

PROJECT DESCRIPTION FORM

Chapter: University of Saskatchewan

Program year: 2023-24

Project Name: Legal Information for Incarcerated Persons

SECTION A – ORGANIZATIONAL INFORMATION

1. **Name of Organization:** Law Society of Saskatchewan

2. **Mailing Address of Organization:**

1100-2002 Victoria Ave
Regina, SK S4P 0R7

3. **Website of Organization:** www.lawsociety.sk.ca/

4. **Type of Organization:**

- Charity
- Not-for-profit
- Association
- Government
- University
- Law firm
- Other: professional regulatory body

5. **Brief overview of the organization's mandate (2 to 4 lines maximum):**

The Law Society of Saskatchewan is responsible for governing the legal profession in the province of Saskatchewan in the public interest. The Law Society also works on access to justice initiatives to expand public access to legal services.

6. **Organization Contact Person**

Name: Pamela Kovacs
Title: Senior Policy Counsel
Telephone Number: (306) 569 6235
Email Address: pamela.kovacs@lawsociety.sk.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: Pamela Kovacs

Title: Senior Policy Counsel

Organization/Firm: Law Society of Saskatchewan

Telephone Number: (306) 569 6235

Email Address: pamela.kovacs@lawsociety.sk.ca

The lawyer supervisor is:

An employee of your organization

A board member

Other (please specify relationship)

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. 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

SECTION B – PROJECT INFORMATION

11. Please describe the project tasks:

Note: If there are multiple projects, please complete a separate Project Description Form for each project.

Description of Project

The Law Society aims to expand access to legal information and knowledge of legal assistance options among Saskatchewan’s incarcerated populations. Through a Working Group, the Law Society has partnered with relevant stakeholders who provide legal services and support services to incarcerated peoples such as Community Legal Assistance Services for Saskatoon Inner City (CLASSIC), Elizabeth Fry Society, Federation of Sovereign Indigenous Nations (FSIN), John Howard Society, Legal Aid Saskatchewan, Public Legal Education Association of Saskatchewan (PLEA), and Pro Bono Law Saskatchewan (PBLs).

Experiences suggest that access to information about the law as well as the means of access (e.g., via access to computers, phones, hardcopy materials, etc.) could be improved in Saskatchewan for incarcerated

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individuals. To support these ongoing efforts, students will conduct research on effective access to legal information and assistance for incarcerated individuals in Saskatchewan.

Role of Student Volunteers

Students will conduct research and create a research memo that addresses the following aspects:

- Barriers to justice and challenges to accessing legal services experienced by incarcerated peoples.
- How the Saskatchewan Correctional Services Act and relevant case law supports the legal rights of incarcerated peoples.
- Legal issues that students find to be of concern to incarcerated populations such as institutional hearings, the use of solitary confinement, or child custody.
- Accessibility of information pertaining to legal services in Correctional Centres, such as phone numbers, and comparison of Saskatchewan practices to other jurisdictions.
- Access to legal information and assistance for incarcerated persons across Canada's federal and provincial jurisdictions, identifying common challenges, good practices, and existing standards.
- Specific elements like the use of computers / tablets, especially for individuals that are self-representing (e.g. what policies apply, what content (e.g. CanLii) can be accessed, etc.).
- Types of legal services available in Saskatchewan to incarcerated persons and how incarcerated individuals can access these services (with reference to existing presentation Law Society will provide).
- Privacy of incarcerated individuals in Saskatchewan provincial Correctional Centres and how this supports/hinders the solicitor client relationship.

Students will use their research memo to create a draft presentation that should:

- articulate the legal framework and importance of legal information/knowledge of legal assistance options for incarcerated populations;
- review the current state of access to legal information in Saskatchewan correctional centres and any limitations / issues of note; and
- provide recommendations / good practices to ensure incarcerated populations have access to legal information / assistance.

The Supervising Lawyer will make use of these materials for further exchange with the Working Group and ongoing discussions with the Ministry of Corrections to improve access to legal information / assistance for incarcerated persons in Saskatchewan.

Role of Supervising Lawyers

The role of the Lawyer Supervisor is to ensure the legal information provided for in the students' presentation and in the newsletter is an accurate reflection of the law in Canada and Saskatchewan.

Which types of law are used in this project?

Prison law, administrative law, and access to justice.

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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 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.

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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.
Click or tap here to enter text.

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.

The students will attend PBSC General Training and a presentation from the Law Society.

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.

3-5 hours

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 may need to attend some schedule meetings.

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 should have access to a computer and the internet.

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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.)

No requirements but any experience with prison law or administrative law would be considered 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 but an interest in prison law 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. You will have the opportunity to choose the type of law in the following question.

___ Children & Youth

___ Domestic Violence Survivors

___ Women

___ Homeless & marginally housed

___ Immigrants, refugees & newcomers

___ Indigenous (First Nations, Inuit, Métis)

___ LGBTQ+

___ Linguistic minorities

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- People living in poverty
- People living with disabilities & chronic illnesses
- People living with HIV
- People living with mental health challenges
- Precariously employed individuals
- 1 Prisoners & former prisoners
- Racialized communities
- Religious minority communities
- 2 Self-represented litigants
- Seniors
- Trans and gender diverse individuals
- Two-Spirit individuals
- Veterans
- Other: General Project – no specific community being served (*note: comments are mandatory if this option is selected*)

Comments:

Click or tap here to enter text.

Project reviewed by On-site Supervisor



Signature

September 11, 2023

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