



Title: Eithne E. Daly Junior Firefighter Award	Classification: <input checked="" type="checkbox"/> Formal Policy of Council <input type="checkbox"/> Operational Procedures <input type="checkbox"/> Service Standard
Implementation Date: To be Determined	
Review Date: September 30, 2025	Public Impact: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Issuing Department: Public Safety and Protective Services	Signature of Approval: _____ Date: _____

Objective

To foster the importance of community involvement, commitment, and fire prevention for Gander's youth, by awarding The Eithne E. Daly Junior Firefighter Award.

Purpose and Application

The purpose of The Eithne E. Daly Junior Firefighter Award policy is to ensure that, each year, the award will be granted to a Junior Firefighter. This policy applies to the member of the Junior Firefighter Program at Gander Fire Rescue, who will be attending a post secondary institution.

Accommodation

Town of Gander is committed to fostering a proactive approach in achieving strategic goals, while simultaneously promoting an inclusive and diverse environment. In response to unique circumstances, the Town's mission is to rigorously assess both typical and atypical situations and fulfill a Duty to Accommodate, ensuring equitable treatment without imposing undue burdens. Council, under its legislative authority, retains the right to vary guidelines and exercise discretion regarding policy accommodations.

Responsibilities

Authority: Council will be responsible for policy approval.

Accountable: The Fire Chief or designee is accountable for the overall management of this policy.

Responsible: Department head to bring forward suggestions, recommendations for edits, modifications or policy developments.

Responsible: Management to review policy for cross-departmental and organizational impacts.

Responsible: Assigned staff to maintain and ensure accurate updates and distribution of policy amendments.

Responsible: Fire Chief or Designate is responsible for adherence to this policy.

Consulted: Line departmental staff impacted are to be consulted to assess operational impacts.

Consulted: Active members of Gander Fire Rescue, as required.

Informed: Applicable staff and public.

Definitions:

Award shall refer to the \$1500 scholarship provided by the Town of Gander.

Rubric shall refer to the evaluation tool used to rank the applicants based on pre-determined criteria.

Junior Firefighter shall refer to a secondary education student enrolled in the junior firefighter program at Gander Fire Rescue.

Selection Committee shall refer to the chief officer, volunteer firefighter and career firefighter who will ultimately make the selection.

Values

Integrity, Transparency, and Accountability - The Town of Gander is committed to prioritizing honesty, openness, and ethical conduct in its interactions and operations. The Town understands the importance of maintaining clear, accurate, and accessible information. Council officials and municipal employees are held accountable for their conduct and performance. In doing this, Town of Gander can build trust with the community and provide demonstrate its commitment to serving the best interests of the public.

Compassion - The Town of Gander recognizes residents and employees all face their own challenges. It is our commitment to demonstrate empathy and understanding where possible. By fostering a sense of solidarity and community care, support can be provided to those in vulnerable situations.

Community Engagement - The Town of Gander is actively engaged with residents to encourage their participation and gather feedback ensuring citizens have a voice in shaping projects, fostering inclusive and responsive governance.

Accessibility and Inclusivity - The Town of Gander is committed to ensuring that all individuals, regardless of their background and ability, have equal access to opportunities and services. Through the implementation of practices and policies that promote diversity, equity, and inclusion, all individuals can be supported.

Quality of Life - The Town of Gander is dedicated to enhancing the quality of life for its residents through various initiatives, including, but not limited to, allocating resources to obtain quality healthcare, affordable housing, educational opportunities, developing and maintaining infrastructure, supporting local businesses, ensuring access to essential services, and promoting community safety through municipal enforcement.

Continuous Improvement - Periodic reviews shall take place to ensure policies remain relevant and effective to the Town of Gander’s organizational goals.

Policy Guidelines

The following objectives offer precise guidance for the implementation of this policy and the attainment of targeted goals.

- 1.0** Must be \$1,500 allotted each year in the annual Town of Gander Budget.
- 2.0** Selection Committee members will consist of one (1) Chief Officer, one (1) Volunteer Firefighter one (1) Career Firefighter and the Chief Administrative Officer, or Designate.
- 3.0** No one on the selection committee shall be a relative of any of the applicants.



- 4.0** No junior firefighter instructors shall serve on the Selection Committee
- 5.0** The recipient must be a current member of the Junior Firefighter Program.
- 6.0** Applications must be completed in full to be considered, including:
 - 6.1** Completed application form;
 - 6.2** Resume (outlining community involvement);
 - 6.3** 250-word essay titled *"The Most Important Lesson Learned as a Junior Firefighter"*;
 - 6.4** Two (2) letters of reference (one academic, one other)
 - 6.5** School transcript; and
 - 6.6** Letter confirming participation in the Junior Firefighter Program.
- 7.0** Late applications will not be considered.
- 8.0** The successful applicant must be attending a post-secondary institution to receive the award.
- 9.0** The award shall be placed in a trust fund by the Town of Gander and will be valid for up to a maximum of four (4) years, ensuring recipients have financial flexibility as they pursue future goals.
- 10.0** The trust fund can be held for up to one (1) year if the student is not attending a post-secondary institution immediately after completing Grade 12.
- 11.0** An individual may receive the award only once.
- 12.0** This is not an academic award.
 - 12.1** Academic performance will not be a determining factor in the selection process.
 - 12.2** The award is intended to recognize qualities such as commitment, personal growth, leadership, and community involvement demonstrated through participation in the Junior Firefighter Program.
 - 12.3** Transcripts may be submitted but are used solely to verify enrollment and general background; they will not influence scoring or eligibility.

