

# COULSON GROUP OF COMPANIES



**VOLUME 07-123**

**MAR. 2007**

**This week, we will be announcing the start of construction at the new Chances "RimRock", 25,000 square foot Community Gaming Centre.**

**Our responsibility is to construct and manage this 7.5 million dollar facility for the Alberni Valley Gaming Association (AVGA).**

**The AVGA is associated with 58 local charities in Port Alberni and has 1.3 million dollars annually flow to these charities through the British Columbia Lottery Corporation.**

**The AVGA has spent a significant amount of time, energy and now money over the last four years to bring a facility to the community that will feature a Brew Pub, Lounge and Dining area, 75 slot machines with Virtual Blackjack, a Virtual Sports Arena with Golf and Hockey, and Electronic and Paper Bingo.**

**The primary goal of the AVGA is to generate profits from the new Community Gaming Centre for redistribution to its local not-for-profit charities to enhance these charities' abilities to do more for our community.**

**We are extremely impressed by the commitment of the Board of Directors of the Alberni Valley Gaming Association to bring this project to fruition and look forward to being part of this new Community venture.**

*Wayne*

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# Corporate News

By Susan Merivirta, Chief Financial Officer

To fulfill part of my Certified General Accountant annual Professional Development requirements, I attended a day-long Leadership seminar in Vancouver recently called “The Power Within”.

Guest speakers included:

- Les Brown, Best-Selling Author “Live Your Dreams” on Motivation.
- Andy Nulman, Former CEO, Just for Laughs Festival on Sales/Marketing.
- Jim Fannin, Best-Selling Author on Effective Management.
- Suzanne Somers, Actress/Author on Self Empowerment & Goals.
- President Vicente Fox & Martha Fox, President of Mexico (2000-2006) on Leadership.
- Anthony Robbins, World Authority on Leadership Psychology on Peak Performance.

Each speaker had a dynamic presentation that was very inspirational. However, I would like to share with you some quick points from Jim Fannin’s presentation.

Jim Fannin, known as the ZoneCoach, is an author, consultant and mental coach for the world’s top athletes and corporate executives. Jim helps people from all walks of life become more successful by showing them how to attract the Zone mindset. In 1977 Jim founded S.C.O.R.E. Performance Systems, Inc.

The Zone is the exact moment you perform with complete detachment from the possibility of failure. This present tense performance style sets aflame the physical faculties of your body. Your mind and body are fully alert and hungry for action. In this high-octane state of mind and body synergy, you are so well focused on attaining your goal that only when you step out of it do you realize that it felt like a vacuum.

The S.C.O.R.E. Performance System is a collection of performance tools designed to attract the phenomenon called the Zone. The two major cornerstones of the program are Visualization and Self-awareness.

Once the System is in place your thoughts will be simplified. By thinking less you will be able to produce more at a higher level.

Visualization:

- Your subconscious mind controls your actions from behind the scenes. It operates 24 hours per day.
- Your subconscious mind was fully programmed at approximately the age of 5.
- Your subconscious mind is changeable. You can adjust or re-invent yourself.
- Your subconscious mind is most fertile for suggestion just before sleep, as you awake or when you are relaxed.
- Your subconscious mind does not know the difference between fantasy and reality.
- Visualization, imagery and dress rehearsal are inter-changeable concepts. All employ the five senses.
- Visualization is seeing it as it will be in your conscious mind.
- The majority of world champions use the visualization tool.

