

PROJECT DESCRIPTION FORM

(INSTRUCTIONS)

Chapter: University of Saskatchewan
Program year: 2023-2024
Project Name: Legal Information for Newcomers

SECTION A – ORGANIZATIONAL INFORMATION

- Name of Organization:** : Saskatoon Open Door Society Inc.
- Mailing Address of Organization:** 100-129 3rd Avenue North, Saskatoon, SK S7K2H4
- Website of Organization:** www.sods.sk.ca
- Type of Organization:**
 - Charity
 - Not-for-profit
 - Association
 - Government
 - University
 - Law firm
 - Other please specify

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

Saskatoon Open Door Society serves to welcome and assist refugees and immigrants moving to Saskatoon to become participating members of an inclusive and diverse community through which they are able to participate in Saskatoon's economic, social, intellectual and cultural life.

- Organization Contact Person**

Name: : Maria Gomez
Title: Team Lead, Family Support Services
Telephone Number: (306) 653-4464 (ext. 318)
Email Address: mgomez@sods.sk.ca

Name: Ashfaque Ahmed
Title: Director, Family Support Services
Telephone Number: (306) 653-4464 (ext. 359)
Email Address: director.sfs@sods.sk.ca

- Preferred mode of contact:** Phone Email

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8. 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:

*Note: Please check only **ONE** of the following.*

- Lawyer Supervisor - Insured
- Lawyer Supervisor – Expert (*must attach Lawyer Supervisor – Expert Checklist*)
- Lawyer Supervisor – Non-insured (*only permitted in a joint supervision model*)

Name: Kimbal MacMillan

Title: Lawyer

Organization/Firm: Lakefield LLP

Telephone Number: 306-659-1217

Email Address: Kimbal.MacMillan@lakefieldlaw.ca

The lawyer supervisor is:

- An employee of your organization
- A board member
- Other (please specify relationship)

9. How often will the lawyer supervisor be available to meet with the student(s)?

The Lawyer Supervisor will be able to meet with the students as required, including the practice session prior to the presentations.

10. Due to the ongoing COVID-19 pandemic, and related university directives/policies, students may be required to complete some or all of their volunteer placement virtually and from home. Can student volunteers on this project complete their work virtually and from home? Please confirm yes/no.

Yes

SECTION B – PROJECT INFORMATION

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11. Please describe the project tasks:

Note: If there are multiple projects, please complete a separate Project Description Form for each project.

Description of Project

Newcomers to Saskatoon experience legal challenges due to lack of information and cultural differences. Newcomers also face challenges in navigating the legal system in Canada. This project aims to develop plain language resources focussing on the topic of how women and children are protected by the law in Saskatchewan and Canada and the procedural aspects of the criminal justice system in Saskatchewan. This resource will provide practical information on what the law is and how the law will affect them if one gets involved with the criminal justice system.

Students will be responsible for 2 outcomes - (1) one-paged fact sheet(s) (and/or PowerPoint) to highlight the different research topics; and (2) presentation to diverse workshops/ meetings occurring within SODS - either to clients or staff.

Plain Language Resource

Research areas include:

- Laws affecting newcomer families in Saskatchewan
 - What happens where there is an allegation that a child is being abused in a home?
 - What constitutes assault against a child, or an adult woman?
 - Is corrective violence allowed by law in Saskatchewan or Canada?
 - What are the charges associated with domestic violence and child abuse?
- How will criminal charges affect families?
 - What happens if your child tells someone at school that they are being abused at home?
- How do you access the criminal justice system when you want help as a victim of domestic violence or child abuse? In other words, what ways can you communicate that child abuse, sexual violence, or domestic violence is occurring at home?
 - How does the charge go forward? What happens when you communicate to the police that you are experiencing domestic violence?
 - What evidence does the prosecution require?
 - What evidence does the police require?
- What happens when you are charged with domestic violence/ child abuse?
 - How do you get Legal Aid?
 - How do you get a lawyer? What is the difference between a defence lawyer and a crown prosecutor?
 - What is the criminal law process?
 - What rights are you entitled to? E.g., the right to translation

Presentations

- Preferably between November and March - at least one per week (Note: students will be updating the material in October. December is a break for student volunteers)

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- Presentations will be scheduled and coordinated in conjunction with the Project Supervisor from SODS.
- A practice presentation will be overseen by the Lawyer Supervisor.
- Interpretation services will be provided for these presentation sessions (connect with Project Supervisor)
- The mode of delivery will either online or in-person at SODS 3rd Ave. location, depending on SODS COVID-19 guidelines.

