost' versus the 'average salary' projection adjustment for teacher salaries be used to calculate the cost of hiring new teachers. (\$76,223 was the figure agreed upon by BCTF and BCPSEA. \$92,130 has been used to calculate District 46 school based budget teacher salary costs 2012/13)

5. **Support Teacher Mentorship** - this worthy program provides great value for minimal expenditure. Every year more teachers have new assignments (changes to grade levels and curriculum areas). As more teachers retire, there is an increased number of teachers new to our district and to teaching (approximately 50 new teachers in the last 3 years). The SCTA acknowledges and thanks the Board for the current \$15,000 for Mentorship. The Union respectfully requests that this amount be maintained.

6. **Provide Teacher Training** - for the new student information system: \$60,000 (approximately one day per teacher) and **Teacher Inservice** for implementation of the new curriculum: \$120,000 (approximately two days per teacher)

#### Potential Cost Savings

1. **Implement a two-week Spring Break** – A two-week spring break (1 week Spring Break + 1 week School Closure) improves the wellness of all District 46 staff and students, meets the needs of the community and achieves desired cost savings in energy usage and employee absenteeism costs. We are one of the few remaining districts that have not altered the school calendar to incorporate a longer spring break and/or other longer breaks during the bookends of the school year. The SCTA completed an extensive written member survey (97% of teachers in favour, December 2013). A two-week Spring Break is something that has been anticipated for many years. There have been committees, surveys, consultations for over 5 years.

2. **Reduce the cost of School Board and Management meetings**– In these times of declining teacher FTEs, can we afford the many full day principals' meetings, paid principals on call (\$300+/day), School Board Trustee and Management conference travel to Vancouver (hotels, per diems, mileage)?

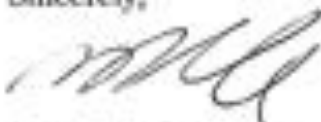
**3. Review Management and School Board Office Staff Positions –**

It is the position of the SCTA that school budgets be prioritized. Money is urgently needed at the school level for services to students. We request that there be a moratorium on creating new management positions, increasing the SBO staff positions and the hiring of retired principals to perform management work while teacher FTE and ministry funding continues to decline. It is not reasonable that while teacher FTEs continue to decrease, Administrator, Management, CUPE and School Board Office Staff positions have remained the same and/or increased. The SCTA again encourages the Board to seriously consider different ways of distributing school and district principal / vice-principal assignments to more than one worksite and removal of administrator teaching responsibilities. This would achieve a cost saving by having fewer administrators, while maintaining the same FTE of school-based "administration work". Employing Teachers-in-Charge or Head Teachers in small schools could help achieve a cost savings and build capacity for the future.

**4. Re-allocate Restricted Surpluses –** The SCTA recommends that the Board develop a process to re-allocate restricted surpluses to the unrestricted budget for school funding. To the best of our knowledge, as this has never happened before, there is no process at this time.

Please contact me for any further clarification you may require. Thank you for your consideration of these recommendations. Our collective efforts do make a difference!

Sincerely,



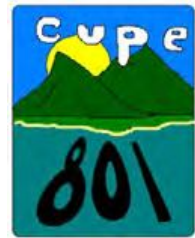
Louise Herle  
Sunshine Coast Teachers' Association President

Cc: Greg Kitchen, Assistant Superintendent  
Betty Baxter, School Board Chair  
SD #46 School Board Trustees  
SCTA Executive Committee  
Carolyn Smith, President CUPE 801

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Box 951 Sechelt BC V0N 3A0 • p: 604.885.7944 • f: 604.885.9837 • e: scta@dcenet.com



## **CUPE LOCAL 801**

### **BUDGET SUBMISSION NOVEMBER 2014**

**Considerations when budgeting for the 2015/2016 school year.**

#### **INCREASE HOURS OF ADMINISTRATIVE ASSISTANTS**

##### **MADEIRA PARK ELEMENTARY:**

The union is concerned about the drastic cut in hours that occurred in the spring of 2014 to the administrative assistant position at Madeira Park Elementary. At that time, the hours were reduced to three days a week, 6 hours a day. That level would see no one in the front office for two days of the week. No one to take attendance, answer the telephone or be in the office to troubleshoot for students, parents and staff. Since the layoff in April, the hours were quickly increased to 20 hours a week in September and extended to include a fourth day (5 hours a day, 4 days a week) This still leaves the office with no one in it for one day a week. Five hours a day does not provide that the administrative assistant is there for the entire school day. This is of great concern to students, parents, teachers and support staff at Madeira Park Elementary.

