

JOINT LIABILITY IN THE INDUSTRY HOW DOES IT AFFECT A CLIENT WHO HIRES A CONTRACTOR?

Section 54 of the *Act Respecting Labour Relations, Vocational Training and Workforce Management in the Construction Industry* (Act R-20) stipulates that a contractor may be forced to pay the wages and benefits of a subcontractor's workers when the subcontractor has failed to do so. Some in the industry think that this provision also applies to a client who awards a construction project to a contractor. However, this is not necessarily the case.

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JOINT LIABILITY IN THE INDUSTRY HOW DOES IT AFFECT A CLIENT WHO HIRES A CONTRACTOR?

A client is a person or company dealing with a contractor for execution of a construction project. This includes a company that has facilities built or renovated for its operations, as well as individuals having a house built or organizations and government departments commissioning roadwork or civil engineering work.

To be exempt from joint liability, clients must ensure that their contractor holds an appropriate RBQ licence and that this licence remains valid throughout the term of the work. If they discharge this responsibility, they will not be held jointly liable for wages owed to workers.

Is your client citing the information provided in your situation letter as justification for holding back payments owed to you?

Joint liability does not apply to a client awarding a construction project to a contractor with an appropriate RBQ licence that remains valid throughout the term of the work. **Since the situation letter assesses the risk to joint liability proceedings, there generally is no justification for clients to hold back payment for this reason.**

If your client wants more information on this subject, suggest that he or she contact the CCQ.

NEED TO CONTACT US?

Have your six-digit employer number handy to expedite handling of your request.

You will also be required to answer authentication questions about your company to obtain secure access to your file.

DEDICATED LINE FOR EMPLOYERS: 1 877 973-5383

REMINDER ANNUAL WINTER VACATION

The annual winter vacation for workers in the construction industry's four sectors will start on Sunday, December 25, 2016, at 12:01 a.m. and end on Saturday, January 7, 2017, at midnight.

During this period, construction sites must be closed, although some exceptions are planned for certain sites. All work performed during this period therefore must be paid at the applicable wage rate, as stipulated in the sector collective agreements.

The exceptions specifically include:

- Maintenance, repair, alteration, renovation, or emergency work
- Work related to new construction in the light residential sector
- Certain types of work specified in civil engineering and roadwork

If you plan to perform such work or have it performed, as an employer you must sign an agreement with the employees involved and notify the CCQ and the majority union group, as applicable. Refer to the sections of the collective agreements governing mandatory annual leave for more information on the exceptions allowed.

Please note that the CCQ will not issue any exception, authorization, or permission to perform construction work during this vacation period.

Inspection services

During this period, CCQ inspection services will continue to ensure compliance with the collective agreements, legislation, and regulations.

To file a site complaint, you may:

- Fill out the online form in the "Want to make a complaint?" section at ccq.org; or
- Call us at 514 593-3132 or 1 800 424-3512

Customer Services

Although our Customer Services are closed during this period, we remind you that a wide range of information is available at ccq.org. You may also use our online services.

Carnet référence construction

The online Carnet référence construction service will remain accessible throughout the winter vacation period. Please note, however, that the personalized referral service will not be available during this period.

WANT TO NOTIFY US OF AN AGREEMENT?

When you notify us of an agreement, remember to include the following information in your correspondence to the CCQ.

- Your employer number
- The sector and the type of work to be performed
- The site address
- The names of the workers covered
- The client number or social insurance number of the workers covered.

THE ON-THE-JOB TRAINING SERVICE CELEBRATES 15 YEARS!

It has now been 15 years since the CCQ created its on-the-job training service (OJTS). The mission of the OJTS has always been to provide companies working in the construction industry with access to customized training that upgrades their employees' skills. In cooperation with industry partners, the entire program is funded by the Fonds de formation des salariés de l'industrie de la construction (FFSIC).

OJTS, from then to now

Since its creation, OJTS has meant:

- More than 30,480 participants trained
- More than 3,900 groups organized
- Training for all trades and occupations, in every region of Québec

Whereas OJTS trained 408 employees in 2001, this number rose to 3,162 last year, an increase of 775 percent. The number of groups organized also grew, by 900 percent, from 44 in 2001 to 397 in 2015.

A wide range of training for a variety of needs

Over the years, companies' needs have changed in step with the realities observed on the province's construction sites. In 2001, for example, the most popular course was *Méthodes de coffrage pour un barrage hydroélectrique* (upgrade training on coffering methods for a hydroelectric dam), created for the Grand-Mère dam site.