*Con’t*

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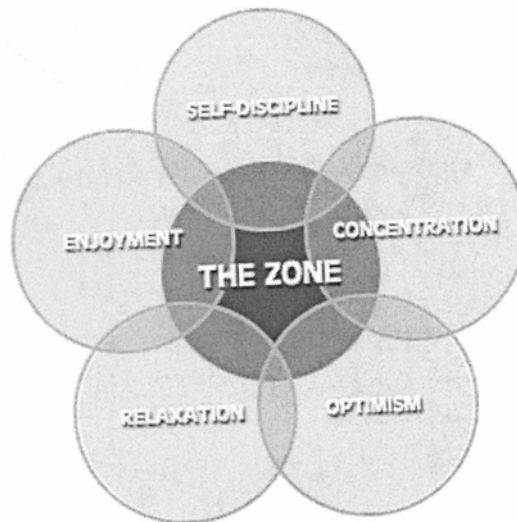


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Self-awareness:

- We are all performers with most of us performing 30-50 times per week. (meetings, phone calls, emails).
- We perform in different Life Arenas such as job, family, friends, etc.
- The Zone is the ultimate peak performance mindset.
- You can be in the Zone in any and all Life Arenas.
- When you aware of being in the Zone, you are not in it.
- When performing in the Zone, you are in the NOW or present tense.
- Stress is needed to attract the Zone.
- Stress can be managed.
- The Zone phenomenon can be attracted by all performers regardless of age or experience.
- The average person has 2000 thoughts per day.
- The world champion has 1000-1200 thoughts per day. He/she has eliminated worry, impatience, gossip, most assumptions, anger, jealousy, envy and other negative thoughts.
- Less thought allows the Zone to come more freely.
- Each thought is an action that has three reactions. They are physical, emotional and intuitive. These reactions can be read by you and other people. Thoughts can be managed; therefore, reactions can be managed. Consequently, results can be managed.
- Every person has thoughts that govern high or low levels of the five intangibles of the S.C.O.R.E. System.
- S.C.O.R.E. is an acronym that represents these five elements of Self-discipline, Concentration, Optimism, Relaxation and Enjoyment.
- Everyone has a S.C.O.R.E. Level.
- S.C.O.R.E. Levels fluctuate daily.
- S.C.O.R.E. Levels can be contagious.
- Champions are aware of S.C.O.R.E. Levels.
- Champions use tools to adjust and balance S.C.O.R.E. Levels.
- Balancing the five levels of S.CO.R.E. at a high level is an art form that attract the Zone.

Basically, Jim's System is geared to helping you balance your Life Arenas such as self, parent, son/daughter, job or vocation, finances, etc. Balancing these Arenas is the art of Living in the Zone.



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# Operations

By Jim Messer, Chief Operating Officer



## RimRock Gaming Centre

We are underway with construction of Port Alberni's latest attraction..., RimRock Gaming Centre. As we developed our permits, applications and construction safety program, it was a good reminder for all of us to regularly review our Job Safety Breakdowns. Statistics support that many accidents happen when you know your job well, but become complacent. Please don't let that happen to you.



Although physical construction at RimRock is in the early stages, it is still an exciting project. Design parameters are complete and the facility will include bingo, slots, sports bar, restaurant, VIP/virtual gaming section, administrative offices and some unique and attractive architecture. I will add progress reports as construction continues and we have an opening target.

## Aircrane



Aircrane has made good progress on the major rebuild of C-GJDR. The main box beam-station 243 repair is complete and the remaining skin is being riveted in place. C-FMAY and C-FBQI have fresh paint going on and getting ready for our next logging phase.

Two of Aircranes' structural technicians have just returned from Halifax where they completed three repairs on an S-61 of CHC's that will soon be relocated to South Africa.

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# Log N Talk Culture Theme

March / 2007

## Safety Corner & Coulson's Safety Culture

### What is a Safety Culture?

### Where do you Stand?

Culture is defined by what the people do. The decisions people make tell us something about the values of the organization. For instance, the extents to which managers and employees act on commitments to safety tell us more than words about what values motivate their actions.

A good gauge of safety culture is "How we do things around here." A safety culture may be slow to mature, but, with management support, it can be accomplished.

### A safety culture is:

#### An informed culture

People understand the hazards and risks involved in their own operation and staff works continuously to identify and overcome threats to safety.

