

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: SAISIA – Information for Newcomers to Canada

SECTION A – ORGANIZATIONAL INFORMATION

1. **Name of Organization:** Saskatchewan Association of Immigrant Settlement and Integration Agencies (SAISIA)

2. **Mailing Address of Organization:** #308 – 115 2nd Ave N Saskatoon SK, S7K 2B1

3. **Website of Organization:** <https://www.saisia.ca>

4. **Type of Organization:**

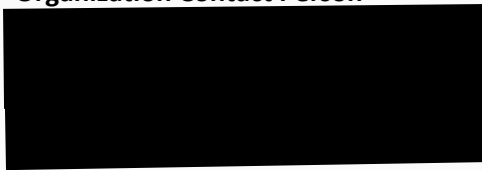
☒ Not-for-profit

☐ Other please specify

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

SAISIA serves newcomers by providing settlement and integration agencies in Saskatchewan with access to professional development and opportunities to network, as well as links to resources they can use to strengthen and enhance their internal procedures, client programs and services. SAISIA is the voice of immigration and settlement agencies to the federal, provincial, and municipal governments, the community, and the public.

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)?** The organization contact will be available to meet with students as required.

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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[Redacted]

The lawyer supervisor is:

☐ Click to select drop down option

☒ Other (please specify relationship) /

[Redacted]

[Redacted]

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

Students will develop and deliver public legal education content tailored towards settlement organization staff across Saskatchewan. The project is designed to ensure that settlement workers — who are often the first point of contact for newcomers — have access to clear, accurate, and Saskatchewan-specific legal information they can use to better support clients.

This project will take place in two phases:

In the first phase, SAISIA will host a webinar session, where the PBSC student volunteers will facilitate a discussion for settlement organization staff across Saskatchewan in late October or early November. The webinar will be used to gather information about what sorts of questions settlement workers have related to employment law. Participants will have the opportunity to ask questions and brainstorm research topics that would be most useful to them. A program such as Mentimeter will be used to allow for an interactive session. Students will gather this information, without answering any of the questions in this preliminary discussion.

Participants and their organizations will also have the opportunity to submit questions they have in the days following the webinar, and express their preferences on what format the answers to their questions should be shared. Participants will vote to choose (1) a Q&A document, (2) a PDF

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Info Sheet, or (3) a Video. A set of specific research questions will be chosen based on the content of the discussion and the organizations' preferences

In the second phase, students, with the support of the lawyer supervisor, will research answers to the questions chosen, and present the answers in a second webinar hosted by SAISIA in March, as well as the format voted on by the settlement organization staff (Q&A document, PDF Info Sheet, or Video).

Role of Student Volunteers

Student volunteers will support SAISIA in the planning of the initial webinar, including determining how feedback and suggestions will be received, how discussion will be managed, and logistics. From this, students will:

- Sort the questions and suggestions into themes, and narrow these into 2-3 research topics related to employment law
- Conduct legal research on these topics, with the supervision of the lawyer supervisor
- Students will NOT answer personal questions from the audience (i.e. ____ happened, is this legal?).
 - These types of personal and specific questions about the law should not be answered by student volunteers. If there is ambiguity, the question should be directed to the lawyer supervisor, who will provide clarification on which questions can and cannot be answered.
- Students are to research laws specifically relevant to the settlement staff who support newcomers to Saskatchewan
- Students will compile this research into the chosen format, and have it checked and approved by the lawyer supervisor, before SAISIA hosts the second webinar, adds the content to their website and distributes it to settlement organizations

Before students conduct presentations/ distribute materials, all materials will be reviewed by the organization and lawyer supervisor for accuracy. A PBSC disclaimer must also be included in the deliverable

Role of Supervising Lawyers

- Ensure the students' work is an accurate reflection of the law in Canada and Saskatchewan
- Attend the initial webinar to ensure the research topics chosen accurately reflect the needs of the settlement organization staff
- Review and approve the final deliverable, to ensure the information is accurate and that only legal information is included, NOT legal advice
- Attend the final webinar to ensure the information is accurate and that only legal information is included, NOT legal advice

Which types of law are used in this project?

Employment and immigration law

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12. What is the main project deliverable?

A. Creating produced content (e.g. research memos, brochures, podcasts, 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 may conduct research and preparation remotely, but will be expected to meet with each other, the partner organization and the supervising lawyer periodically. This may happen either in-person or remotely. Students must also be available for the initial webinar in late October/early November, and the final webinar in March.

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 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.

Volunteers will be provided with the hyperlink and QR Code at the start of their placements, which will be included at the end of the webinar.

☐ 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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- 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.

A workplan will include the preparation tasks for the webinar, the webinar dates (when chosen by SAISIA), deadlines for research, and the deadline for the final deliverable.

- 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 will attend the PBSC General Training.

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

3-4 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?**

The schedule is flexible, but students will be expected to collaborate periodically and attend the initial webinar in late October/ early November, and the final webinar in March.

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

Yes, with times agreed upon with Kira in advance.

- 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 be required to have access to a computer and the internet.

SECTION C – STUDENT REQUIREMENTS

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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 ☐

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.

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

There are no requirements, but students with experience with the immigration/ refugee process or with employment law will be considered assets.

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. Immigrants, refugees & newcomers
2. Precariously employed individuals
3. Linguistic minorities

For internal Chapter use

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



On-Site Supervisor Signature

August 10 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.