##### **WEST SECHELT ELEMENTARY:**

We are concerned about the level of administrative assistant support at West Sechelt Elementary School. Consideration needs to be made to reinstate the Administrative Assistant position to full-time (35) hours. Both Cedar Grove Elementary and Kinnikinnick Elementary contemplated a reduction and decided for many reasons to keep the hours at full-time (35) hours. The same consideration should be applied to West Sechelt Elementary.

### **SITE MAINTENANCE WORKERS UTILIZED EFFICIENTLY:**

As was presented last November, Site Maintenance Workers are not being utilized efficiently. The trades: Carpenters, Electricians, Plumbers and Painters are doing work such as installing soap dispensers, pencil sharpeners, towel dispensers, etc. when this is well within the realm of Site Maintenance work. It would make more sense to hire Utility Workers to do the grounds work, let Site Maintenance Workers do the site maintenance work, and let the Trades do the trades work. With so many fiscal challenges and pressures, it makes sense to spend whatever money is available efficiently with a mind to cost-effectiveness.

### **CENTRAL PURCHASING:**

We see that there are opportunities to save money by exploring a district-wide central purchasing plan to include items such as office supplies, fax machines and printers, sports equipment, first aid supplies, paper, paper towel, garbage cans, etc. Also in this plan could be developed an exploration to look at common purchasing of computers, printers, laptops, software and devices such as iPads. It might make more sense to reinstate a district resource center for items like that as well as learning resources for schools to share.

### **LIBRARY SUPPORT:**

It is extremely important that each school be staffed with a teacher-librarian and supported by a Library Assistant. This protects the valuable assets of every library and supports students and staff in the district. In a School District that values literacy it seems counterintuitive to miss the early opportunities to encourage young readers and make libraries a vibrant, active part of every school.

### **TECH DEPARTMENT:**

The Tech Department has seen many changes and challenges over the past few years. Technology in the delivery of education has grown exponentially and requires some investment for the Systems Technologists to be effective. A plan should be developed to provide some continuity and support for the technologists. A casual or part-time Systems Technologist would help to support the Technologists when they are absent and would provide an opportunity for looking towards the future. As well, we have seen a “decentralization” of the technology department where the supervisor, administrative assistant and technologists are in several different locations. It may be time to explore the cost effectiveness of this model of operation.

## **SCAS CLERICAL SUPPORT**

The union is concerned about the hours of clerical support assigned to the Alternative School and its various programs, locations and clients. Where the programs have been fully supported in the past with an Administrative Assistant and an Office Assistant, these hours have been drastically reduced creating a workload concern for the remaining clerical support. Please consider re-instating the clerical support to fully support these busy programs.

CUPE work supports students, teachers, staff, parents and the community every day. Our work ensures that schools are vibrant, safe, clean and welcoming. In these times it makes good sense to not only look at the cost of our support, but the cost to those groups when our support is reduced or eliminated. It also makes sense to spend the money that is available as cost-effectively as possible.

Thank you for the opportunity to present our submission.

Carolyn Smith

President, CUPE local 801

Pc: all Trustees



**CNCP Project Proposal - 2015/16 Call for Projects**  
**Project Data Sheet (complete one per proposal and attach supporting documentation)**

**Project Identification**

School District No. / Name

Facility No. / Name

Facility Street Address  Municipality

**Project Contact**

Name  Phone  Email

**Project Description**

Provide an air source heat pump (ASHP) which can heat the school for approximately 85% of the heating season. Provide electric boiler as backup heating source for cold weather use, completely eliminating the need for propane delivery to the school. Provide DDC controls for new HAC equipment and replace aged pumps and piping in the boiler room