At that time, work crew management training was in demand. This continues today, but courses can now be adapted, for example, by focusing on communication and leadership or the specific needs of each organization.

Beyond the influence of major sites, companies contact OJTS because they can obtain custom training tailored to their needs and projects, which results in a wide variety of courses. Employers can choose to prepare their employees to obtain certifications, with courses such as *Préparation théorique à la qualification de gaz TAG-1* (theory preparation for TAG-1 gas appliance qualification). The courses on forklifts, bucket lifts, and platform lifts are always very popular, because they meet significant client requirements.

Training on the various codes and standards is always necessary. The *Actualisation sur les normes d'installation électrique du Québec* (update on electrical installation standards in Québec) was given several times in 2001. Last year, the *Code de construction, chapitre III – Plomberie (actualisation 2014)* (building code, chapter III – plumbing, 2014 update) claimed top spot.

TURNKEY SERVICE

Steps to obtain customized training

- Contact a promotion officer, training advisor, or the Info-perfectionnement line (1 888 902-2222) to discuss your needs and the list of employees to be trained.
- Have an experienced advisor analyze your needs and eligibility.
- Develop customized training with the help of an expert, if appropriate.
- Organize the course based on your constraints (schedule, location, etc.).
- Conduct the training.
- Provide post-training follow-up.

Employers also seek training in preparation for work on major sites or to refresh employees' skills, since training changes to keep pace with current realities. Here are a few recent examples of customized training requests.

- Curb and sidewalk work
- Driving and operating an all-terrain telescopic crane
- Metal roofing systems

OJTS 2015–16 by the numbers

- Average course length: 22.8 hours
- Average participants per group: 8
- Participants' status: 56 percent journeymen
- Training regions: 53 percent in the greater Montréal area, but the percentage varies in other regions depending on projects

- Shifts: 59 percent day, 12 percent evening, 29 percent weekend
- Sectors: all sectors are covered, primarily institutional and commercial (64 percent) and civil engineering and roadwork (20 percent).

With more than 45 years' experience between them, advisors Patrick Dubeau, Isabelle Leclaire, and Pascale Petit are ready for a 16th year, already well underway, as more than 70 training sessions have been organized since the start of the school year in August 2016.

Don't delay! Get information from your association's promotion officer or call the Info-perfectionnement line at 1 888 902-2222.

Réal Béland interviewed Pascale Petit, OJTS training adviser. Listen to the interview (in French only) at fiersetcompetents.com, "Employeur" section.

WHETHER TO REPORT A TERMINATION OF EMPLOYMENT FOR ONE OF YOUR EMPLOYEES

The expression "termination of employment" means the final and total break of the employer-employee relationship. This is usually the result of a dismissal, layoff, or resignation. It may also arise from closure of the company. A temporary layoff with planned return to work generally does not terminate the bond of employment. For example, if an employee is part of your work planning and remains on your payroll, the bond of employment is normally maintained, so there is no need to notify the CCQ of a termination of employment. If you are not certain that your situation justifies reporting a termination of employment, contact the CCQ's Customer Services.

The 48-hour time limit also applies to notices of termination of employment.

As an employer, you are responsible for reporting any employee hiring, layoff, termination, or resignation within 48 hours, using the CCQ's online services. Once this notification has been submitted, you will automatically be given a confirmation number. You can review your hiring and termination notices over a 36-month period through the online services. We also recommend that you keep a copy in the employee's file.

NEW TAXABLE BENEFIT RATES

EFFECTIVE JANUARY 1, 2017

Insurance plans paid in full by employers constitute an employee benefit and thus are taxable. For provincial income tax, life insurance and health insurance are considered taxable benefits, whereas only life insurance is subject to federal income tax.

Provincial

Revenu Québec requires all employers to include this taxable benefit when making source deductions. They must add this to the salary only to calculate income tax deductible. Effective January 1, 2017, employers must add to the salary the new hourly rate shown in the following table, by trade and sector or salary schedule (e.g. linemen), solely to determine the amount of income tax to deduct.

Federal

The Canada Revenue Agency does not require employers to factor into their source deductions the taxable benefit consisting of life insurance premiums. The CCQ will issue to all employees affected a T4A tax form indicating the value of this taxable benefit. Employers therefore should not indicate a taxable benefit on the T4 they issue to their employees, who would then be subject to double taxation.