Policy Procedures

- 1.0** The selection committee will make their decision based on the following three factors:
 - 1.1** Attendance;
 - 1.2** Written essay; and
 - 1.3** Overall application completion.
- 2.0** A Rubric will be provided for each section of the application: (Appendix B)
 - 2.1** Resume and application: 20 points
 - 2.2** Two references: 10 points each
 - 2.3** Essay: 20 points
 - 2.4** Attendance: 20 points
 - 2.5** Transcript (verification purposes only): 20 points



3.0 The deadline for applications will be March 15th of each year.

3.1 The Fire Chief or Designate shall ensure the award is advertised annually in Junior Firefighter Program Sessions.

4.0 Applications must be submitted electronically to gfr@gandercanada.com.

5.0 The recipient will be selected by March 31st of the same year.

5.1 If there is less than a five (5) point difference between the highest total scores at the end of the review process, the Selection Committee will determine the recipient through discussion and consensus.

5.2 The recipient will receive a congratulatory letter from the Fire Chief.

5.3 The recipient's name will also be added to a plaque, which will be mounted on a wall at Gander Fire Rescue.

5.4 The recipient shall be announced at the Junior Firefighter Program Graduation Night.

5.5 The presentation of this award will also be acknowledged at a Regular Meeting of Council.

Statement of Jurisdiction

Town of Gander is obligated to comply with all relevant policies, acts, regulations, and legislations that govern municipal operations. It is imperative to note that the Town does not possess the authority to supersede mandates established by higher levels of government. If conflicts arise between Municipal, Provincial or Federal Acts/Regulations, the higher level of jurisdiction will prevail.

Appeals/Review Process

Appeals that are eligible to be heard by the Central Newfoundland Regional Appeal Board may be submitted to URPA.Appeals@gov.nl.ca. For complete information, please visit <https://www.gov.nl.ca/mpa/for/appeals/>.

Council may hear requests for internal review and additional appeal methods may be made available through Policy of Council or other judicial processes.



APPENDIX A

POLICY AMENDMENTS AND RESOLUTIONS OF COUNCIL

DRAFT - MARCH 28, 2025



Amendments & Resolutions

Policy Adopted	Date: May 14, 2025	Resolution:
	Date:	
	Date:	

DRAFT - MARCH 28, 2025



**APPENDIX B
APPLICATION AND RUBERIC**

DRAFT - MARCH 28, 2025



EITHNE E. DALY JUNIOR FIREFIGHTER PROGRAM AWARD

APPLICATION

Year: _____

SPONSORED BY

GANDER FIRE RESCUE / TOWN OF GANDER

Name: _____

Address: _____

Telephone: _____ Date of Birth: _____

Email: _____

Name of Parents/ Guardians: _____

Current Year of Study: _____



EITHNE E. DALY JUNIOR FIREFIGHTER PROGRAM AWARD

APPLICATION

APPLICATION RUBRIC

One per applicant for each selection committee member PLUS one Master Copy for each applicant where averages from all three committee members can be calculated.

Name of Applicant: _____

Application Content	Weight
Application Form with Resume	120
References x 2 (one academic / one other)	/10
	/10
JFF Attendance Stats (use rubric)	120
Essay (use rubric)	120
Transcript	120

TOTAL = / 100



EITHNE E. DALY JUNIOR FIREFIGHTER PROGRAM AWARD
APPLICATION

Enter averages from three committee members on a Master Copy.

ESSAY Rubric

One per applicant for each selection committee member.

Name of Applicant: _____

Topic: *The Most Important Lesson I Learned as a Junior Firefighter*

Evaluate the essay based on these four categories, each receiving a maximum of five (5) points. Add up the total from the rows and transfer the total to the Application Rubric.

Evaluation Criteria	<u>Score</u> (Circle one)				
	On Topic	1	2	3	4
Pertinent Examples	1	2	3	4	5
Clarity	1	2	3	4	5
Format (Font 12, Double Spaced, 250 words)	1	2	3	4	5

TOTAL = / 20

Note: Transfer this total to the Application Rubric.



**EITHNE E. DALY JUNIOR FIREFIGHTER PROGRAM AWARD
APPLICATION**

Enter averages from three committee members on a Master Copy.

ATTENDANCE RUBRIC

Note: The Coordinator of the JFF Program has the attendance stats.

Attendance %	Score: / 20
95% -100%	20
90%-94%	18
85%-89%	16
80%-84%	14
75%-79%	12
70%-74%	10
65%-69%	8
60%-64%	6
55% -59%	4
50%-54%	2
Less than 50%	0

Note: Transfer this total to the Application Rubric.

TOTAL = / 20
