



## SERVICE AREA ASSESSMENT & ENGAGEMENT INTAKE FORM

[careresponse.ca](http://careresponse.ca)

### A. CONTACT INFORMATION — FORM SUBMITTER

Full Name	Job Title / Role
Organization / Agency	Department
Phone Number	Email Address
Mailing / Office Address	
Date of Submission	Preferred Contact Method

### B. SERVICE AREA — GEOGRAPHIC IDENTIFICATION

*Identify the geographic boundaries of the area this form relates to.*

Site / Location Name (e.g., park, building, neighbourhood)

Municipality / City	Ward / District / Riding
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Geographic Boundaries or Landmarks (streets, postal codes, neighbourhoods)

**Is this a defined service catchment area?**

- Yes — formally defined       No — informal / general area       Unsure / Under review

**C. HOURS OF NEED**

*Indicate when services, outreach, or engagement are most needed in this area.*

**Primary Hours of Need (check all that apply)**

- Early Morning (6–9am)       Morning (9am–12pm)       Afternoon (12–5pm)       Evening (5–9pm)
- Late Night (9pm–12am)       Overnight (12am–6am)       Weekends       Holidays / Stat Days

**Additional Notes on Hours / Seasonal Patterns**

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**D. ISSUES TO ADDRESS**

**1. Describe the primary issue(s) or challenges at this site or within this community:**

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**2. What immediate needs or gaps in service have been identified?**

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**3. Are there recurring or long-standing issues that have not been adequately resolved?**

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## E. KEY STAKEHOLDERS

*e.g., residents, businesses, community agencies, schools, outreach teams, faith groups*

**1. Who are the key stakeholders connected to this site or issue?**

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**2. Are there existing partnerships or relationships we should be aware of?**

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## F. CONTENTIOUS & SENSITIVE ISSUES

*e.g., ongoing disputes, community tensions, historical concerns, trauma-informed considerations*

**3. Are there contentious or sensitive issues currently impacting this site or community?**

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**Are there known historical events or community harms that affect current engagement?**

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**G. POLITICAL, MUNICIPAL & PUBLIC-FACING CONSIDERATIONS**

*e.g., councillor involvement, media attention, advocacy groups, public pressure, elections*

**4. Are there political, municipal, or public-facing considerations we should be aware of?**

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Councillor / Ward Name (if applicable)	Other Political Contact

**Is there current or anticipated media attention on this issue?**

- Yes — active coverage   
  Yes — anticipated   
  No   
  Unknown

**H. UNENGAGED VOICES**

*Who is missing from current conversations? Whose voice is not yet represented?*

**5. Are there groups or individuals not currently engaged but who should be?**

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**6. Are there known risks or sensitivities related to engagement in this community?**

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**What barriers to engagement exist? (e.g., language, trust, access, trauma)**

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**I. ADDITIONAL NOTES / RECOMMENDATIONS**

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