TRADE	Residential	Institutional and commercial	Industrial		Civil engineering and road-work*
			All schedules, except N4, N5 and N6	Schedules N4, N5 and N6	
Bricklayer-mason (110)	\$2.442	\$2.626	\$2.626	\$2.626	\$2.626
Tile setter (140)	\$2.442	\$2.626	\$2.626	\$2.626	\$2.626
Carpenter-joiner (160)	\$2.442	\$2.550	\$2.550	\$2.550	\$2.550
Deep foundation layer (168)	\$2.442	\$2.550	\$2.550	\$2.550	\$2.550
Flooring specialist sander (carpenter joiner) (174)	\$2.442	\$2.550	\$2.550	\$2.550	\$2.550
Cement finisher (200)	\$2.442	\$2.626	\$2.626	\$2.626	\$2.626
Roofer (210)	\$2.442	\$2.665	\$2.665	\$2.665	\$2.665
Electrician (220)	\$2.775	\$2.775	\$2.775	\$2.775	\$2.775
Security systems Installer (222)	\$2.775	\$2.775	\$2.775	\$2.775	\$2.775
Tinsmith (230)	\$2.442	\$2.580	\$2.580	\$2.580	\$2.580
Millwright (280)	\$2.442	\$2.665	\$2.665	\$2.665	\$2.665
Heavy equipment mechanic (290)	\$2.442	\$2.897	\$2.897	\$2.897	\$2.897
Spreader operator (324)	\$2.442	\$2.897	\$2.897	\$2.897	\$2.897
Grader operator (326)	\$2.442	\$2.897	\$2.897	\$2.897	\$2.897
Excavator operator class A (331)	\$2.442	\$2.897	\$2.897	\$2.897	\$2.897
Roller operator class A and B (336, 337)	\$2.442	\$2.897	\$2.897	\$2.897	\$2.897
Tractor operator class AA, A, and B (538, 338, 339)	\$2.442	\$2.897	\$2.897	\$2.897	\$2.897
Shovel operator class AA, A, and B (347, 348, 349)	\$2.442	\$2.897	\$2.897	\$2.897	\$2.897
Painter (350)	\$2.442	\$2.442	\$2.442	\$2.556	\$2.556
Jointer (painter) (352)	\$2.442	\$2.442	\$2.442	\$2.556	\$2.556

* All Schedules, except E1, E2, E3 and E4.

TRADE	Residential	Institutional and commercial	Industrial		Civil engineering and road-work*
			All schedules, except N4, N5 and N6	Schedules N4, N5 and N6	
Plasterer (370)	\$2.442	\$2.626	\$2.626	\$2.626	\$2.626
Jointer (plasterer) (372)	\$2.442	\$2.626	\$2.626	\$2.626	\$2.626
Interior systems installer (380)	\$2.442	\$2.550	\$2.550	\$2.442	\$2.442
Resilient flooring layer (390)	\$2.442	\$2.629	\$2.629	\$2.442	\$2.442
Plumber (pipe fitter) (412)	\$2.442	\$2.749	\$2.749	\$2.749	\$2.749
Heating systems installer (414)	\$2.442	\$2.749	\$2.749	\$2.749	\$2.749
Fire-protection mechanic (416)	\$2.442	\$2.823	\$2.823	\$2.823	\$2.823
Refrigeration mechanic (418)	\$2.442	\$2.814	\$2.814	\$2.814	\$2.814
Concrete former (500)	\$2.442	\$2.550	\$2.550	\$2.550	\$2.550
Labourer (decontamination) (601)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Labourer (roofing work) (607)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Specialized labourer (roofing work) (608)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Labourer (masonry) (609)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Labourer (underground conduits) (610)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Labourer (concrete and asphalt sawing) (611)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Labourer (air duct maintenance) (612)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Labourer (scaffolding) (614)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Blaster (617), Blaster, class 2 (622)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Labourer (initial maintenance and clean-up) (621)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Steam boiler fireman (625), Boiler fireman class IV (626)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Clerk (629)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Truck driver class AA, A, B, and C (642, 643, 644, 645)	\$2.442	\$2.897	\$2.897	\$2.897	\$2.897
Driller (697), Driller class 2 (696)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Watchman (except Schedules E-1, E-2, E-3, E-4) (701)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Storeman (711)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Labourer (713)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
General helper (tile setter) (715)	\$2.442	\$2.626	\$2.626	\$2.626	\$2.626
General helper (719)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Hoisting equipment operator class A and B (723, 724)	\$2.442	\$2.897	\$2.897	\$2.897	\$2.897
Generator operator (745)	\$2.442	\$2.897	\$2.897	\$2.897	\$2.897
Pump and compressor operator (747)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Stationary/portable mixing plant operator (749)	\$2.442	\$2.897	\$2.897	\$2.897	\$2.897
Diver (751), Diver class 2 (752)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Asphalt raker (753)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Welder (761)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Heavy equipment welder (763)	\$2.442	\$2.897	\$2.897	\$2.897	\$2.897
Pipe welder (765), Pipeline welder (767)	\$2.442	\$2.749	\$2.749	\$2.749	\$2.749
Boilermaker welder (769)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Distribution welder (771)	\$2.442	\$2.749	\$2.749	\$2.749	\$2.749
Steel erector welder (773)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Surveyor (775), Surveyor class 2 (778)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Heavy equipment serviceman (779)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787

