

PROJECT DESCRIPTION FORM

(ALL SECTIONS IN THIS FORM MUST BE FILLED FOR PROJECT REVIEW AND APPROVAL)

Chapter: University of Saskatchewan

Program year: 2026-2027

Project Name: Family Law Project

SECTION A – ORGANIZATIONAL INFORMATION

1. **Name of Organization:** Family Law Information Center, Ministry of Justice and Attorney General

2. **Mailing Address of Organization:** 323-3085 Albert Street, Regina SK, S4S 0B1

3. **Website of Organization:** <https://www.saskatchewan.ca/residents/births-deaths-marriages-and-divorces/separation-or-divorce/represent-yourself-in-family-court>

4. **Type of Organization:**

☒ Government

☐ Other please specify

5. **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.

6. **Organization Contact Person**

[Redacted]

7. **Preferred mode of contact:** Phone ☐ Email ☒

8. **How often will the organization contact person be available to meet with the student(s)?** The organization contact will be available to meet with students as required, including an introductory meeting/training in late September or early October. [Redacted]

9. **Lawyer supervisor(s)**

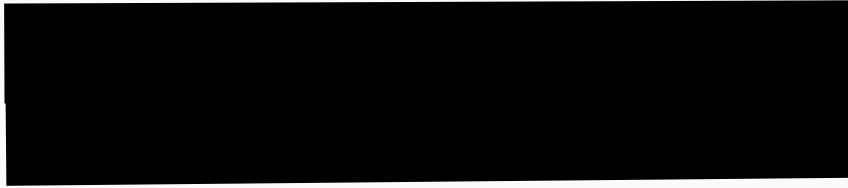
Note: For certain projects, students work with a roster of lawyers. In such instances, please include the information of all lawyer supervisors, and indicate who the lead lawyer/key point of contact is.

Type of Lawyer Supervisor:

Lawyer Supervisor - Insured

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The lawyer supervisor is:

- ☒ An employee of your organization
☐ Other (please specify relationship)

10. 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.

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. Include details on the final deliverable and expected timelines, etc. Include details on the division of workload, etc.

Description of Project

This project is comprised of 2 different components. Students will work on all the components.

1. 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. The goal is to use education to empower individuals going through the family legal system.

Student volunteers will be responsible for the following tasks:

- Work with the organization contact to identify organizations that may benefit from a PLE presentation, such as International Women of Saskatoon, Global Gathering Place,

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Saskatoon Open Door Society, EGADZ, and FASD Network of Saskatchewan. Students will be assigned an organization to connect with on behalf of the Ministry.

- Students will ask their assigned organization what topic would be most helpful to them, based on a list of pre-made presentations provided by the Ministry.
- Working with the organization contact and lawyer supervisor, students will review the content of the pre-made presentations and check if any updates or changes are needed.
- Students will deliver the presentations for the organizations that have requested one.
 - Students will NOT be creating new presentations – existing content created by the Ministry of Justice will be utilized and adapted if needed.
 - Students will NOT answer personal questions from the audience (i.e., _____ happened, what should I do?). 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.

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

2. Family Law Assistance Clinic

This aims to help with the drop-in family law clinic sessions, organized by the Ministry of Justice's Family Law Information Center. This will occur at the Law Society Library at the Saskatoon Court of King's Bench and various branches of the Saskatoon Public Library.

Each session is scheduled for 2-3 hours. Students will sign up for shifts that fit with their schedules. Clinics will take place once per month Oct-Nov and Jan-March. See below for the chart with the times/dates/locations of the clinics for the first semester. Students should only apply to this project if they can attend at least 5 of the 8 sessions. Students can expect similar times and dates (Thursday afternoons and Friday mornings) in the second semester, and students should ensure their class schedule will allow for this before applying.