#### A just culture

Errors must be understood but willful violations cannot be tolerated and the workforce knows and agrees on what is acceptable and unacceptable.

#### A reporting culture

People are encouraged to voice safety concerns when safety concerns are reported they are analyzed and appropriate action is taken.

#### A learning culture

People are encouraged to develop and apply their own skills and knowledge to enhance organizational safety and staff is updated on safety issues by management with safety reports that are fed back to staff so that everyone learns the lessons.

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# Log Harvesting

By Gary Collinge, Manager

Despite the heavy rains, snow, sleet and wind we continue to produce. I won't get into all the delays due to weather but it has been a challenge trying to hit budgets. 15,000 m3 a month doesn't seem like much but it has been elusive.

Road building is complete in 9927, and the fallers should be finished soon. The GY2 will complete in 10 - 12 days.

Road is progressing well in 0415, load and haul has begun with GY5 scheduled to start 1st week April.

Our Nugget Creek road continues to hold up our schedules. The first 300 meters has been the big challenge. It will take 7 days without rain to get through but it won't stop raining! This 17,000 meters will be sunshine logging.

Cataract is working on CL40, a 5500 m3 block, the wood is cleaning up better than it looked on

the ground. Road is progressing on 3 headings as we develop 2nd & 3rd quarter volumes.

TFL 54 continues to be under review, but it looking more and more like it will go. This will mean a substantial additional volume for the next 3 years.

On the equipment side we have been doing some heavy maintenance on the H3; brakes, H9 engine & trans and the H14 has had some transmission repairs. The GY3 has been put back into action until the GY6 gets finished in Toquart. We have been shopping around looking for a second back spar to supplement our yarding options.

Coulson Group will have its annual EMS / ISO audit at the end of April. Between Coulson and Toquaht Traditional there has been a concerted effort to get all scrap removed from the DLS / shop area.



## Safety Stats

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CURRENT 12 Feb - 25 Mar 07

YTD 2007

Accident Free Days

DIVISION	WORKERS	MED	LTA	MED	LTA	2007	Accident Free Days
CML	50	0	0	02	0	02	188
CSL	48	02	0	04	0	04	151
HMP	03	0	0	0	0	0	262
MILLWORKS	23	0	0	0	01	01	62
AIRCANE	20	0	0	0	0	0	1583
CAT	0	0	0	0	0	0	4199
CFP - OFF	22	0	0	01	0	0	4199
CFP - HELI	04	0	0	01	0	01	98
CFP-CONV	20	0	0	0	0	0	104
CFP-SHOP	0	0	0	0	0	0	
MAQ-HELI	0	0	0	0	0	0	
MAQ-CONV	0	0	0	0	0	0	
KLITSA	0	0	0	0	0	0	
<b>TOTAL</b>	<b>190</b>	<b>02</b>	<b>0</b>	<b>07</b>	<b>01</b>	<b>08</b>	

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## 1. Forest Stewardship Plans (FSP)

As mentioned in the past few issues of Log N Talk Coulson Forest Products Limited is participating in the planning process for an East Coast Multi Licensee Forest Stewardship Plan. The East Coast Multi Licensee FSP participants are Coulson Forest Products Limited, Steeves Forest Consultants and Northwest Hardwoods Ltd. (Weyerhaeuser Subsidiary). The preparation of base maps is currently underway. Operating areas involving BC Timber Sales still needs to be worked out. Preparation of this plan is the next step in moving Coulson operations into second growth harvesting. This transition is expected to occur during the first half of the next decade. The east coast of the Arrowsmith TSA has significant stands of second growth Douglas Fir in the 60-80 year age classes. Our target date for completion of maps and the first cut of the FSP is April 30, 2007.

## 2. Tree Planting

A contract for planting 53,000 trees on Echa Peh and CFP's 2005 and 2006 logged areas has been issued to Clayoquat Forest Environmental Ltd of Ucluelet. Planting will start early April 2007. Ron Sorensen will be administering the contract and monitoring planting quality.

