8.3 Train Municipal Representatives

5 Points | 10 Points | 15 Points

Action Updates

This action was last updated in 2024. The previous version of this action is available for comparison. Edits are highlighted in yellow.

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. Train members of your land use commission(s) to at regularly scheduled or special meetings of the commission(s), as listed below. The training must have taken place in the last three years. **(5 points)**

    - The training must be provided to your municipal planning commission, zoning commission, combined planning and zoning commission, or zoning board of appeals.
    - The regularly scheduled or special meeting must be open to the public.
    - The training must total at least one hour of training each calendar year and may be provided during one commission meeting or multiple commission meetings.
    - The land use training topic(s) must align with the Connecticut Office of Policy and Management (OPM) Land Use Training Guidelines.
    - The training may be: in-person, virtual, hybrid (based on how your commission currently meets) and the trainer could be a live trainer, or video training.

    Submit: A completed worksheet 1, a list of all commissioners who attended the meeting where training took place, and at least one piece of documentation related to the training meeting (such as meeting minutes, a presentation, or similar).

2. Send members of your Inlands Wetlands Commission to training and discuss learnings. The training must have taken place in the last three years. **(up to 10 points)**

    a. Send at least three members of your Inlands Wetlands Commission to CT DEEP's Training for Municipal Inland Wetlands Agencies. **(5 points)**

    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)**

    Submit: For Action 8.3.2a: A list of Inland Wetland Commissioners who attended the training; date of attendance; and an agenda or brief description of the content covered. For Action 8.3.2b: Meeting minutes showing the commission's discussion of training content.

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
- Sustainable CT Community Match Fund
- State Funding Readiness Project

Resources

Organizations and Relevant Programs

- CT Office of Policy and Management, Land Use Training Guidelines
- UConn CLEAR, Connecticut Land Use Commissioner Training Calendar
- UConn CLEAR, Land Use Academy
- Connecticut Conference of Municipalities, CCM Municipal Training Workshops
- 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
- Connecticut Institute for Resilience & Climate Adaptation, Climate Resilient Zoning For Municipal Land Use Commissioners Training
- 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

- Coventry - May 2022 Certification
- Vernon - Oct 2022 Certification
- Windsor - Oct 2022 Certification
- Ellington - May 2024 Certification
- Old Saybrook - May 2024 Certification
- Greenwich - Oct 2024 Certification

- Madison - Oct 2024 Certification