* All Schedules, except E1, E2, E3 and E4.

(Continued on page 8.)

NEW TAXABLE BENEFIT RATES EFFECTIVE JANUARY 1, 2017

TRADE	Residential	Institutional and commercial	Industrial		Civil engineering and roadwork*
			All schedules, except N4, N5 and N6	Schedules N4, N5 and N6	
Labourer (pipeline) (781)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Labourer (underground worker) (783)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Heavy equipment tire and body repairman (785)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
Building connection specialist (gas fitter) (787)	\$2.442	\$2.787	\$2.787	\$2.787	\$2.787
All other employees	\$2.442	\$2.442	\$2.442	\$2.442	\$2.442

* All Schedules, except E1, E2, E3 and E4.

TRADE	Civil engineering and roadwork, schedules E1, E2, E3 and E4
Electrician (794)	\$2.775
All except electrician (all except 794)	\$2.846



MAKING ROOM FOR WOMEN ON YOUR TEAM IS A WINNING MOVE

On December 12, 2016, four new industry measures took effect to improve access by and retention of women. These provide you with:

- Access to a larger pool of qualified labour
- Competitive advantages
- A reliable, more innovative team with better performance

1. Female graduates are ready to work for you right now, with their certificate in hand!

A female graduate can enter the industry by producing her diploma in a recognized trade, with no hiring letter from you. She has two years to log 150 hours of work for one or more employers. After two years, if she has not worked 150 hours, she may then request an apprentice competency certificate valid for two years in the same trade, on production of a hiring letter from an employer.

2. Do you have work for woman you already know?

A woman may enter sites once you guarantee her 150 hours of work over three months, if the labour pool is at 30 percent or less. Stay informed about the status of labour pools at ccq.org or subscribe to the Alerte pénurie email service.

3. Providing work for female apprentices pays off!

For each female apprentice you hire on a site, you can put one more apprentice to work beyond the apprentice-journeyman proportion specified for the site, up to a maximum of 20 additional apprentices, subject to certain conditions.

4. Target women as well to join your team of experienced employees!

You can put a woman to work anywhere in Québec if she holds a competency certificate and has worked 500 hours or more for you over the past two years.

For more details, see the “Women” section under the “Accessing the construction industry” tab at ccq.org.

DID YOU WORK IN THE INDUSTRY BEFORE 2005?

DO YOU KNOW WHEN YOU WILL QUALIFY FOR A PENSION WITH NO REDUCTION?

To receive all payments to which you are entitled

It is very important to check the date on which you will be entitled to a pension from the general account with no reduction (defined benefits). You will find this date in the “Your retirement dates” section of the annual statement of December 31, 2015 sent to you this past September.

Starting on that date, you can receive the pension accrued in the general account if you submitted your application the month before. Note that if you choose to wait, no retroactive pension payment will be made.

- **If you no longer plan to work in the construction industry**

It might be in your interest to request a pension benefit.

- **If you plan to continue working in the construction industry, you might be able to receive part of your pension while continuing to work.**

If you meet the eligibility criteria for partial retirement, you can first ask to receive only your general account pension. New entitlements will continue to accrue in your pension plan’s complementary account (defined contributions). These new contributions, added to those already accrued in this account, will be factored into the calculation of your second pension when you apply.

Want to speak with a specialist?

Do you have questions about your pension eligibility and want to talk with a specialist? The CCQ provides a personalized pension counselling service to help you make informed decisions. Our specialists can answer your questions about the pension plan in general or your specific case.

