

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: YWCA – Tenant’s Rights

SECTION A – ORGANIZATIONAL INFORMATION

1. **Name of Organization:** YWCA
2. **Mailing Address of Organization:** 510 25 St E, Saskatoon SK, S7K 4A7
3. **Website of Organization:** <https://www.ywcaskatoon.com>
4. **Type of Organization:**
☒ Not-for-profit
☐ Other please specify
5. **Brief overview of the organization’s mandate (2 to 4 lines maximum):**
The YWCA nurtures the well-being of women, girls, and their families through inclusive services and supports. The YWCA is committed to addressing women’s issues and strives to create a safe, equitable community where women, girls, and their families are empowered.
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]

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

The National Housing Strategy Act describes having housing as a human right, yet many low-income households have trouble securing a place to live. This project seeks to empower individuals as they search for places to rent and deal with rent-related issues.

Students will update last year's plain language brochure/pamphlet on tenant's rights in Saskatchewan, primarily focused on rights against discrimination (during the process of finding a home) and eviction. This project aims to provide plain language information on renter's rights for YWCA's clients. Included in this update will be a short video, created by the end of January 2027, that contains the same information as the pamphlet, included on them via a QR code. This allows individuals who may struggle with literacy or who prefer to consume the content differently the

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option. This project will also have a minimum of one 45-minute presentation to YWCA staff and clients.

The students should answer the following questions:

- What protections are in place to prevent landlords from discriminating against potential tenants who are on government assistance or who have children and pets?
- What personal questions are landlords allowed or not allowed to ask potential tenants, such as whether the potential tenant drinks or takes drugs?
- What are some tips for potential tenants to minimize discrimination during their housing search?
- What are the circumstances where a tenant can be evicted?
- What is the Office of Residential Tenancies (ORT) and what is the process a landlord must go through to evict a tenant?
- Explain the process a tenant must go through to fight their eviction at the ORT.
- Identify tenant's rights, in general, and also within the eviction process.
- Provide brief information on resources available to tenants that can assist them.

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

Role of Student Volunteers

- Build on last year's project (both the presentation and brochure/pamphlet, as well as creating the short video for the pamphlet), ensuring that the law is up to date, and making necessary changes to include all the topics.
- Schedule presentations with Organization Contact and arrange the following:
 - Dates and times of the delivery of presentations
 - Space booking (it will be held at the YWCA Saskatoon office)
 - Equipment such as projector, laptop, speakers, etc.
- Communicate the scheduled dates and times to the Lawyer Supervisor to check availability. If Lawyer Supervisor is unable to attend presentation, schedule date and time to practice presentation to prepare for potential questions and the types of legal advice questions to avoid
- Do 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

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presentation, students should only respond with answers that have been vetted by the Lawyer Supervisor.

- Distribute client impact survey at presentations (either by QR code or paper copies).
- Be required to sign YWCA confidentiality form.

Role of Supervising Lawyers

- Ensure the students' presentation, print resources, and video, are an accurate reflection of the law in Canada and Saskatchewan.
- Attend at least one practice session before the students deliver the 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?

Property law, administrative law, Office of Residential Tenancies, and civil litigation

12. What is the main project deliverable?

C. Presenting public legal education (e.g. in-person or virtual presentations, workshops, training sessions, etc.)

13. What is the project delivery format?

Hybrid

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 can prepare and conduct research virtually, but will be expected to attend presentations in-person as scheduled.

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.

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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. 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.

A workplan will include deadlines for research, the creation of the video, updating the print resources and presentation materials, and the scheduled presentations.

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.

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 work is flexible, but students will be expected to work together on a regular basis and meet deadlines and be available to present.

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 the internet 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 ☐

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.

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)

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☐ Client services (court forms, shadowing, mock hearings, intake, legal clinic, etc.)

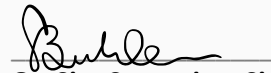
☐ Other (please specify)

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. Women
2. Children & Youth
3. People living in poverty

For internal Chapter use

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



On-Site Supervisor Signature

July 14, 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.