

PROJECT DESCRIPTION FORM

Chapter: University of Saskatchewan

Program year: 2024-2025

Project Name: Workers' Rights for Older Adults

SECTION A – ORGANIZATIONAL INFORMATION

- 1. Name of Organization:** Saskatoon Council on Aging (SCOA)
- 2. Mailing Address of Organization:** 2020 College Drive Saskatoon, SK S7N 2W4
- 3. Website of Organization:** <https://www.scoa.ca>
- 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 Saskatoon Council on Aging (SCOA) is a community based non-profit organization dedicated to promoting positive aging for all members of our community. We strive to achieve our mission by providing programs and services to promote dignity, health and independence of older adults aged 55+.
- 6. Organization Contact Person**

Name: Susan Mulligan
Title: Positive Aging Coordinator
Telephone Number: (306) 652-2522
Email Address: susan@scoa.ca
- 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: Doug Surtees
Title: Associate Professor
Organization/Firm: : College of Law, University of Saskatchewan
Telephone Number: (306) 966-5242
Email Address: doug.surtees@usask.ca

The lawyer supervisor is:

- An employee of your organization
 A board member
 Other - Professor Surtees is an instructor at the College of Law and his research focus is Elder Law. Professor Surtees has also been involved with SCOA in previous years.

9. **How often will the lawyer supervisor be available to meet with the student(s)?** The Lawyer Supervisor will be available to meet with students as required.

10. **Can student volunteers on this project complete their work virtually and from home?**

Yes No However, presentations may take place in-person.

SECTION B – PROJECT INFORMATION

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

Description of Project

While older adults may experience changes in mental and physical abilities, the law prohibits discriminating adults based on age in the workplace. For this project, students will create a presentation and a plain language pamphlet on such areas of human rights for older adults.

Role of Student Volunteers

Student volunteers will be responsible for the following outputs:

- A research memo for the organization’s use on human rights for older adults
- A plain language pamphlet – Using the research included in the research memo, student volunteers will condense the information into a plain language brochure/pamphlet/booklet (to be printed and made available online).
 - Sample brochures will be provided to aid in designing the final output.
- Presentation – Students will create a PowerPoint presentation and will facilitate the presentation on the research.
 - Do **not** answer personal questions from the audience (i.e. ___ happened, is this legal?).

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- These types of personal and specific questions about the law should be directed to the Lawyer Supervisor. If the Lawyer Supervisor is unable to attend the presentation, students should only respond with answers that have been vetted by the Lawyer Supervisor.

Questions students must answer:

- Which legislation addresses older adults in the workforce in Saskatchewan?
- Can employers discriminate against hiring older adults because of their age?
 - What is some possible advice for older adult job seekers to minimize possible discrimination?
- Can employers enable an organization-wide policy to force older adults to retire at a certain age?
 - Do different industries have different rules (for e.g., construction workers vs. baristas)?
- Are employers required to accommodate older adults' needs to step out for extra medical appointments? What about accommodations for changes in physical health, mental health, and etc.?
- What can older adults do if they feel like they are being treated unfairly because of their age?
 - When should they seek a lawyer?
- Any case studies of a company that did a great/poor job of treating their older adult workers?

Before students conduct presentations, all materials will be reviewed by the organization and Lawyer Supervisors for accuracy. A PBSC disclaimer must also be included in the presentation

Role of Supervising Lawyers

- Ensure the students' presentation is an accurate reflection of the law in Canada and Saskatchewan.
- Attend at least one practice session before the students deliver the presentation. (This may take place virtually.)
- Attend the presentations to ensure students share only legal information.
 - If unable to attend a presentation, the Lawyer Supervisor will practice presentation with student volunteers, especially potential questions that may arise during the Q&A session.

Which types of law are used in this project?

Human rights, elder law, labour and employment

12. What is the main project deliverable?

Select **ONE** option.

- A. Creating produced content (e.g. research memos, brochures, podcasts, etc.)

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- B. Completing client intake and assistance (e.g. completing client intake, providing client referrals, helping clients with their ID documents, etc.)
- 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.

Students will receive general training from PBSC.

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

2 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 and meet deadlines.

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.

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

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

There are no prerequisites for this project, but those who have some experience with human rights, labour and employment, or elder law will be given preference.

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

There are no other requirements, but experience with the elderly would be considered an asset.

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
- ___ Women
- ___ Homeless & marginally housed
- ___ Immigrants, refugees & newcomers
- ___ Indigenous (First Nations, Inuit, Métis)
- ___ LGBTQ+
- ___ Linguistic minorities
- ___ People living in poverty
- 2 People living with disabilities & chronic illnesses
- ___ People living with HIV
- ___ People living with mental health challenges
- ___ Precariously employed individuals
- ___ Prisoners & former prisoners
- ___ Racialized communities
- ___ Religious minority communities
- ___ Self-represented litigants
- 1 Seniors

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- Trans and gender diverse individuals
- Two-Spirit individuals
- 3 Veterans
- Other: General Project – no specific community being served

Project reviewed by On-site Supervisor

Heather Heavin

Signature

July 17, 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