## 3. Cutting Permits

- **Echa Peh Forest Resources Ltd** Cutting Permit CP 12 has been issued. This permit is for block CL36 and has a volume of 27,000m<sup>3</sup>. approximately. The block is located east of Cataract Lake. Logging is expected to start early May.
- **CFP** Cutting Permit CP55 was issued during February 2007. This permit consists of blocks CL39 and CL40. The road into CL40 has been finished and falling is well underway. Yarding in this area started at the beginning of March. The timber will be put through the Cataract sort at Sechart Channel.

## 4. 2007 Fire Preparedness Plan

The 2007 Fire Preparedness Plan was completed mid March and the Fire Boss Standby Duty Roster is printed in this issue of Log N Talk. Basic fire suppression training plans are in the final stages of being scheduled for the middle 2 weeks of April – 2 courses are being planned. A full 1 day basic fire suppression training course and a basic fire suppression refresher training course for those that have had previous training. A fire practice involving a “mock” fire is part of the training designed to implement our fire crew organization and test the time it takes for each crew to get organized and put water on the fire.

## 5. ISO 14001

An internal Timberlands ISO 14001 audit will be conducted by Ron Sorensen during the last week of March and first week of April. Ron will be auditing compliance with the Coulson Group ISO 14000 : 2004 EMS Manual. The EMS manual is on our website: “[EMS.coulsongroup.com](http://EMS.coulsongroup.com)” The internal audit is required as a prerequisite to the external re-registration audit scheduled for May 1, 2007. Quality Management Institute (QMI) a division of the Canadian Standards Association (CSA) is our registrar and will be conducting the external audit starting May 1, 2007. Supervisors are requested to review the recently updated environmental SOPs with their crews and have them on site for crew use.



***Remember: Fire Season Starts April 1<sup>st</sup>. We must all do our part in preventing fires. The company environment management system and corporate policy prohibits fires and/or smoking on logging operations or other activities in the woods.***

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### FIRE BOSS STANDBY ROSTER - 2007 SEASON

		RESIDENCE	CELL
APRIL	PAUL PASHNIK	250-724-5932	720-9934
MAY	GARY COLLINGE	250-724-4686	720-9593
JUNE	NEIL NIXON	250-723-1403	720-5938
JULY	ZOLIE SCHAFER	250-723-7978	720-1177
AUG	RON SORENSEN	250-724-2360	720-6370
SEPT	PAUL PASHNIK	250-724-5932	720-9934
OCT	GARY COLLINGE	250-724-4686	720-9593

## Forest Fire Suppression Drill/Practice Protocol

### Objective:

- Hands on simulated fire attack to provide experience to crews and test fire suppression emergency response procedures.

### Schedule:

- Fire drills shall be conducted by all logging and road construction crews at:
  - The start of fire season.
  - AGAIN when the fire danger reaches moderate, and monthly during moderate and high fire danger conditions.
- Note: Once the fire danger exceeds moderate for 7 days the fire water tank trucks & fire pumps are to be started and run for 5 minutes on a weekly basis. Tests must be recorded in the equipment log book.

### Procedures:

- Supervisor/Chargehand to:
  - Preselect a location and simulated a fire by hanging ribbon to mark the perimeter of a mock fire.
  - Alert crew that a fire drill/practice is underway and that they have 8 minutes to get organized.
  - Get organized through the chargehand taking charge, review safety concerns and the crew being assigned to set up pump, lay hose, work on fire with hand tools and back tank pumps
  - Put men on the fire with hand tank pump and hand tools
  - Setup a fire pump, layout hose and get water to the fire edge.
  - Chargehand/supervisor to time how long it takes to get water to fire.
  - Debrief crew on success or problems and how improvements can be made.
  - Complete fire practice record and forward the completed record to the EMS clerk.

