



The Canadian Certified Rental Building™ Program Saskatchewan – Corporate Compliance Documentation Recertification Verification

The Canadian Certified Rental™ Building program embodies a number of standards, codes, policies and procedures that promote good operating practices and denote well-run, well-managed, well-maintained and environmentally responsible multi-residential buildings. The following identifies Saskatchewan corporate-wide documentation requirements used, in part, to verify compliance with the Canadian Certified Rental Building Program and Living GREEN Together standards of practice.

As part of the mandatory re-certification process, formal confirmation of continued corporate compliance with the CRB and Living GREEN Together Program Standards of Practice is required. It is recognized that the Canadian Certified Rental Building Program operates on a continuous improvement basis and its standards and requirements change over time. Therefore, each organization should carefully review the current requirements to ensure their organization is in compliance. If there are any noted deficiencies, each organization should upload relevant documentation to their CRB corporate DropBox for review.

The following represents Saskatchewan's corporate-wide documentation requirements.

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Area	Standard	Standard of Practice	Requirement	Evidence required to meet standard	In compliance
Human Resources Standards	HR 1- Human Rights Act	Members shall adhere to the Human Rights Act	HR 1.1	A copy of the Corporate Human Rights Policy	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Human Resources Standards			HR 1.2	A copy of the Resident Application Form to verify there is no evidence of discriminatory practices in resident selection	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Human Resources Standards			HR 1.3	A copy of the form used to verify all new hires are apprised of the Member's Human Rights Policy	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Human Resources Standards	HR 2 – Occupational Health and Safety	Members shall promote employee health and safety by adhering to the Occupational Health & Safety Act and Code	HR 2.1	A copy of the Organizational Health and Safety Policy	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded

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Area	Standard	Standard of Practice	Requirement	Evidence required to meet standard	In compliance
Human Resources Standards			HR 2.3	List of Health and Safety Committee Members and sample of health and safety inspection reports	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Human Resources Standards	HR 3- Employment Standards Act	Members shall ensure the interests of its employees are protected by at minimum adhering to the Employment Standards Act	HR 3.1	Copy of a sample letter of offer and orientation package for new employees that contains the Employment Standards poster	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Human Resources Standards			HR 3.1	Copy of a sample letter/notice sent to all current employees providing a hard/electronic copy of Employment Standards Poster,	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Human Resources Standards	HR 5 -Workplace Violence & Harassment	Members shall actively support and work towards ensuring a safe workplace environment free from workplace harassment and workplace violence	HR 5.2 & 5.5	Copies of policies on workplace violence and harassment dated to verify at least annual review	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Human Resources Standards	HR 6 – Accessible Customer Service	Members shall make all reasonable efforts to ensure its customer service is accessible to people with disabilities	HR 6.1	Copy of Accessible Customer Service Policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Human Resources Standards	HR 7- Staff Updates	Members shall ensure staff are updated on changes to legislation, regulations and policies that can impact the daily operations of a multi-residential building and the servicing of residents	HR 7.2	Sampling of memos, minutes of staff meetings, etc. that verify communication relating to updating/distribution of changes to legislation, industry-related information and overall organizational policies, practices and procedures to building and other organizational staff	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Human Resources Standards	HR 8.- Continuing Education	Members shall support continuing education for their employees	HR 8.1 & 8.2	Copy of Continuing Education Policy or other documentation provided to employees that outlines the organization's policy, practices and procedures relating to on-going education, professional development and training available to employees	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Human Resources Standards	HR 9 – Employee Development and Performance Reviews	Members shall support employee excellence through an annual performance review process	HR 9.1	Copy of Organizational policy and procedures relating to annual employee performance reviews	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded

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Area	Standard	Standard of Practice	Requirement	Evidence required to meet standard	In compliance
Human Resources Standards			HR 9.2	Sample copy of currently used performance review documentation/form that verifies employees have the opportunity to comment and provide feedback	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Resident Management	RM 2- Personal Information Protection Act (PIPA) & Personal Information & Protection Act (PIPEDA)	Members shall protect the privacy of resident's personal information	RM 2.1	Copy of Corporate Privacy Policy	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Resident Management			RM 2.2	Sample of Resident Application Form and Tenancy Agreement being used that states the reasons for collecting personal information and obtains consent to collect personal information	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Resident Management	RM 3.- Rental Application Process	Members shall have a resident application process that is consistently applied to all prospective residents	RM 3.1	Sample of Resident Application Form being used that verifies information such as Health Information, SIN number, race, ethnicity, etc. that are not allowed to be requested under the Alberta Human Rights Act are not required.	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Resident Management	RM 5 – New Resident Orientation	Members shall at the time of move-in, inspect each suite with the new resident and provide orientation information for new residents	RM 5.2	A sample of the New Resident Orientation packages used for a building or building community that includes at minimum, fire safety information, mobility assistance request information, location of the building's waste/recycling facilities and what type of waste goes where, conservation tips, maintenance request procedures, complaint escalation process, CRB Brochure and Living Green Together Brochure, Information on COVID-19 and building requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Resident Management	RM 6 – Repairs and Maintenance	Members shall resolve repair and maintenance related issues in a timely fashion	RM 6.1	Copy of Maintenance/Service Request Form used by residents, staff and contractors at building sites	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Resident Management			RM 6.3	Copy of document that provides residents with information on the organization's escalation process as it relates to repairs and maintenance	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Resident Management	RM 7- Pest Management	Members shall have effective pest management and associated education and communication program in place to minimize or eliminate	RM 7.1	Copy of Pest Management Policy	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded

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		various pests from their buildings			
Resident Management			RM 7.1	Copy of No Blame No Shame policy	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Resident Management			RM 7.2	Copy of educational materials on pest prevention measures distributed and made available to residents	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Resident Management			RM 7.3	Sample of contract/documentation with licensed pest management supplier verifying agreement for regular preventative treatment	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Resident Management	RM 8 – Resident Complaint Resolution	Members shall work to resolve resident complaints and concerns in a timely fashion	RM 8.2	Sample of form/document provided to residents explaining one-up process for escalating a complaint or concern and providing the means to submit a concern	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Resident Management			RM 8.3	Sample of process /procedures/ form/log used to collect resident feedback/complaints and that shows actions taken and response time frames	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Resident Management	RM 9 – Rent	Members shall handle rent and payment related issues in a timely fashion, using appropriate forms and documentation	RM 9.1	Sample of blanks forms/templates, letters, used to confirm how RTA requirements and additional charge such as key, security and pet deposits, collection of last months rent, rent collection, notices of increases are addressed	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Resident Management	RM 10 – Resident Notices/ Noticeboard	Members shall give proper notice to residents regarding building operations matters that may affect them	RM 10.1	Sample of corporate template used to notify residents of capital work; emergency breakdowns, service disruptions/ shut downs	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Resident Management			RM 10.1	Copy of corporate wide 24-hour notice of entry form used at all buildings	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Operations Management	OP 5 – Annual Suite Inspection	Members shall inspect each suite for operable life safety items, failed components, environmental (water / electricity), maintenance concerns, and illegal or non-conforming activity at least once a year and at unit turn-over	OP 5.3	Copy of form/document used to complete the annual /unit turn over inspection that includes at minimum all inspection requirements as per this standard, (life safety, energy conservation/air quality, suite condition, pest management, non-conforming activities), and date completed	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded

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Operations Management	OP 11 – Contractor Management	Members shall ensure that contractors who perform work at the building site, uphold the Member's Code of Conduct and commitment to professionalism and quality	OP 11.2 & 11.3	Sample RFP document, checklist, that confirms distribution of information that outlines contractor expectations including maintaining WCB and liability insurance coverage, expectations regarding use of certified tradespeople, code of conduct, & quality of workmanship	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Operations Management	OP 12 - HVAC	Members shall ensure Heating, Ventilation and Air Conditioning (HVAC) systems, equipment and areas are maintained in safe and good working condition and that there is a process for responding to heating and cooling related issues if issues do arise	OP 12.1	Sample of contract with a Technical Safety Authority of Saskatchewan (TSASK)A licensed professional for preventative and ongoing maintenance and repair of HVAC equipment. Contract should highlight buildings covered by the agreement	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Operations Management	OP 13 - Elevators	Members shall demonstrate their commitment to preventative and ongoing elevator maintenance and to ensuring elevators are clean and well maintained	OP 13.1	Sample of contract with Technical Safety Authority of Saskatchewan (TSASK) licensed elevator professional that identifies the frequency of maintenance, required tests, response time for emergencies, Contract should highlight buildings covered by the agreement	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management	ENV 1 – Environmental Management Policy	Members shall have a documented Environmental Management Policy that articulates the organizations environmental and sustainability commitments	ENV 1.1	A copy of the organization's Environmental Management Policy	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management	ENV 2 – Environmentally Preferable Purchasing Policy	Members shall have a documented "Environmentally Preferable Purchasing" policy that outlines commitments to the purchase and use of products and services that minimize negative environmental and human health impacts	ENV 2.1	A copy of the organization's Environmentally preferable purchasing policy	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management			ENV 2.3.1	Sample of agreement with contractors that identifies expectations regarding use of environmentally preferable	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded

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				products along with criteria used for selection of third-party suppliers and contractors	
Environmental Management	ENV 3 – Environmental Performance Monitoring	Members shall monitor and record environmental performance to ensure substantive irregularities or anomalies in energy/water usage and waste generation and disposal can be identified and actions initiated to remediate and/or mitigate excessive usage, as required.	ENV 3.1	A copy of annual submission of energy usage data (electricity, natural gas, diesel, fuel oil and water consumption information) that may be required under an ESG focused benchmarking program or maintained in Energy Star's Portfolio Manager If no submission data is available, then comparative monthly water and energy usage information in spreadsheet or similar format is required	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management			ENV 3.4	Sustainability or other report distributed or made available to public and residents on environmental performance	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management	ENV 4 - Electricity	Members shall endeavour to reduce electrical consumption and shall encourage conservation from a resident, operational & staff perspective.	ENV 4.3 and 4.4	Sampling of invoices/purchasing contracts that verify the types of bulbs/lamps and fixtures being purchased for buildings meet minimum standards	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management			ENV 4.5	Sampling of invoices/purchasing contracts that verify type of Exit signs and associated lamps being used and purchased when required	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management			ENV 4.6	Sampling of invoices for purchase of appliances that verify Energy Star certified appliances where available	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management			ENV 4.7	Agreement/contract with laundry supplier verifying Energy Star rated laundry machines are being used	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management			ENV 4.8	Copies of communication/education information on energy reduction distributed to residents	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management	ENV 5 - Gas	Members shall reduce natural gas consumption and encourage gas conservation	ENV 5.1	Service contract with a qualified HVAC service provider that covers preventive and regular inspections, servicing and repairs	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management	ENV 6 - Water	Members shall endeavour to reduce water consumption and shall encourage water conservation from a resident, operational and staff perspective.	ENV 6.1	Sampling of invoices/purchasing contracts that verify parts such as ballcock replacements are for toilets with minimum flush rate of 6 litres per flush (25% of buildings)	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded

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Environmental Management			ENV 6.4 & 6.6	Sampling of invoices/purchasing contracts that verify new toilets, faucets and showerheads being purchased meet flow-rate requirements for new fixtures (4.8lpf toilets, 5.7 lpm for faucets and showerheads (25% of buildings)	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management			ENV 6.8	Agreement/contract with laundry supplier verifying Energy Star rated laundry machines are being used that at minimum meet the requirements of Modified Energy factor of 2.0 and maximum water factor of 6.0	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management			ENV 6.8	Communication/education information on water saving strategies and reporting leaks provided to residents	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management	ENV 7 – Waste Management	Members shall promote waste reduction, reuse and recycling at all buildings.	ENV 7.1	Waste Management Policy that addresses waste disposal and waste reduction practices	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management	ENV 8 – Indoor Air Quality	Members shall ensure that the air quality in suites and in common areas meet applicable standards.	ENV 8.1	Sampling of invoices/purchasing contracts that verify the purchase of no or low chemical emission products and services including no/low VOC products for use in common areas and for in suite repairs	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management			ENV 8.2	Sample of RFP or Service contract that specifies low/no VOC emitting products, and the expectation of operating with reduced dust, dirt and contaminants	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management			ENV 8.3 and 8.6	Information included in resident welcome package on smoking requirements in the building and information on resident impact on air quality	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management	ENV 9 – Employee Engagement	Members shall foster a culture that promotes a commitment of front-line staff to delivering services and operating buildings in an environmentally responsible manner. .	ENV 9.2	Members of Environment Committee (where required)	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management			ENV 9.2	Environmental Committee Meeting minutes	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Environmental Management	ENV 10 – Resident Engagement	Members shall actively engage residents in efforts to reduce consumption and to encourage their use of environmentally responsible practices.	ENV 10.1	Documentation/information distributed to residents on environmental policy, building specific targets, activities and progress relating to the environment and sustainability.	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded

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Financial & Risk Management	FRM 1 – IFRS or ASPE Compliance	Members shall have a financial system that complies with International Financial Reporting Standards (IFRS) or Accounting Standards for Private Enterprises (ASPE)	FRM 1.1	Demonstrated evidence of current Audited Financial statements	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Financial & Risk Management	FRM 2 – Operating Budget	Members shall prepare budgets on an annual basis	FRM 2.1	Demonstrated evidence that annual operating budgets on a per building basis are being completed and used	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Financial & Risk Management	FRM 3 – Capital Management Plan/Budget	Members shall have a capital management plan or budget	FRM 3.1	Capital management plan/budget. -Demonstrated evidence that money is set aside and capital funding programs are in place to ensure timely replacement of capital elements	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded
Financial & Risk Management	FRM 4 – Liability Coverage/ Insurance	Members shall have adequate liability and insurance coverage.	FRM 4.2	Sample of resident agreement and/or other documentation that verifies tenant insurance is required	<input type="checkbox"/> Yes <input type="checkbox"/> Uploaded

COMPLIANCE VERIFICATION ACKNOWLEDGEMENT:

☐ I hereby formally confirm that the organization and buildings specified in Schedule A of this certification document meet the Saskatchewan corporate-wide documentation requirements for the Certified Rental Building™ Program and Living GREEN Together™ Certification that are outlined in this document. This includes documentation to meet requirements that may not have been previously in place and that have been uploaded to DropBox or provided to the Canadian Certified Rental Building Program through other means to meet compliance.

☐ I hereby certify that I have the authority to bind the organization and all buildings specified in Schedule A of this certification document

☐ I hereby certify that the attestations presented in this report are accurate

SIGNATORY NAME:	POSITION/TITLE
ORGANIZATION/COMPANY NAME:	
DATE:	SIGNATURE:

SCHEDULE A
PROPERTY AND BUILDING INFORMATION
Recertification Coverage

COMPANY/ORGANIZATION NAME:

Building Street Address	City, Province	Postal Code

SIGNATURE:	DATE:
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