**Other Program Links**

**Project Benefits**

Replacement of aged equipment which will reduce maintenance requirements. Reduction of the school's carbon footprint by an estimated 88%, as well as elimination of trucking propane to the school, which is located in one of the most environmentally aware regions of the province

**Project Costs**

Total Project Cost (\$)	\$275,000
CNCP Funding (\$)	\$200,000
School District Funding (\$) *	\$75,000
Third Party Funding (\$) *	
<b>Total Funding (\$)</b>	<b>\$275,000</b>
Surplus/Shortfall (\$)	\$0

**\* Sources of Other Funding**

School District Funding Proportion (%)	27.27%
Third Party Funding Proportion (%)	0.00%

**Energy Cost Savings**

Annual Fuel Cost Savings (\$)	\$8,500
Annual Electricity Cost Savings (\$)	\$0
<b>Total Annual Energy Cost Savings (\$)</b>	<b>\$8,500</b>

**Stationary GHG Emissions**

2014 SmartTool Emissions (TCO2e)	32.4
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**Energy and Emission Reductions**

Fuel Type	08. Propane
Annual Fuel Usage Reduction (GJ)	520
Annual Avoided Emissions (tCO2e)	31.635

Electricity Supplier	03. BC Hydro
Annual Electricity Usage Reduction (kWh)	-39800
Annual Avoided Emissions (TCO2e)	-0.398

<b>Total Annual Avoided Emissions (TCO2e)</b>	<b>31.24</b>
Annual Emissions Reduction from 2014 (%)	96%

Annual Avoided Carbon Offsets (\$)	\$781
Payback Period (years)	30

**Project Information**

Facility Condition Index

Capacity  Grades

**Enrolment**

Current	2014/15	70
Projected	2015/16	65
	2016/17	62
	2017/18	60
	2018/19	

**Consultant Reports**

Energy Study Date (yyyy-mm-dd)

Mechanical Study Date (yyyy-mm-dd)

Technology Industry-Proven? (Y/N)

Technology Previously Used by SD? (Y/N)

**Current Project Stage**

Concept (%)	100
Design (%)	
Tender (%)	

**Additional Comments**

Project Start Date (yyyy-mm-dd)

Project Completion Date (yyyy-mm-dd)

**Project Proposal Prepared by:**

**Consultant Report Contact:**



**MADEIRA PARK ELEMENTARY SCHOOL  
HEATING AND VENTILATION SYSTEMS REVIEW  
for the  
2015-16 CARBON NEUTRAL CAPITAL PROGRAM**

**Prepared For:**

**SCHOOL DISTRICT 46 (SUNSHINE COAST)  
494 South Fletcher Road  
Gibsons, BC  
V0N 1V0**

**Prepared By:**



RPE File 13179-N710  
December 2014

## **INTRODUCTION**

Rocky Point Engineering Ltd. has been engaged by School District 46 (Sunshine Coast) to review the condition and age of the above noted school and provide recommendations for implementation of strategies that will reduce fossil fuel consumption, overall building energy use and greenhouse gas emissions and improve comfort and safety of the school's occupants.

Madeira Park Bay Elementary School is 1,358 square metres (15,000 square feet) in area, of combustible. The school is a single-storey, with the exception of a small basement housing storage and a furnace room

## **EXISTING HEATING EQUIPMENT**

The boiler in use at this school is a propane fired appliance, manufactured by Parker and dating to 1977. The boiler is past expected useful service life, and as a standalone appliance leaves the school in jeopardy of losing heat in the event of its failure. The use of propane as the heating source also creates a substantial carbon footprint for the school, which is intended to be substantially reduced by this project.

The four original Classrooms (116-119) and the Library are heated and ventilated by vertical unit ventilators that were installed within the past ten years, and which are in good condition and provide adequate levels of ventilation. The three Classroom addition (rooms 110-112) are heated and ventilated by a single, residential style furnace, located in the basement storage area. This furnace has only one thermostat (in Classroom 111), which creates thermostatic problems between the three rooms.

The Gymnasium and Administration have heat but no ventilation. Hallways, washrooms and storage rooms are heated by convectors, supplied with hot water from the boilers.