Date	Time	Location
Thursday Oct 1, 2026	2:00-4:00pm	SPL – Carlyle King Branch – 3130 Laurier Dr.
Thursday Oct 1, 2026	5:00-7:00pm	SPL – Carlyle King Branch – 3130 Laurier Dr.
Friday Oct 2, 2026	9:30-11:30am	Law Society Library – Court of King's Bench – 520 Spadina Cres
Thursday Oct 29, 2026	1:00-4:00pm	SPL – Frances Morrison – 311 23 rd St East
Friday Oct 30, 2026	9:30-11:30am	Law Society Library – Court of King's Bench – 520 Spadina Cres
Thursday Nov 26, 2026	2:00-4:00pm	SPL – Mayfair Branch – 602 33 rd Street West
Thursday Nov 26, 2026	5:00-7:00pm	SPL – Mayfair Branch – 602 33 rd Street West
Friday Nov 27, 2026	9:30-11:30am	Law Society Library – Court of King's Bench – 520 Spadina Cres

Note: students are asked to arrive 10-15 minutes prior to the scheduled start time to help set up

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Student volunteers will be expected to:

- Greet/ welcome clients.
- 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, both for general family law-related issues and child protection law
- Attend and assist with Saskatchewan Access to Justice (SKA2J) Week’s Saskatoon Law Fair which is anticipated to take place on Oct. 29, 2026.
- At least 3 students must be present at each clinic.

Role of Student Volunteers

Please refer to the Project Description above.

Role of Project Leads

- Taking lead on creating a work plan with student volunteers and submitting it to the Organization Contact, Lawyer Supervisor, and PBSC Coordinators.
- Keeping track of which organizations have been contacted for presentations, when they will occur, and who will attend
- Scheduling student volunteers for clinic 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.

Role of Supervising Lawyers

- 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.
- Attend the clinics.
- Attend at least one practice/rehearsal per 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?

Family law

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12. What is the main project deliverable?

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

13. What is the project delivery format?

In-Person

Please provide details (e.g. volunteers will attend the clinic once a week on Friday afternoons or weekly virtual bi-weekly meetings with the team):

Students may prepare for the presentations virtually, but they will likely present in-person, and the clinics will be in-person.

14. 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. – For the Public Legal Education portion only
- B. ☐ I do not consent to PBSC saving a duplicate of the project deliverable.

15. 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.

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 client 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.
Enter text

16. 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.

The workplan will include the dates for the clinics, which students are assigned to attend each, and deadlines for presentations such as contacting organizations, preparing, and delivery.

17. Is this a joint project with students from any other PBSC chapters?

If yes, please indicate details: which sections, the division of work, and the model of supervision, etc.

No.

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

Note: Participation in the PBSC General Training offered by the chapter is mandatory for all PBSC students.

Students must attend PBSC General Training and 'Understanding Sexualized Violence' training by SSAIC, and an additional orientation meeting with the organization contact and lawyer supervisor to discuss process and to create a workplan.

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

6-8 students, including 1 Project Lead.

20. 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.

21. 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 and clinics, and meet deadlines. It is very important that students who apply for this project are committed to attending the scheduled presentations and clinics.

22. Is workspace provided for the student volunteer(s) at your organization?

No.

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- 23. 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, Zoom, and a computer.

SECTION C – STUDENT REQUIREMENTS

- 24. Is there an expectation for the student(s) to be bilingual?**

No.

- 25. Can first year law students volunteer for this project?** Yes ☒ No ☐ However preference will be given to upper year students.

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

There are no prerequisites, but students who are enrolled in or have taken family law will be given preference.

- 27. 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

- 28. 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)

- 29. 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 selecting 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.

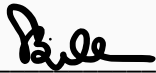
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1. Self-represented litigants
2. Domestic Violence Survivors
3. Immigrants, refugees & newcomers

For internal Chapter use

Project reviewed and approved by the PBSC Chapter On-site Supervisor



On-Site Supervisor Signature

August 24, 2026

Date

Note: A final/complete copy of this Project Description Form must be provided to the Organization Contact Person, Lawyer Supervisor(s), Student Volunteer(s) and Program Officer at National Office.