

# PROJECT DESCRIPTION FORM

**Chapter:** University of Saskatchewan

**Program year:** 2024-2025

**Project Name:** Family Legal Clinic Training Guide

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## SECTION A – ORGANIZATIONAL INFORMATION

1. **Name of Organization:** Elizabeth Fry Society of Saskatchewan
2. **Mailing Address of Organization:** Suite 301-39 23rd Street East Saskatoon, SK, S7K 0H6
3. **Website of Organization:** <https://elizabethfrysask.org>
4. **Type of Organization:**
  - Charity
  - Not-for-profit
  - Association
  - Government
  - University
  - Law firm
  - Other
5. **Brief overview of the organization's mandate (2 to 4 lines maximum):**

The Elizabeth Fry Society of Saskatchewan is a non-profit organization serving women and gender-diverse adults who are criminalized or at risk of criminalization. They advocate for the rights, freedoms, and fair treatment of all women and gender-diverse folks involved with the justice system. This is achieved by providing legal assistance, access to information and programming, and support for community integration.
6. **Organization Contact Person**

Name: Nicole Obrigavitch  
Title: Executive Director  
Telephone Number: (306) 934-4606  
Email Address: [nicole.obrigavitch@elizabethfrysask.org](mailto:nicole.obrigavitch@elizabethfrysask.org)
7. **Preferred mode of contact:** Phone  Email
8. **Lawyer supervisor(s)**

*Note: For certain projects, students work with a roster of lawyers. In such instances, please include the information of all lawyer supervisors, and indicate who the lead lawyer/key point of contact is.*

Type of Lawyer Supervisor:  
*Note: Please check only **ONE** of the following.*

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- Lawyer Supervisor - Insured  
 Lawyer Supervisor – Expert (*must attach Lawyer Supervisor – Expert Checklist*)

Name: Melissa Steele  
Title: Lawyer  
Organization/Firm: Evolve Law .  
Telephone Number: (306) 808-2565  
Email Address: [melissasteele@evovelaw.ca](mailto:melissasteele@evovelaw.ca)

The lawyer supervisor is:

- An employee of your organization  
 A board member  
 Other Melissa is an experienced family lawyer who practices in a boutique family law firm in Saskatoon.

9. **How often will the lawyer supervisor be available to meet with the student(s)?** The Lawyer Supervisor will be able to meet with the students as required.
10. **Can student volunteers on this project complete their work virtually and from home?**  
Yes  No  However, students may need to attend court or visit the Pine Grove Correctional Centre for Women accompanied by a staff from Elizabeth Fry.

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### SECTION B – PROJECT INFORMATION

11. **Please describe the project tasks:**

#### Description of Project

One of the biggest barriers to accessing justice exists in individuals accessing family legal services. The Elizabeth Fry Society of Saskatchewan is taking steps to provide a free family legal clinics for the province, looking to the model in British Columbia as a starting point.

Student volunteers will be working towards a public legal education resource in the form of a handbook for community-based organizations and family law advocates.

#### Role of Student Volunteers

- Examine BC Law Foundation & Rise Women’s Legal Services, family law clinic advocate training materials.
  - Switch out BC legislation for Saskatchewan’s.
  - Take note of legislative differences between BC and Saskatchewan.

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- Students are only allowed to provide legal information and not legal advice. At no point will the students be asked to critique, assess, make value judgements and/or recommendations of any kind on behalf of the organization.
- Write a research memo on the following topics:
  - Gaps in Saskatchewan residents receiving family law support.
    - Approx how many Saskatchewan residents seek family legal services each year?
    - What are the demographics and socioeconomic status of people seeking family legal services? What about those who seek family legal services and cannot afford a lawyer?
    - What is the average cost for someone seeking family legal services?
    - What is the percentage of self-represented litigants in family law disputes?
  - Advocate licencing programs in other provinces.
    - Can non-lawyers (for e.g., mediators, paralegals, advocates, etc.) provide family law services? If so, to what extent?
  - Examples in other provinces.
    - Do other provinces have established province-wide family legal clinics either ran by the government, law society, or law school? If so, how do they train their staff?
- Observational visits as a learning opportunity
  - If students require more hours (students are expected to work 3-5h/week) or seek additional learning opportunities, students may request to attend court or visit the Pine Grove Correctional Center for Women with a staff member from Elizabeth Fry on an observational basis, based on the staff member's supervisory capacity

### Role of Supervising Lawyers

- Ensure the students' final products are an accurate reflection of the law in Canada and Saskatchewan.

### Which types of law are used in this project?

Family law

### 12. What is the main project deliverable?

Select **ONE** option.

- A.  Creating produced content (e.g. research memos, brochures, podcasts, etc.)
- B.  Completing client intake and assistance (e.g. completing client intake, providing client referrals, helping clients with their ID documents, etc.)

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- C.  Presenting public legal education (e.g. in-person or virtual presentations, workshops, training sessions, etc.)

**13. If you checked boxes A or C in question 12, above, do you consent to the Student Volunteer(s) sending to PBSC a copy of the project deliverable?** *Please note it is your responsibility to collect and retain any project deliverable or documentation required to carry out the work set out in this Form.* If you consent to PBSC saving a copy of the project deliverable (this strictly applies to Research and Public Legal Education projects), the documents will be securely saved and used solely for the purposes of monitoring the progression of the project, informing project development, and offering efficient continuity to returning projects, and will not be reproduced, shared, or used outside of these stated purposes.

- A.  I consent to PBSC saving a duplicate of the project deliverable.  
B.  I do not consent to PBSC saving a duplicate of the project deliverable.