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**SUGGESTED FIRE LINE ORGANIZATION  
FIRE DRILL/PRACTICE PROTOCOL**

**GRAPPLE / HOE CHUCK / SNORKEL / CABLE LOGGING**

**LOGGING POSITION**

Logging Supervisor  
Hooktender  
Logging Truck Driver

Loader/Grapple/Hoe Chuck Operator

Chasers & Chokerman  
Chasers & Chokerman  
Landing Bucker  
Fallers

**HELI LOGGING**

**HELI-LOGGING POSITION**

Heli Logging Supervisor  
Hill Boss  
Loader Operator/Dozer Boat  
Operator/Chaser  
Chasers

Rigging Crew

Pilots  
Landing Bucker  
Fallers

**ROAD CONSTRUCTION CREW**

**ROAD CREW POSITION**

Road Construction Supervisor  
Construction  
Foreman/Chargehand  
Hoe Operator/Rock Truck  
Operator  
Hoe Operator/Rock Truck  
Operator  
Drill Operator/Swamper  
Swampers

**FIRE LINE POSITION**

Fire Boss  
Fire Line Boss (Initial Attack)  
Fire Tank Truck Operator/Radio  
Communicator  
Pump Operator/Assist with Fire Tank Truck  
Pumps  
Fire Fighter - Hose lay and Nozzle man  
Fire Fighter - Handtools/Hand Tank Pumps  
Nozzle Man or Fire Line Cutter / Bucker  
Powersaw Operator (Snags, Danger trees)

**FIRE LINE POSITION**

Fire Boss  
Fire Line Boss (Initial Attack)  
Fire Pump Operator (set-up & operate)  
  
Fire Relay Tank Setup & Hose lay and Nozzle  
Man  
Fire Fighters - Hand Tools & Hand Tank  
Pumps  
Heli Bucketing  
Nozzle Man or Fire Line Cutter / Bucker  
Powersaw Operator (Snags, Danger trees)

**FIRE LINE POSITION**

Fire Boss  
  
Fire Line Boss (Initial Attack)  
  
Fire Tank Truck Operator  
  
Pump Operator  
Fire Hose and Nozzle  
Fire Fighters - Hand Tools

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## HAZARD ALERT

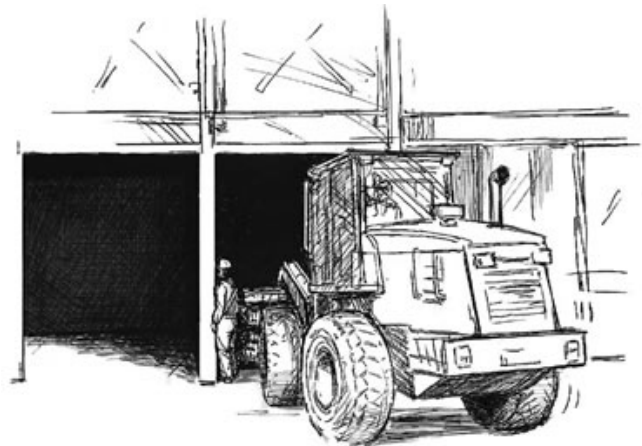


### Mill worker struck by mobile equipment

At a plywood mill, a loader with a grapple attachment was carrying peeled logs to the vats for soaking. Unknown to the loader operator, a worker had entered one of the vats and was standing just inside the entrance as the loader approached. The worker did not communicate his presence to the loader operator, and the operator's field of vision was limited by the elevated load of logs and the lack of lighting inside the vat. As the loader entered the vat, the worker inside was struck by the load of logs. His injuries were fatal.

#### Safe work practices:

- Provide safe work procedures for all workers who must enter areas where mobile equipment is working.
- Provide designated walkways for pedestrian traffic where possible.
- Alternatively, use traffic control or other means of communication with mobile equipment operators before pedestrians enter a hazardous area.
- Do not permit workers to take shortcuts across areas where mobile equipment is working.



When operating mobile equipment, carry the load no higher than necessary, so your vision is limited as little as possible.



