

PROJECT DESCRIPTION FORM

Chapter: University of Saskatchewan

Program year: 2023-2024

Project Name: Family Law Project - Public Legal Education Sessions (PLES) &
Family Law Assistance Clinic

SECTION A – ORGANIZATIONAL INFORMATION

- Name of Organization:** : Partnership with Family Justice Services – Family Law Unit
- Mailing Address of Organization:** Room 323 – 3085 Albert Street, Regina, SK
- Website of Organization:** : <https://www.saskatchewan.ca/residents/births-deaths-marriages-and-divorces/separation-or-divorce/represent-yourself-in-family-court>
- Type of Organization:**
 - Charity
 - Not-for-profit
 - Association
 - Government
 - University
 - Law firm
 - Other please specify
- Brief overview of the organization’s mandate (2 to 4 lines maximum):**
To help laypeople access plain language legal information surrounding Family Law in Saskatchewan and provide ongoing support for those going through the family justice system.
- Organization Contact Person**
Name: Suneil Sarai
Title: Senior Crown Counsel
Telephone Number: (306) 787-3211
Email Address: suneil.sarai@gov.sk.ca
- Preferred mode of contact:** Phone Email

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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:

- Lawyer Supervisor - Insured
- Lawyer Supervisor – Expert (*must attach Lawyer Supervisor – Expert Checklist*)
- Lawyer Supervisor – Non-insured (*only permitted in a joint supervision model*)

Name: Suneil Sarai

Title: Senior Crown Counsel

Organization/Firm: Family Justice Services Branch, Ministry of Justice

Telephone Number: (306) 787-3211

Email Address: suneil.sarai@gov.sk.ca

Name: Kim Newsham

Title: Senior Crown Counsel

Organization/Firm: Family Justice Services Branch, Ministry of Justice

Telephone Number: (306) 787-5709

Email Address: kim.newsham@gov.sk.ca

The lawyer supervisor is:

- An employee of your organization
- A board member
- Other : Lawyer Supervisors are legal counsels with the Ministry of Justice, Family Justice Services Branch.

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, including an introductory meeting/training in late September or October, and a presentation practice session in early November.

The practice session will ensure that students volunteers are comfortable giving legal information, as opposed to legal advice, and answer any questions the students may have. The Lawyer Supervisor is encouraged, but not mandated to attend the presentations.

- 10. Due to the ongoing COVID-19 pandemic, and related university directives/policies, students may be required to complete some or all of their volunteer placement virtually and from home. Can student volunteers on this project complete their work virtually and from home? Please confirm yes/no.** Yes

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SECTION B – PROJECT INFORMATION

11. Please describe the project tasks:

Description of Project

This project is comprised of two different components. Students will work on both the Public Legal Education Sessions and Legal Assistance Clinic

Public Legal Education Sessions

This aims to educate community members residing in Saskatoon on Family Law matters such as parenting time and decision-making responsibilities, spousal and child support, and judicial process.

Student volunteers will be responsible for the following tasks:

- Building on last year's presentations to ensure that the content on Family Law reflects the current state of the law in Saskatchewan and Canada.
- Creating tailored presentations for various community-based organizations.
- Update presentations by conducting research on new legislation concerning family law and family violence.
- Developing method for in-person delivery, contingent on restrictions there may be a possibility of a virtual presentation.
- Developing feedback forms to help inform future improvements to the project.
- Facilitating presentations at various community-based organizations such as International Women of Saskatoon, Global Gathering Place, Saskatoon Open Door Society, EGADZ, and FASD Network of Saskatchewan.
- Contact organizations who may be interested in the presentations involving family violence.
- Helping Project Lead in creating a transition memo with contact information of community-based organizations, helpful tips, and best practices to assist future student

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

Family Law Assistance Clinic

This aims to help with the drop-in family law clinic sessions, organized by the Ministry of Justice - Family Law Branch. This will occur at the Frances Morrison Central Library or at the Law Society Library, Court of King's's Bench or other branches of the Saskatoon Public Library. Each session is scheduled for two to three hours. Students will sign up for shifts that fit with their schedules. Students will be updated on the new clinic schedules in the new year. There will be a minimum of 3 sessions per month and dates will be set closer to the fall term.

Student volunteers will be expected to:

- Greet/ welcome clients.

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- Direct clients to resources.
- Help with client intake.
- Shadow lawyers during meetings with clients. Once students become more comfortable, lawyers will move to a “supporting role” and allow students to answer questions with the assistance of the lawyer.
- Help clients with filling in court forms.

All student volunteers will be able to participate in both components.

Role of Student Volunteers

Volunteer Responsibilities - please refer above.

***A minimum of 3 student volunteers must be present at each Clinic.**

Project Lead Responsibilities

- Taking lead on creating a work plan with student volunteers and submitting it to the Project Supervisor, Lawyer Supervisor, and PBSC Coordinators.
- Reaching out to community-based organizations and scheduling presentations (at least one presentation per week, starting November).
- Scheduling student volunteers for presentations and FLAC sessions.
- Maintaining regular communication with student volunteers, Lawyer Supervisor, Project Supervisor, and PBSC Coordinators.
- Taking lead on updating the transition memo - this document should include contact information, best practices, and tips to assist future students, as well as future Project Leads involved with the project.
- Monitoring the FLP email: flac.pbsc@gmail.com

Role of Supervising Lawyers

The role of the Lawyer Supervisor is to ensure the legal information provided in the students’ presentation and the family law clinic is an accurate reflection of the law in Canada and Saskatchewan. The Lawyer Supervisor will be present for the clinics and the presentation practice/rehearsal. Presentation practice may be done virtually.

Which types of law are used in this project?

Family Law

12. What is the main project output?

Select **ONE** option.

- Creating produced content (e.g. research memos, brochures, podcasts, etc.)
- Completing client intake and assistance (e.g. completing client intake, providing client referrals, helping clients with their ID documents, etc.)
- Presenting public legal education (e.g. in-person or virtual presentations, workshops, training sessions, etc.)

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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 11, 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. Do you have PBSC placements with students from any other PBSC chapter(s)?**

If so, which chapters? Do the placements relate to the same project?

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.

Additional mandatory training, facilitated by the partner organization, will cover substantive family law issues; how to use the PLEA family law forms wizard; and family law and family justice resources and referrals. Attendance is mandatory.

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

6-7 students all student volunteers will attend the legal clinics and give PLE presentations in pairs.

- 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 will be 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?**

Some of the work will be flexible, but students will be expected to work together on a regular basis, attend scheduled presentations, clinics, and meet deadlines.

- 21. Is workspace provided for the student volunteer(s) at your organization?**

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

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23. Is there an expectation for the student(s) to be bilingual?

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; however, students enrolled in or have taken Family Law will be given preference.

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 preference will be given to students with strong communication skills, personable, and have experience presenting in front of a crowd.

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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. You will have the opportunity to choose the type of law in the following question.

- Children & Youth
- Domestic Violence Survivors
- Women
- Homeless & marginally housed
- 3 Immigrants, refugees & newcomers
- 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
- 2 Self-represented litigants
- Seniors
- Trans and gender diverse individuals
- Two-Spirit individuals
- Veterans

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1 Other: General Project – no specific community being served (***note: comments are mandatory if this option is selected***)

Comments:

Depending on the community-based organizations and the people these organizations support, the project supports the general public.

Project reviewed by On-site Supervisor

Signature

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