**14. If you checked boxes B or C in question 12, above, what is your plan for distribution of PBSC's Client Impact Survey?**

**Note: PBSC's Client Impact Survey** is an important tool that allows our organization to measure client satisfaction and impact, report to stakeholders, and improve our programming. The Client Impact Survey is available through Qualtrics, which meets all federal and provincial privacy and security laws (data is stored in Canada).

For client intake and assistance projects, the student volunteers will set aside time to share the Client Impact Survey hyperlink and QR Code at the end of client meetings. Volunteers will be provided with the hyperlink and QR Code at the start of their placements. Where appropriate, printed copies of the survey may be used as long as there is a protocol in place to safeguard client confidentiality.

For public legal education presentations, the student volunteers will set aside time to share the Client Impact Survey hyperlink and QR Code with the participants at the end of the session. The hyperlink and QR Code will be embedded in the last slide of the presentation where possible. Volunteers will be provided with the hyperlink and QR Code at the start of their placements. Where appropriate, printed copies of the survey may be used as long as there is a protocol in place to safeguard participant confidentiality

Other. If neither of the above options are an appropriate means of distributing PBSC's Client Impact Survey for this project, please explain your plan for distribution.

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15. A work plan is required for this project: Yes  No

*If yes, the student(s) must reach out to the lawyer supervisor, draft a work plan, and submit it by email to the Program Coordinator and the lawyer supervisor by November 1st at the latest. Please note that workplans are required for all legal research and writing projects.*

16. Is this a joint project with students from any other PBSC chapters? Yes  No

17. What type of training will the organization provide to the student(s)?

*Note: All first year PBSC volunteers and all volunteers working on research projects must also attend a PBSC/Thomson Reuters legal research strategies workshop.*

The student volunteers on this project will attend PBSC general training. The student volunteers will be able to attend Rise Women's Legal Services Trainings when available

18. How many students would you like assigned to this project?

2-3 students

19. How many hours per week will the student volunteer(s) be expected to work?

*Note: PBSC students are expected to volunteer 3-5 hours per week. Additional hours are at the students' discretion, but at no time should the student be volunteering more than 10 hours per week.*

Students are expected to volunteer 3-5 hours per week.

20. Will the student(s) be expected to show up for regular shifts each week, or is the schedule flexible?

The work will be flexible, but students will be expected to work together on a regular basis, meet deadlines, and be present for the scheduled courtroom and correction center visits.

21. Is workspace provided for the student volunteer(s) at your organization? Yes  No

22. Please list the devices and technologies the students will require to have at home in order to complete their volunteer work remotely (ex. Computer, Internet access, telephone, FaceTime, Zoom, etc.)

Students will need access to the internet and a computer.

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### SECTION C – STUDENT REQUIREMENTS

23. Is there an expectation for the student(s) to be bilingual? Yes  No

24. Can first year law students volunteer for this project? Yes  No

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**25. Please list any law school prerequisites required for this project.** (e.g., administrative law, criminal law, family law, immigration and refugee law.)

There are no prerequisites, but taking or having taken family law courses will be considered as an asset.

**26. Please list any other requirements or expectations for this project.** (e.g., professional or academic background, experience, etc.)

There are no requirements.

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### SECTION D – TO BE COMPLETED BY THE PROGRAM COORDINATOR

**27. Which project model(s) most accurately describes this project?** If the project has multiple activities, please choose a **maximum of 3** project models. In order to obtain the most accurate data, please only select the project models that describe the majority of the project's activities. If the relevant project model is not indicated below, please contact your Program Officer.

- Public Legal Education (presentations, workshops, podcasts, brochures, blogs, etc.)
- Research (memoranda used for internal purposes only)
- Client services (court forms, shadowing, mock hearings, intake, legal clinic, etc.)
- Other (please specify)

**28. Which communities does this project serve?** Please identify the top **3** communities that this project serves. Please choose the primary (1), secondary (2) and tertiary (3) communities served by writing 1, 2, or 3 next to the community. This will help us understand gaps in our programming, resource allocation and provide us with information for funding proposals and reports. We understand that due to the intersectionality of identities, it is difficult to rank the top three communities served. Please note that by ranking, you are not prioritizing any issues, or communities. If you would like to add any comments, please use the comment box below.

- \_\_\_ Children & Youth
- \_\_\_ Domestic Violence Survivors
- 2 Women
  - \_\_\_ Homeless & marginally housed
  - \_\_\_ Immigrants, refugees & newcomers
  - \_\_\_ Indigenous (First Nations, Inuit, Métis)
  - \_\_\_ LGBTQ+
  - \_\_\_ Linguistic minorities
- 3 People living in poverty
  - \_\_\_ People living with disabilities & chronic illnesses
  - \_\_\_ People living with HIV
  - \_\_\_ People living with mental health challenges
  - \_\_\_ Precariously employed individuals
  - \_\_\_ Prisoners & former prisoners

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- Racialized communities
- Religious minority communities
- 1 Self-represented litigants
- Seniors
- Trans and gender diverse individuals
- Two-Spirit individuals
- Veterans
- Other: General Project – no specific community being served

### Project reviewed by On-site Supervisor

*Heather Heavin*

box/sign 1X37JKZF-4PFRQ7JK

**Signature**

Aug 8, 2024

**Date**

### Note: A final/complete copy of this Project Description Form must be provided to:

- The Organization Contact Person
- The Lawyer Supervisor(s)
- The Student Volunteer(s)
- Your Program Officer at National Office