1. Accept that some days you're the pigeon, and some days you're the statue.
  2. Always keep you words soft and sweet, just in case you have to eat them.
  3. Always read stuff that will make you look good if you die in the middle of it.
  4. Drive carefully. It's not only cars that can be recalled by their Maker.
  5. If you can't be kind, at least have the decency to be vague.
  6. If you lend someone \$20 and never see that person again, it was probably worth it.
  7. It may be that your sole purpose in life is simply to serve as a warning to others.
  8. Never buy a car you can't push.
  9. Never put both feet in your mouth at the same time, because then you wouldn't have a leg to stand on.
  10. Nobody cares if you can't dance well. Just get up and dance.
  11. Since it's the early worm that gets eaten by the bird, sleep late.
  12. The second mouse gets the cheese.
  13. When everything's coming your way, you're in the wrong lane.
  14. Birthdays are good for you. The more you have, the longer you live.
  15. You may be only one person in the world, but you may also be the world to one person.
  16. Some mistakes are too much fun to only make once.
  17. We could learn a lot from crayons. Some are sharp, some are pretty and some are dull, some have weird names, and are all different colours, but they all have to live in the same box.
  18. A truly happy person is one who can enjoy the scenery on a detour.
- Remember "you have to stand for something or you'll fall for anything".

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I am currently in the process of upgrading all of our servers hardware. Hqserver's upgrade has recently been completed. The upgrade process however involved renaming it. It is now called Hoserver. You will notice that the shared drive (S:) is now 'Shared on Hoserver' and that your home drives (P:) are now also on Hoserver.

If you have any shortcuts or links that do not function due to this name change, drop me an email and I will reconfiguring or delete them.

The Explorer server is next on the list followed shortly by the mail server.

As always, please let me know if you are experiencing any problems with any of the systems.

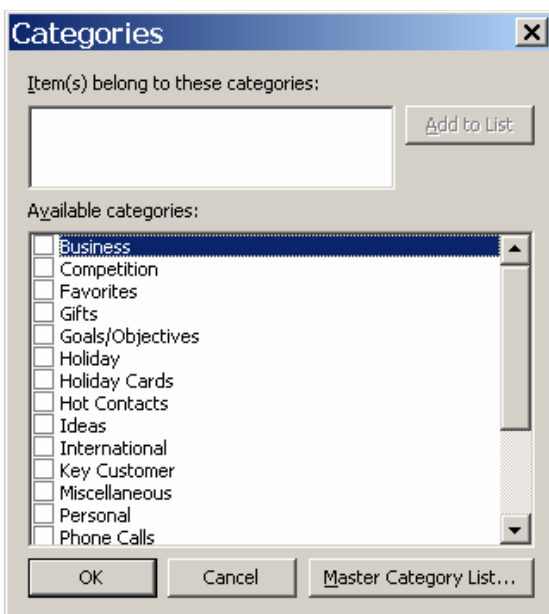
This is particularly important during upgrades as the sooner I am made aware of a potential issue the better.

Continuing on with our series on 'Outlook – More Than Just Email' I would like to introduce the idea of using Categories to organise your emails without creating multiple folders. I personally do not have any email folders other than the default Inbox and Sent Items. By attaching Contacts to Appointments, Tasks, Notes etc. and using Activities as shown in the previous two articles, and using Categories, I am able to find what I am looking for quickly and efficiently without the headaches of having to manage dozens of folders.

