8.3 Train Municipal Representatives

5 Points | 10 Points | 15 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

The more you do, the more points you earn.

1. Send commissioners from your community to a training that is relevant to their commission. **(5 points each, up to 15 points)**

   a. Send at least one commissioner from your Inland Wetlands Commission and at least one commissioner from your Planning and Zoning Commission to a training relevant to their commission.

   b. Send two or more commissioners from two or more ***different*** commissions (excluding Inland Wetlands and Planning and Zoning) to a training relevant to their commissions.

   c. Send at least three land use/planning and zoning commissioners to attend a training on fair housing and/or other housing-related topics.

   For all Trainings:

   - 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: For each sub-action 1a, 1b, and 1c: 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).

   Timeframe for Credit: Eligible for new action credit. This action falls under the action type "Events, Meetings, Trainings" (see "Timeframe for Credit" Guidance Document for submission requirements).

Timeframe for Credit

Actions can either be "New" or considered for "Rolling Credit."

New Action Credit. Any action completed within the past three years (from January 1 of the year seeking

certification) is eligible for potential certification points. If you are applying for recertification in your year of expiration, you may not claim New Action Credit for items that previously received credit.

Rolling Credit. For any action older than three years (from January 1 of the year seeking certification), you must demonstrate ongoing, currently relevant, and meaningful impact in your community to be considered for certification points. If you are applying for recertification in your year of expiration, you must apply for Rolling Credit for any item that previously received credit, even if it was completed within the past three years.

View the "Timeframe for Credit" Guidance Document for detailed submission requirements.

Engaging Partners

Sustainable CT encourages regional collaboration and other forms of partnership. For every action, please complete the "Partners" box in your submission, indicating the name(s) of any municipalities and/or organizations you partnered with (if any) and a brief description of your municipality's role. If you collaborate with other municipalities, each community will receive points. For additional information, please see the "Partners Guidance Document".

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

If available, below are potential funding sources specific to this Action. 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 Support for Your Town page for opportunities for technical assistance and other supports.

- Urban Act Grant Program
- Municipal Grant Program (MGP)
- 2021 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

- Ashford - Oct 2019 Certification
- Old Saybrook - Oct 2018 Certification
- Bolton - Oct 2020 Certification
- Meriden - Oct 2020 Certification
- Old Saybrook - Oct 2020 Certification
- Windsor Locks - Oct 2020 Certification
- Durham - Aug 2021 Certification