How to reach us

Online, go to the “Contact us” section at ccq.org. Just fill out the form to submit your questions to Customer Services.

By telephone, call 1 888 842-8282. Customer Services agents can answer general questions about retirement and, if necessary, will be pleased to refer you to a specialist.



PENSION PLAN PENSION ADJUSTMENT

The Supplemental Pension Plan for Employees of the Québec Construction Industry (federal registration number 0351106) is a specified multi-employer plan for calculating and reporting the pension adjustment (PA). Each employer is responsible for calculating and reporting the PA.

The pension adjustment is obtained by adding:

- the employee's annual contribution (A) AND
- the employer's annual contribution to the employee's pension plan (B).

- (A) Employees' annual contributions are the sum of their benefits contributions for each pay, since all these contributions are deposited in the pension plan.
- (B) Employers' annual contributions are the sum of their contributions to the pension plan for each hour worked by an employee. For 2016, the employer contribution rates for the pension plan are those currently in effect: \$4.075 for each hour worked by a journeyman or a person working in an occupation, and \$3.335 for each hour worked by an apprentice.

The PA calculated must be reported on the T4 form for the 2016 tax year. For more information on the tax rules governing retirement savings and on calculating the PA, please refer to the *Pension Adjustment Guide* (T4084) and the *RRSPs and Other Registered Plans for Retirement* income tax guide (T4040), published by the Canada Revenue Agency.

For 2016, calculation of the PA may generate a result in some cases that exceeds the 18 percent maximum indicated in the aforementioned guides; you still must enter the result of your calculation in the T4 form.

NEW UNION DUES

TAKE EFFECT ON
JANUARY 1, 2017

On January 1, 2017, new union dues will come into effect. These therefore should be reflected in the monthly report you produce for January (to be submitted to the CCQ no later than February 15).

For information about the changes made to union dues, see the "Wages" tab at ccq.org.

MÉDIC
construction

INSURANCE PLANS

MÉDIC CONSTRUCTION
CARDS IN THE MAIL SOON

MÉDIC Construction cards for people insured for the period from January 1 to June 30, 2017 will be mailed out around December 22, 2016.

Is your agenda overloaded?
Is finding time during our business
hours mission impossible?

THE CCQ'S ONLINE SERVICES ADAPT TO YOUR SCHEDULE!

All these online services are available
around the clock!

HAVEN'T REGISTERED YET FOR THE ONLINE SERVICES?

Signing up for the CCQ's online services has never been so easy! Go to ccq.org and click on "Online services." You can now use your employer number for authentication and, in just a few minutes, access the many services available.

Some of the things you can do:

- Fill out or submit your monthly report.
- Provide hiring and termination notices.
- Fill out and submit requests for a situation letter.
- Check your personalized table of wage rates and union dues.
- And more!

MONTHLY REPORT BY TELEPHONE SERVICE

2017 SCHEDULE

January	9 – 13
February	8 – 14
March	8 – 14
April	7 – 13

May	8 – 12
June	8 – 14
July	10 – 14
August	8 – 14

September	8 – 14
October	6 – 13
November	7 – 14
December	8 – 14

Do you want to reach the monthly report by telephone service? Here are the numbers to remember.

- Monthly report by telephone service (Montréal area): 514 798-0908
- Monthly report by telephone service (outside Montréal): 1 877 798-0908

Remember

You must produce a monthly report even if you had no activity. It must be attached with your \$15.75 payment.



APPLICATION FOR COMPETENCY CERTIFICATE OR EXEMPTION

CONFIRMATION OF IDENTITY

NEW PROCEDURE

Effective December 12, any person submitting a first application for a competency certificate or an exemption from holding a competency certificate will be required to submit a photocopy of an official document (Québec driver's licence, health insurance card, birth certificate, or passport). The full list of official documents accepted has been updated to facilitate and accelerate the identification process for workers and can be accessed directly on our site, at ccq.org.

This initiative is designed to shorten the processing time for applications submitted to CCQ that require confirmation of identity (e.g. calculation of pension income). The new procedure also provides more reliable identification information.



**COMMISSION
DE LA CONSTRUCTION
DU QUÉBEC**

EMPLOYERS' LINE: 1877 973-5383

The present document is produced solely for information purposes. Only the *Act Respecting Labour Relations, Vocational Training and Workforce Management in the Construction Industry*, its regulations, and the collective agreements in force in the construction industry, have legal force.

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This document is available in adapted media upon request.

Original French copy available at ccq.org or on request.

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