

Tool 2a: Community Priorities Worksheet For internal use only

How to use this tool: This is a summary worksheet, completed by a staff member or project lead, not a form for individuals. Use it to pull together community input gathered through any method: a council or board meeting, a facilitated community meeting, a survey, one-on-one conversations, or Individual Input Forms (Tool 2b). Summarize the main themes for each priority area rather than recording every comment. Note how many people raised each theme and how strongly, so the summary reflects the weight of what was said. Log each input session in the table at the end. Update this worksheet as new input comes in.

Internal working document. This worksheet and any Individual Input Forms (Tool 2b) are for use within your community or organization while priorities are being worked out. They are not meant to be shared with agencies, the project developer, or other outside parties. What gets shared is the documented position your community approves in Tool 12, Community Decision/Position Worksheet.

Project name		Organization	
Person responsible		Last updated	

Summary of community priorities

Priority area	Summary of what we heard (main themes, in plain words)	How many raised it, and how strongly	Non-negotiable or open? Notes
Subsistence resources and access protection			
Environmental protection			
Economic opportunity / jobs			
Infrastructure (roads, power, broadband, housing)			
Cultural or historical site protection			

Priority area	Summary of what we heard (main themes, in plain words)	How many raised it, and how strongly	Non-negotiable or open? Notes
Other:			
Other:			

Tip: If many people spoke to the same priority, capture the shared theme once, note the number of people and any differences of view, and record specific examples or quotes in the notes column only where they add something the summary does not.

Input session log

One row for each meeting, discussion, survey, or set of conversations that fed into the summary above.

Date	Type of input session	Who took part (group and approximate number)	Recorded by	Individual forms (Tool 2b) collected?

Compiled by	
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Date range of input	
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Next step: Use Tool 12, Community Decision/Position Worksheet, to turn these priorities into a documented position.