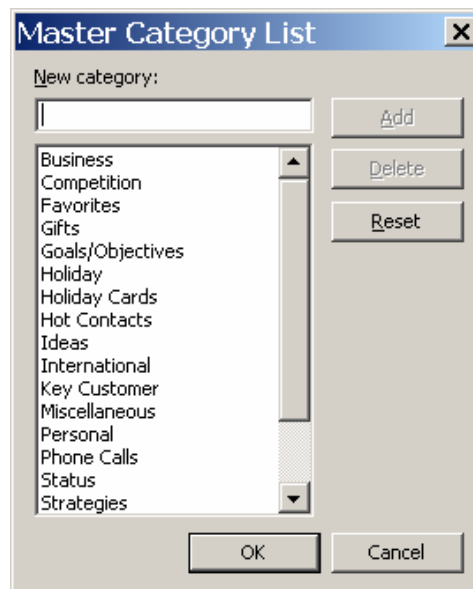
The first step is to setup some initial Categories for yourself. Outlook comes with a number of pre configured ones that may or may not work for you.

Click on Edit and then Categories

This is the list of Categories available to you



Click on Master Category List

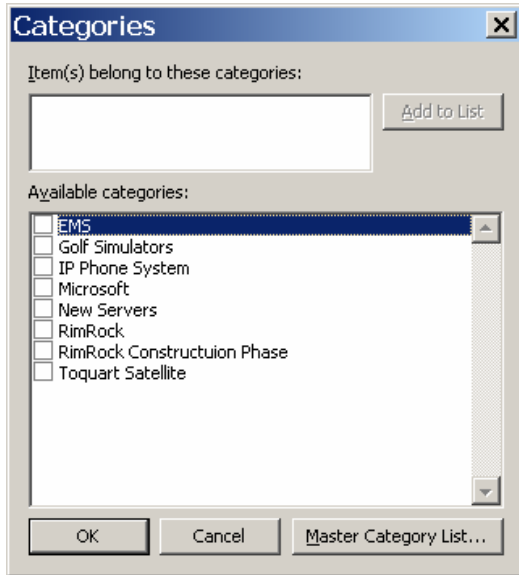


Here you can add and delete Categories

This is a sample of a category list after editing

*Con't*

## Information Systems Con't



Once you have your Categories setup you can easily attach Emails, Appointments, Tasks, Notes, even Contacts to one or more Categories. Now when you are searching for something you can specify one or more Categories in the search filter to narrow the field, thereby limiting the number of results and significantly speeding up your searches

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## Mill Report

By John Kuch, Production Manager

Spring is here. Demands for our products are strong for the building season all over the world.

Here is a quote from the biggest cedar buyer in France taken from a letter he wrote to a lumber broker :

*“I understand that you have a relationship with Coulson’s people. I would like to develop my buying from their mill. I appreciate their grading and quality and I know I can rely on them”.*

Hearing things like this being said about our products assures us of a bright future in the cedar business. When customers comment on things like grading and quality that is a reflection on all of us and the care we take to put out a superior product.

We can all take pride in a job well done. Until next month let’s work safe and play safe.

**Remember:**  
**Safety is our Number One Priority**

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## HAZARD ALERT



### Forestry worker entangled in twister

During a grapple yarding operation, several twisters had been applied to support a tailhold tree. After yarding was complete, a worker was sent to remove the twisters from the tailhold. He was releasing the third twister when he slipped and fell on the steep terrain. The worker lost control of the twister pole and his vest became entangled in the pole as it unwound uncontrollably.

The grapple yarder operator heard the worker's distressed breathing over the radio and alerted the hooktender, who was nearby. The worker had stopped breathing but the hooktender used his basic first aid training to resuscitate the worker before the first aid attendant arrived.

#### Safe work practices:

- Contact the yarder operator before installing or removing a twister.
- Use two workers to install and remove twisters if possible.
- Ensure secure footing when working with twisters.
- Install the twister cable with a minimum of two wraps (four-part line). Properly installed twister cables have to be twisted only 3 to 4 times to apply correct tension.
- Keep the twister pole as close to right angles with the twister cable as possible for greater leverage and control.
- Avoid loose clothing when working with twisters.
- Provide first aid training above the minimum requirements of the Regulation.



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# Fred's Compost Talk



Spring 2007



Once again spring and summer will soon be upon us. The thought of another season of fighting with the lawn wants us to throw in the towel, but before you get rid of your law mower here are a few pointers to get your lawn looking great again.