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

Student volunteers will be responsible for:

- creating and submitting work plan in consultation with the Project Supervisor;
- researching on the topics;
- synthesizing research material into plain language, easy-to-digest resources (a one-paged fact sheet is encouraged);
- connect with Project Supervisor to schedule workshops/ attend scheduled workshops as guest speakers;
- connect with Project Supervisor for interpretation services for the presentations;
- communicate scheduled dates and times to Lawyer Supervisor;
- **not** answer personal questions from the audience (i.e. __ happened, was this domestic violence?) but rather, direct questions about legal advice to the Project Supervisor's email and respond with answers that have been vetted by the Lawyer Supervisor if they are unable to attend the presentation to answer those questions in person; and
- stay in close communication with the Project Supervisor, Lawyer Supervisor, and PBSC Coordinator

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Role of Project Supervisor (SODS)

Project Supervisor will be responsible for the following:

- coordinate a short training to help student volunteers understand the mandates of SODS and the situation of newcomers (early October).
 - this could be done through Family Services or Cultural Bridging team)
- connect with student to draw up a timeline for the workplan (early to mid-October).
- provide answers to questions that student volunteers may have (throughout the year).
- Help schedule presentations from November to March - take into consideration the student volunteers' schedules (no presentations in December).
 - Presentations could be scheduled for pre-existing workshops for Family Services programming such as the Women's Program, Men's Program.
 - Presentations could be scheduled as a separate workshop. For example, workshop for Arabic-speaking clients.
- coordinate with Interpretation Services to provide interpreters for various scheduled workshops/presentations.
- stay in contact with the PBSC Coordinators - especially for the check-in sessions in November and February.
- if presentations are in-person, book rooms and set up room for presentation.

Role of Supervising Lawyers

The Lawyer Supervisor will ensure the legal information presented in the plain-language resources is an accurate reflection of the law in Canada and Saskatchewan. The Lawyer Supervisor will also oversee the practice presentation and is also encouraged to attend the presentations in case questions needing legal advice are asked.

Which types of law are used in this project?

Criminal Law, Sexual Assault, Restorative Justice, Administrative Law.

12. What is the main project output?

Select **ONE** option.

- A. Creating produced content (e.g. research memos, brochures, podcasts, etc.)
- B. Completing client intake and assistance (e.g. completing client intake, providing client referrals, helping clients with their ID documents, etc.)
- C. Presenting public legal education (e.g. in-person or virtual presentations, workshops, training sessions, etc.)

13. 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

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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.

14. 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.

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 participant 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.
Click or tap here to enter text.

15. 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.

Click or tap here to enter text.

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16. Do you have PBSC placements with students from any other PBSC chapter(s)?

If so, which chapters? Do the placements relate to the same project?

No

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

Note: All first year PBSC volunteers and all volunteers working on research projects must also attend a PBSC/Thomson Reuters legal research strategies workshop.

Student volunteers will receive general training from PBSC. Student volunteers will also attend an additional training/orientation provided by SODS in October. This training will introduce students to the organization's mandate, policies, and educate students on how to interact with refugees and immigrants.

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

2 students

19. 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.

20. Will the student(s) be expected to show up for regular shifts each week, or is the schedule flexible?

Some work will be flexible, but student volunteer will be expected to check in regularly with the Project Supervisor and Lawyer Supervisor and meet deadlines. Students are also expected to attend scheduled presentations.

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

No

22. 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

23. Is there an expectation for the student(s) to be bilingual?

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No but speaking multiple languages would be considered an asset.

24. Can first year law students volunteer for this project? Yes No

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

There is no prerequisite; however, students who have previously taken Criminal Law or enrolled in Criminal Procedure will be given preference.

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

Students who have experience in working with refugees or immigrants will be given preference; however, this is not a requirement for volunteering for the project.

SECTION D – TO BE COMPLETED BY THE PROGRAM COORDINATOR

27. 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)

28. 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 writing 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. You will have the opportunity to choose the type of law in the following question.

- ___ Children & Youth
- ___ Domestic Violence Survivors
- 3 Women
- ___ Homeless & marginally housed
- 1 Immigrants, refugees & newcomers

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- Indigenous (First Nations, Inuit, Métis)
- LGBTQ+
- Linguistic minorities
- People living in poverty
- People living with disabilities & chronic illnesses
- People living with HIV
- People living with mental health challenges
- Precariously employed individuals
- Prisoners & former prisoners
- Racialized communities
- Religious minority communities
- Self-represented litigants
- Seniors
- Trans and gender diverse individuals
- Two-Spirit individuals
- Veterans
- Other: General Project – no specific community being served (***note: comments are mandatory if this option is selected***)

Comments:

Click or tap here to enter text.

Project reviewed by On-site Supervisor

Signature

Date

Note: A final/complete copy of this Project Description Form must be provided to:

- The Organization Contact Person
- The Lawyer Supervisor(s)
- The Student Volunteer(s)
- Your Program Officer at National Office