

# PROJECT DESCRIPTION FORM

**Chapter:** University of Saskatchewan

**Program year:** 2023-2024

**Project Name:** YWCA Tenant's Rights and Evictions

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## 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:** www.ywcasaskatoon.com

4. **Type of Organization:**

- Charity
- Not-for-profit
- Association
- Government
- University
- Law firm
- 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**

Name: Mirna Funes-Klaassen.

Title: Manager.

Telephone Number: (306) 244 7034 ext. 853

Email Address: mfklaassen@ywcasaskatoon.com

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

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.*

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Lawyer Supervisor - Insured

Lawyer Supervisor – Expert (*must attach Lawyer Supervisor – Expert Checklist*)

Lawyer Supervisor – Non-insured (*only permitted in a joint supervision model*)

Name: Shauna Shewchuk

Title: Lawyer

Organization/Firm: Shewchuk Law Office

Telephone Number: (306) 955-5003

Email Address: shauna@shewchuklaw.com

The lawyer supervisor is:

An employee of your organization

A board member

Other Ms. Shewchuk has experience with a variety of family law matters which involve domestic violence and child protection issues. Often these issues are related to residential tenancies, tenant's rights, the eviction process and termination of leases. Ms. Shewchuk has extensive experience with legal research, writing and interpreting legislation and case law.

**9. 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 to ensure that the law is correct before the students begin their 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.

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## 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.*

### Description of Project

Students will create, together, a plain language brochure/pamphlet on Tenant's Rights in Saskatchewan, primarily focused on rights against eviction. This project aims to provide plain

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language information on renter's rights for YWCA's clients. 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 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.

## Role of Student Volunteers

- Conduct research of tenant rights and eviction laws in Saskatchewan.
- Prepare a plain language brochure/pamphlet that answers the questions listed above.
- Convert laws, regulations, and policies to plain language.
- Create PowerPoint presentation.
- Present to staff members and clients at the YWCA.
- PBSC Disclaimer must be added to the presentation. Students cannot give legal advice only legal information.

## Role of Supervising Lawyers

The Lawyer Supervisor will ensure that the students' research is an accurate reflection of the law and realities in Saskatchewan and revise/approve the final content produced before the brochure is handed out and before the presentation is given.

## Which types of law are used in this project?

Property Law, Civil Law, ORT

## 12. What is the main project deliverable?

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 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.

**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.

**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.

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**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.*

Students will receive general training from PBSC.

**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 will be 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?**

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

**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 to access to the internet, a computer, word processing application, and Zoom.

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### SECTION C – STUDENT REQUIREMENTS

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

No.

**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 are no prerequisites.

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

N/A.

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### SECTION D – TO BE COMPLETED BY THE PROGRAM COORDINATOR

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**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
- 3 Domestic Violence Survivors
- 2 Women
- \_\_\_ Homeless & marginally housed
- \_\_\_ Immigrants, refugees & newcomers
- \_\_\_ Indigenous (First Nations, Inuit, Métis)
- \_\_\_ LGBTQ+
- \_\_\_ Linguistic minorities
- 1 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***)

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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