

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: Sherbrooke – Legal Rights of People Living with Dementia

SECTION A – ORGANIZATIONAL INFORMATION

1. **Name of Organization:** Sherbrooke Community Centre
2. **Mailing Address of Organization:** 401 Acadia Dr, Saskatoon SK, S7H
3. **Website of Organization:** <https://www.sherbrookecommunitycentre.ca>
4. **Type of Organization:**
☒ Not-for-profit
☐ Other please specify
5. **Brief overview of the organization's mandate (2 to 4 lines maximum):**
Sherbrooke Community Centre creates a community that supports each person to live a full and abundant life. Elder-directed care is the cornerstone of their community. Sherbrooke Community Centre is Care Partner that acknowledges that opportunities to give, as well as receive, care are abundant and should be experienced by everyone involved in the care relationship.
6. **Organization Contact Person**
While students should CC all the contacts when communicating with Sherbrooke, the main contact person and primary decision-maker will be [REDACTED]

Primary Contact:

[REDACTED]

Secondary Contacts:

[REDACTED]

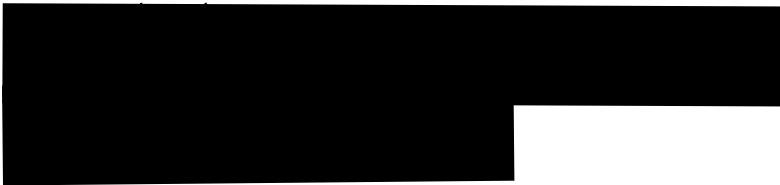
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7. Preferred mode of contact: Phone ☐ Email ☒
8. How often will the organization contact person be available to meet with the student(s)? The organization contact will be available to meet with students as required.
9. Lawyer supervisor(s)
Note: For 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 - Expert (must attach Lawyer Supervisor - Expert Checklist)



The lawyer supervisor is:

☐ Click to select drop down option

☒ Other

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

Over the past three academic years, PBSC Student Volunteers have created research memos on various topics relating to the legal rights of people with dementia. This year, students will utilize the existing research memos to format and organize the content to create an e-learning module for BetterLTC, which will be linked to Sherbrooke's website.

There are several existing e-learning modules available for students to use as formatting examples (see [E-Learning | BetterLtc](#)). Students will arrange the content in a logical format, determine how

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sources and references will be displayed, and ensure the content is accessible and written in plain language.

Before beginning their work, students will arrange a time with the organization contact to visit Sherbrooke Community Centre and learn more about Sherbrooke's facilities, vision, and philosophy on long-term care.

The timeline for this project is:

- October: students will visit Sherbrooke with the organization contact, review existing e-learning modules created by Sherbrooke, and divide the workload for the remainder of the term
- November & January: students will format the existing research into a document, ensuring all information remains up-to-date, with appropriate sources, and in accessible language. The draft content formatted for the e-learning module should be reviewed by the lawyer supervisor for accuracy
- February: the content formatted by the students will be shared with the Sherbrooke Organization Contact, who will work with a team to create the e-learning page online and review it
- March: students will review the final e-learning module and ensure any edits made by the organization have not changed the accuracy of the content. The final product, once reviewed by the organization and the students, will be given final approval by the lawyer supervisor

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Role of Student Volunteers

- At the start of the year, students are asked to visit one of Sherbrooke's neighbourhoods with the organization contact to better understand the topic and Sherbrooke as an organization. On this visit, students will:
 - Talk with nurses, other staff members, residents, and the residents' families;
 - Explore the neighbourhood; and
 - Visit a housing unit or room where residents with dementia live
- Review the previous three years' research memos, ensure the content remains up-to-date, and format the content to be utilized for an e-learning module
- Review the final product for accuracy and accessibility
- Maintain regular contact with the organization contact and lawyer supervisor

All materials will be reviewed by the organization and lawyer supervisor for accuracy. A PBSC disclaimer must also be included in the e-learning module

Role of Supervising Lawyers

- Review the draft e-learning module content formatted by the students prior to its submission to Sherbrooke for accuracy
- Review and approve the final e-learning module to ensure the content is an accurate reflection of the law in Saskatchewan and Canada, and that the students are only providing legal information, and not legal advice

Which types of law are used in this project?

Elder law, Health law, medical consent, human rights

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 will be expected to attend the tour of a Sherbrooke neighbourhood in-person, but all other work can be done virtually.

- 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

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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).

☐ Click to select drop down option

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.
Students will create a workplan with deadlines for content and approvals.

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 receive PBSC general training, as well as an orientation meeting from the organization contact to review existing e-learning modules and set expectations.

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

2-3 students.

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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?

The schedule is flexible, but students will be expected to coordinate a time for a visit to a Sherbrooke neighbourhood, and maintain regular communication with each other, the organization, and the lawyer supervisor.

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 computer and the internet.

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 ☐

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 have been involved with SCOA or Sherbrooke in the past, who have taken Elder Law, Law and Psychiatry, or Health Law, would 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, but experience working with the elderly would be considered an asset.

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.

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- ☒ 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.

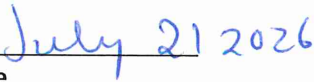
1. Seniors
2. People living with disabilities & chronic illnesses
3. People living with mental health challenges

For internal Chapter use

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



On-Site Supervisor Signature



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.

