

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: Miscarriage of Justice Canada – Exoneration Project

SECTION A – ORGANIZATIONAL INFORMATION

1. **Name of Organization:** Miscarriage of Justice Canada
2. **Mailing Address of Organization:** 171 Collier Terrace, Barrie ON, L4M 1H6
3. **Website of Organization:** <https://www.miscarriagejustice.org/>
4. **Type of Organization:**
☒ Not-for-profit
☐ Other please specify

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

At Miscarriage of Justice Canada, we are dedicated to uncovering the truth and restoring justice for those wrongly convicted. With a deep commitment to fairness and integrity, our mission is to advocate for individuals with reasonable grounds to conclude that a miscarriage of justice may have occurred in their case and that it would be in the interest of justice to make an application to the Miscarriage of Justice Review Commission, seeking exoneration.

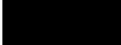
The applicant must have been found guilty of an offence under an Act of Parliament, or is a dangerous offender or long-term offender, or is the subject of a verdict of not criminally responsible on account of mental disorder. We do not accept applications dealing with verdicts relating to homicide, which is the purview of Innocence Canada, with the exception of homicide cases identified by the Native Women's Association of Canada involving women who acted in self-defence or under coercion in the context of domestic violence.

6. **Organization Contact Person**



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

8. **How often will the organization contact person be available to meet with the student(s)?**

 will meet with the students at the beginning of the project over multiple training sessions and at least once during the second semester.

PROJECT DESCRIPTION FORM

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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



The lawyer supervisor is:

- ☒ A board member
☐ 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, and will virtually attend all client meetings.

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

We are a federal non-profit dedicated to advocating for individuals with reasonable grounds to conclude that a miscarriage of justice may have occurred in their case and that it would be in the interest of justice to make an application to the Miscarriage of Justice Review Commission, seeking exoneration.

Miscarriage of Justice Canada (MJC) has begun to receive outreach from individuals through our website and, more significantly, is building connections with Correctional Services Canada and national organizations such as the St. Leonard's Society, the Canadian Association of Elizabeth Fry Societies, the John Howard Society, and the Canadian Families and Corrections Network (CFCN). These partnerships will ensure a growing client base and case referrals. As this base develops, we will onboard PBSC students through orientation materials and webinars, so they are comfortable supporting clients. Students will assist with intake, research, and application preparation for the Miscarriage of Justice Review Commission (or the Department of Justice until the Commission is

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fully operational). This structure ensures that students will have meaningful opportunities to engage with both clients and broader systemic issues, even as the caseload grows.

Role of Student Volunteers

Student involvement will include:

- Interview incarcerated individuals and/or their families
- Conducting preliminary case assessments
- Assisting in legal research and evidence reviews
- Drafting and preparing materials for MJRC applications
- Engaging in community outreach and public legal education.

Students will be interacting with clients virtually. A supervisor lawyer will accompany the student and will remain with the student throughout the duration of the visit/appointment. Generally, students will be required to provide ID which the supervising lawyer will submit to the institution. The supervising lawyer will also be responsible for “booking” the inmate/student/lawyer session. Students will be trained on how to interact with incarcerated individuals virtually, as well as managing comfort levels and what to do if feeling uncomfortable and/or wanting to leave.

Role of Supervising Lawyers

- Maintain relationship with PBSC chapters
- Develop and oversee training
- Ensure students equipped with knowledge and tools to contribute meaningfully
- Oversee student involvement in all tasks to ensure work aligns with MJC protocols and legal best practices
- Performance and impact tracking

Which types of law are used in this project?

Criminal Law

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?

Virtual

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 will contribute up to 5 hours per week engaging with clients and their families and/or doing research, intake, and review. Each will be assigned a matter to ensure consistency, client relationship building, and familiarity with file.

PROJECT DESCRIPTION FORM

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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.
- 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. 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.

☐ 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.

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.

MJC is partnering with multiple PBSC chapters, but each chapter project is self-contained and supervised individually.

PROJECT DESCRIPTION FORM

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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 will attend PBSC General Training, as well as a comprehensive introductory training session at the outset of the academic year by MJC. That session will introduce students to wrongful convictions and miscarriages of justice in Canada, the mandate and procedures of Miscarriage of Justice Canada, confidentiality and ethical obligations, file management, investigative methodology, and the standards we expect in reviewing criminal cases. We also anticipate holding additional training and mentoring sessions throughout the year as particular issues arise, so the process will be one of ongoing education rather than a single orientation.

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

3 students.

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 are 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?

Although some flexibility is required to accommodate the needs of clients and their families, students will be consulted as to their availability and able to "strike off" certain days of the week or times they cannot participate as well as ideal work times. The goal is to provide students with as much of a structured schedule as possible based on their needs.

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

No.

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 a phone, a computer, and zoom.

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 ☐

PROJECT DESCRIPTION FORM

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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, however preference will be given to those with a proven interest in criminal law and/or social justice.

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

There are no requirements, however preference will be given to those with volunteer or work experience that reflects an interest and/or experience in working with underserved communities, criminal law, or social justice. Previous clinic work or experience with non-profits is an asset but not a requirement.

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.

1. Prisoners & former prisoners
2. Indigenous (First Nations, Inuit, Métis)
3. Women

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For internal Chapter use

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



On-Site Supervisor Signature

August 11, 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.