

City Hall Illumination/Lighting Request Form

For full policy details outlining City Hall Illumination requests please [see the Flag Flying Proclamations and Public Awareness Campaigns policy here](#) (City Hall Illumination starts on page 7).

Name of Requesting Organization *

Ontario Disability Employment Network (ODEN)

Contact Information

Name *

Cristin O'Sullivan

Email Address *

cosullivan@odenetwork.com

Home/Cell Phone Number *

[REDACTED]

Work Phone Number

Please enter your work phone number

City Hall Lighting Date(s)

Illumination requests will be granted for a maximum duration of seven (7) days unless there are no conflicting requests in which case the duration may extend to a maximum duration of fourteen (14) days, at the discretion of the City Manager.

Requests will be considered on a first come, first served basis, based on the date the request is received by the City Manager's office; requests should be made at least two (2) weeks in advance of the desired lighting date.

Please note that the changing of City Hall lights will take place on regular business days.

Starting Date of Illumination: *

10/15/2026



End Date of Illumination: *

10/15/2026



Requested Light Colours

At this time, the only colour options available are: Green, Blue, Red, White, and Pink/Purple.

No other colours are available at this time.

Please select the colour of your illumination request: *

- ☐ Green
- ☒ Blue
- ☐ Red
- ☐ White
- ☒ Pink/Purple

Details/Purpose of the illumination event: *

I am writing to request your participation in the lighting event for National Disability Employment Awareness Month (NDEAM) in October. It's called Light It Up! For NDEAM, led by the Ontario Disability Employment Network (ODEN). In 2025, over 900 locations in over 200 communities and 13 provinces and territories across Canada participated.

Here's some background about this lighting event:

EVENT NAME: Light It Up! For NDEAM™ happens on the third Thursday of October — this year that is Thursday, October 15, 2026.

DESCRIPTION OF EVENT: Light It Up! For NDEAM™ is a nationwide, one-night event where buildings, businesses, landmarks, and bridges are lit in purple and blue to celebrate National Disability Employment Awareness Month. This event aims to promote ongoing dialogue about disability inclusion in employment, business, and communities.

DATE REQUESTED: October 15, 2026

LIGHTING COLOURS REQUESTED: Purple and blue (If only one colour is possible, choose purple). RGB colours:

- Purple — R: 125 G: 82 B: 138
- Blue — R: 50 G: 77 B: 92

PHOTO GALLERY: Light It Up! For NDEAM Photo Gallery - Ontario Disability Employment Network - <https://www.odenetwork.com/initiatives/annual-light-it-up-for-ndeam/light-it-up-for-ndeam-photo-gallery/>

HOW THE EVENT WILL BE PROMOTED: On social media by the Ontario Disability Employment Network (ODEN) as well as by local community organizations and participating businesses. Social media hashtags are #LightItUpForNDEAM, #LightItUpForDEAM, #EngageTalent

Description of your organization including a brief history and any other relevant information: *

The Ontario Disability Employment Network (ODEN) is a province-wide organization that brings together businesses and Employment Service Providers to increase employment opportunities for job seekers who have a disability.

ODEN works with Businesses to:

- Enhance their Inclusion and Diversity efforts with a focus on disability
- Increase hiring and retention
- Improve Disability Awareness and Confidence
- Link businesses to local job seekers

Cristin O'Sullivan, our Disability Awareness Trainer in Grey Highlands, is the local contact and is collaborating with RTO7, Hanover Hospital, and Devil's Glen Ski Club through our Ontario Corporate Training Centre project funded in part by ESDC.

The Ontario Corporate Training Centre (OCTC) is a province-wide project empowering businesses to embrace disability inclusive hiring, fostering diverse and thriving workplaces.

With our research-informed training, customized solutions, and local ongoing support, Ontario businesses will gain a competitive edge in talent, workplace culture, and innovation.

We provide sector-specific support, training, and resources to ensure inclusive hiring strategies are successful and sustainable in your community.

Would you like to submit your City Hall illumination request to happen annually? *

- ☒ Yes, please repeat on an annual basis
- ☐ No, this one time only

Please note that it is up to the person/group submitting the request to contact the City if the annual date changes or discontinues for any reason.

By submitting this form, you affirm that the facts set forth in it are true and complete. All City Hall illumination requests must adhere to the [Flag Flying, Proclamations and Public Awareness Campaigns Policy](#).

The personal information on this form is collected under the authority of the Municipal Act, 2001, 227 and City Policy CMA34. The information is used for the City Hall lighting process including, but not limited to, evaluating requests for illumination events and contacting the requestor.

City Manager Approval - signature & date

Date on Council Consent Agenda