*No. 1 – Parker propane fired boiler, which a standalone appliance providing heat to the school*



*No. 2 – Temspec unit ventilators, installed in service closets with two units each, serving the Classroom and Library*



*No. 3 –Gymnasium, which has no supply air ventilation*

## **RECOMMENDED UPGRADE STRATEGY**

### **Air Source Heat Pump / Electric Back-Up Boiler Heating Plant**

By utilizing the energy advantage of heat pumps, which dependent on ambient temperature, produce between 2.5 kW and 3.5 kW of useable heat energy for every kW consumed, the propane consumption of this school can be substantially reduced. The basis of this application is to install water-to-air heat pumps (ASHP's), which can generate heated water that can be circulated to existing heating equipment throughout the school.

Air source heat pumps cannot function when outdoor temperature drops below roughly zero degrees Celsius, so boilers are also required, to provide a back-up heat source for cold weather. Electric boilers are recommended, so that necessity to transport propane to this school is completely eliminated. During colder weather the boilers can provide hot water at 75 degrees Celsius, which will allow existing terminal heating equipment to remain in service.

The ASHP will provide heat to the building for roughly 85% of heating season hours, which will substantially reduce the carbon footprint of the building by transferring the heating load from propane for the current boiler to electricity to run the ASHP and new back-up boiler.

### **DDC Controls**

As part of the proposed upgrade it is important to include a new digital controls system to allow more precise temperature control within the building and energy management strategies to be implemented. Time of day and week scheduling of heating equipment operation will help control building energy consumption.

**COST SUMMARY**

Our estimate of probable installation cost of this project is **\$200,000.00**, reflective of the current construction climate in British Columbia and other school HVAC project tenders we have recently been involved with.

This amount does not include any allowances for construction contingency or professional consulting fees. Allowances for these should be included, as follows:

▪ Construction Contingency	(10%)	\$22,000.00
▪ Consulting Fees, Permits and Licenses	(15%)	\$33,000.00
▪ Overall Project Capital Total (excluding HST)		<b>\$275,000.00</b>

**ENERGY AND PROJECT DATA SUMMARY**

Implementation of the upgraded HVAC system as described is estimated to reduce energy consumption at this school as follows:

<b><i>EXISTING INSTALLATION</i></b>		
Annual Propane Gas Consumption	(GJ)	520
Annual Electrical Consumption	(kWh)	97,620
Annual GHG Emissions	(tCO <sub>2</sub> e)	32.9
Age and Condition of Mechanical System		as above
Area of School	(m <sup>2</sup> )	1,358
Grades Configuration		K-6
Current Enrollment (2014/2015)		70
Facility Condition Index (VFA – 2011)		
<b><i>PROPOSED UPGRADE</i></b>		
Proposed Enrollment (2015/2016)		65
Annual Propane Gas Savings	(GJ)	402
Annual Electrical Increase	(kWh)	39,800
Annual Propane Gas Savings	(\$)	\$12,500
Annual Electrical Increase	(\$)	\$4,000
Annual Utility Cost Savings (a)	(\$)	\$8,500
Projected Annual Maintenance Savings (b)	(\$)	\$0
Greenhouse Gas Reduction	(tCO <sub>2</sub> e)	31.2
Annual Carbon Offset Savings (c)	(\$)	\$780
Total Annual Financial Benefit (a+b+c)	(\$)	\$9,280
Simple Payback	(Years)	29.6

Report Prepared by:

A handwritten signature in black ink, appearing to read 'SMcN', is written over a thick horizontal black line.

Stephen McNicholls, P.Eng., LEED® AP  
Principal, Nanaimo Office  
Office: (250) 585-0222  
e-mail: stephen.mcnicholls@rpeng.ca

**DISCLAIMER OF LIABILITY**

The material in this report reflects our professional opinion based on information made available to us, visual observations of accessible mechanical systems and equipment and building operators comments. No physical testing of HVAC systems or equipment was conducted, or evaluation of equipment capacities to ascertain the existing equipment is adequately sized to meet building HVAC requirements.

Any use a third party makes of this report, or reliance on decisions made based on it, are the responsibility of such third parties. Rocky Point Engineering Ltd. accepts no responsibility for damages suffered by any third party as a result of decisions made or actions based on this report.