



Train Municipal Representatives

Action Updates

This action has been revised for the **current certification cycle**. Edits are highlighted in yellow. (Last updated 2023)

Objective

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

What to Do

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

1. Send members of your land use commission(s) to training, per [Connecticut Office of Policy and Management \(OPM\) guidelines](#), and discuss learnings (**up to 15 points**)
 - a. Send at least half of the total membership (including alternates) of either your municipal planning commission, zoning commission, combined planning and zoning commission, or zoning board of appeals to trainings focused on topics from OPM's environment, agriculture, and historic resources list (beginning on page four of [the training guidelines](#)). **5 points** will be awarded for sending at least half of the membership of one commission; **10 points** will be awarded for sending all members of one commission.

Note: Your municipality can earn points for one land use commission per certification cycle.

 - b. During a regularly scheduled, public meeting of the commission, hold a discussion of what commissioners learned in their training and how the content of the training can be incorporated into the commission's work and responsibilities. (**5 points**)
2. Send members of your Inlands Wetlands Commission to training and discuss learnings. (**up to 15 points**)
 - a. Send at least half of the total membership (including alternates) of your Inlands Wetlands Commission to CT DEEP's [Training for Municipal Inland Wetlands Agencies](#) and/or trainings focused on topics from OPM's environment, agriculture, and historic resources list (beginning on page four of [the training guidelines](#)). **5 points** for sending at least half of the Inlands Wetlands Commission members; **10 points** will be awarded for sending all members.
 - b. During a scheduled, public meeting of the commission, hold a discussion of what commissioners learned in their training and how the content of the training can be incorporated into the commission's work and responsibilities. (**5 points**)

For all trainings:

- The training may be online or in-person, in your community or a neighboring community. You may partner with other towns to invite your council of government to provide a training session.
- The type of training can be an event, workshop, webinar or conference.
- Individual commissioners may attend different training sessions to receive points under this Action.
- 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 required to attend a training under this action and must be included in the total membership count of a commission.

Submit: For sub-actions 1a and 2a: The name of the commission; the total number of commissioners (including alternates) of the commission; the name of each commissioner (and their associated commission) who attended a training focused on environmental, agricultural, and historic resources topics; the name and date of the training (month and year will suffice).

For sub-actions 1b and 2b: The agenda for the commission hosting the meeting and discussion (including the date of the meeting), and a copy of the approved meeting minutes.

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. 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.

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.

For a complete list of funding opportunities, implementation resources, and success stories specific to this action, please visit the full Action write-up on the [Sustainable CT Actions webpage](#).