## Liming

With all the rain we've had this past fall and winter, the soil's nutrients have leached out of the soil and has lowered the PH. With the nutrients depleted, moss and weeds soon take over the weak grass roots. You should be using dolomite lime in early spring at a rate of 20 Kg per 100 M2.

Aerating your lawn is also necessary to promote a great healthy lawn. When aerating your lawn remove cores of turf about 8 inches apart by using a core aerator. This will get air, water, and fertilizer down to the roots instead of running off the surface of the lawn. Aerating should be done in the spring when the soil has dried out and breaks apart when squeezed in your hand.

## Fertilizing lawns

Everyone likes a green lawn without weeds, moss, or other problems a lawn might get. This does not happen by chance and it does require a little time, effort and fertilizer. Fertilizing in the spring must be done with a certain amount of caution. Over applying of nitrogen can cause unwanted problems. To keep you lawn looking great apply a spring fertilizer. The ideal program involves making frequent light applications of quick release fertilizer in early spring and a slow release fertilizer in early summer and late summer to last

until fall fertilizing. A good soaking is best rather than light sprinklings. One inch of water will give you good results and deep root growth. Water in the morning before the sun gets to hot and burns wet grass.

Applying a good starter fertilizer high in nitrogen, (24-4-12 fertilizer ), will keep your lawn green and actively growing and healthy during spring and the summer. Recommend rate is using 25 KG per 1000 M2 or 2.5 KG per 100 M2.

## Moss Control

Apply the moss control product to damp moss, this will make for good bonding. There should be 36 hours of dry weather following application of the moss control product. When the moss has turned a black colour the moss is dead and you can now power rake the dead moss and reseed any area where needed. Make sure to use a starter fertilizer after reseeding with a 1-2-1 ratio like 13-18-10.

## Pruning

There is still time to prune your fruit trees and spray with dormant spray however, the best time to do this is from December to March. The time to trim evergreen shrubs and hedges is after the new growth has started, however try to avoid trimming evergreen shrubs on really hot summer days.



***Remember to make safety glasses, gloves, proper foot wear and ear protection part of your safety garden equipment.***

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# Happy April

**MILL**  
 David White 03  
 Catherine Fred 06  
 Dick Sidney 14  
 Ian Gallagher 14  
 Denny Chartrand 15  
 Laurie Gray 15  
 Todd Janney 24

**Patsy Wallman 27**  
**Jan Davidson 28**

**Aircrane**  
**Ramona Golech 23**


**CFP**  
**Wayne Coulson 03**  
**Brian Dalziel 10**  
**Leonard Miller 13**  
**Don Deforest 14**  
**Moe Francouer 17**  
**Barrie Provencal 25**



**Port Alberni Assessment & Resource Service**  
 Creating healthy, safe employees, families and communities

This counseling service is accessed by calling a toll free line is 1-866-296-2929 and is available 24 hours a day, 7 days a week. The website is [www.fgiworldmembers.com](http://www.fgiworldmembers.com)

## April' 07

SUN	MON	TUES	WED	THUR	FRIDAY	SAT
<b>1</b>	<b>2</b> Cont'rs Invoices are due at office	<b>3</b>	<b>4</b>	<b>5</b> Payroll Cutoff Cont'rs chq. run	<b>6</b> Good Friday Office Closed	<b>7</b>
<b>8</b> 	<b>9</b> Office Closed	<b>10</b> Cont'rs chq for pickup after 1:00 pm	<b>11</b>	<b>12</b>	<b>13</b> Payday	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> Cont'rs invoices due at office	<b>19</b> Payroll Cutoff	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b> Cont'rs chq run	<b>25</b> Cont'rs chq for pickup 1:00 pm	<b>26</b>	<b>27</b> Payday	<b>28</b>
<b>29</b>	<b>30</b> Cheques for pickup after 1:00				<b>Month end cheque run</b>	

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