

PROJECT DESCRIPTION FORM

Chapter: University of Saskatchewan

Program year: 2024-2025

Project Name: Family Legal Clinic Training Guide

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 (EFSK) 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

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@evolvelaw.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.

SECTION B – PROJECT INFORMATION

11. Please describe the project tasks:

Description of Project

The Listen Project helps survivors of domestic and sexual violence find their voice, offering up to 2 hours of free legal advice. Saskatchewan has one of the highest rates of family violence in Canada, according to a 2022 Statistics Canada report. The project provides survivors—regardless of age, gender, or income level—access to legal consultations, whether the incident was recent or occurred in the past, and whether or not it was reported to the police.

Students will be working on creating a manual on domestic violence to onboard lawyers for the program. If there is time, students will also be updating the sexual violence manual as it was made in 2019.

Role of Student Volunteers

- Create a manual on domestic violence to support the on boarding of lawyers to The Listen Project
 - Make a research memo on:

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- What is domestic violence?
- What are the legal rights of domestic violence survivors?
- What options do survivors of domestic violence have when leaving a domestic violence situation?
- What is the process of reporting domestic violence to police?
- Students will be able to use the sexual violence manual as a guide in making a companion manual on domestic violence with their research.
- Students will write the domestic violence manual with trauma informed language
- If there are additional hours, students will update the manual on sexual violence to reflect current laws and information and to use trauma informed language.
- 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

*Given the project starting late students are expected to get as much done as they can with the 3-5 hrs/week.

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.)
- 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

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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.

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 may also receive a training session of trauma informed language from the organization.

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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.

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, criminal law, family law, immigration and refugee law.)

Click or tap here to enter text.

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

There are no requirements.

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.

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- 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
- 1 Domestic Violence Survivors
- 2 Women
- Homeless & marginally housed
- Immigrants, refugees & newcomers
- 3 Indigenous (First Nations, Inuit, Métis)
- LGBTQ+
- Linguistic minorities
- 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
- Racialized communities
- Religious minority communities
- 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 1X37JKZP-463XZ6VW

Signature

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Nov 7, 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