

7.3 Train Municipal Representatives

5 Points

10 Points

Action Updates

This action has been revised for the **current certification cycle**. A version of this action from the prior program year is [available for comparison](#). Edits are highlighted in yellow. (Last update 2020)

Objective

Increase the knowledge-base and effectiveness of your local boards and commissions.

What to Do

If you collaborate with other municipalities or other stakeholders to implement this Action, please describe the partnership in the “partners” box of your submission. Please also consult this [guidance document](#) to help your municipality earn points for actions pursued in partnership. Regional collaboration and other forms of partnership are highly encouraged.

The more you do, the more points you can earn.

1. Send commissioners from at least 4 different boards/commissions from your community to a training that is relevant to their commission. (5 points) Requirements include:
 - At least one commissioner must be from your Inland Wetlands Commission and at least one commissioner must be from your Planning and Zoning Commission. The other two commissioners may be from any other commission, excluding Inland Wetlands and Planning and Zoning.
 - The training may be online, or in-person, in your community or a neighboring community. You may partner with neighboring towns to invite your council of government to provide a training session.
 - The type of training can be an event, workshop, webinar or conference.
 - If relevant, multiple people representing different commissions may attend the same training.
 - Activities that are used to earn points toward this Action may not be used to earn points toward any other Sustainable CT Action (i.e., no “double-counting”).
 - Commissioners serving as Alternates are eligible to attend a training under this action.

Submit: The name of each commissioner and their associated commission, who attended a training, as well as the name and date of the training (month and year will suffice).

2. Send at least three municipal representatives to the Sustainable CT Equity Training series. (5 points) Requirements include:
 - You must have at least three different people (one seated elected official, one municipal staff, and one commissioner) attend the entire three-part Sustainable CT Equity Training series in the year in which certification is sought.
 - The trainings include: Equity 101, Everyday Anti-Racism, and How to Have Conversations About Race, Bias, and Equity. The trainings do not need to be attended in any order. [Learn more about our equity resources and workshop registration.](#)

Submit: The name and title of each municipal representative who attended the three-part equity training series. Please note, all three trainings must be attended by each individual.

Credit for Past Action

For spring certification, count back from February 1st of the current year. For fall certification, count back from August 1st of the current year. For further clarification on determining if your prior work is eligible to earn points, [click here](#).

- This action must have been completed within the past 2 years.

Potential Municipal and Community Collaborators

Staff from the planning and zoning, economic development, parks and recreation departments and more, as well as representatives from the agriculture, conservation, energy, inland wetlands, planning and zoning, historic preservation commissions, etc. could be helpful in implementing this action.

Funding

For a complete listing of potential funding opportunities to assist with implementing Sustainable CT Actions, please visit the [Sustainable CT Grants Portal](#), which is searchable by Action. Please also visit the [Sustainable CT Resources for Certification](#) page for opportunities for technical assistance and other supports.

- [Urban Act Grant Program](#)
- [Municipal Grant Program \(MGP\)](#)
- [2020 Sustainable CT Community Match Fund](#)

Resources

Organizations and Relevant Programs

- Connecticut Conference of Municipalities, [CCM Municipal Training Workshops](#)
- UConn CLEAR, [Land Use Academy](#)
- CT Department of Energy and Environmental Protection, [Training for Municipal Inland Wetlands Agencies](#)
- CT Department of Energy and Environmental Protection, [Aquifer Protection Area Program Technical Training for Municipal Officials](#)
- CT Department of Economic and Community Development, [Local Historic District/Commission Training](#)
- [Connecticut Association of Conservation and Inland Wetlands Commissions](#)
- AdvanceCT (formerly the Connecticut Economic Resource Center, CERC), [Fundamentals of Municipal Economic Development](#)
- [Connecticut Conservation Districts](#)
- US Environmental Protection Agency, [Watershed Academy](#)

Benefits

Providing training opportunities for municipal representatives will improve their effectiveness, and enable them to stay abreast of changing laws, new techniques, case studies, etc. in the various fields they represent.

By attending a training session, municipal representatives may gain clarity in purpose, motivation, and actionable options for interacting with the public.

CT Success Stories

- [2018 Old Saybrook - Clear Commitment](#)