

ATTACHMENT B – Special Events Permitting and Service-Related Processes Comparison Table

City	Toronto	Chicago	New York	Philadelphia	Los Angeles
Virtual Counter/ E-Permitting	No – Permits are completed manually and submitted to the City either by email, in person or by fax.	No – Permits are completed manually and submitted to the City either by email, in person or by fax.	Yes – E-Apply	No – Permits are completed manually and submitted to the City either by email, in person or by fax.	Yes - Special Events Permits E-Permitting Application
Single Application Package	No - Multiple applications are used.	Yes – Special Events Application Package	Yes – E-Apply	No - Multiple applications are used.	Yes - Special Events Permits E-Permitting Application
Standard Time Triggers	No. Times vary: 90 days (Parks) 45 to 365 days (Streets)	Yes. 45 calendar days before the event (Parks and Streets)	No. Times vary: 30 days (Parks) 60 days (Streets)	Yes – 90 days before the event (Parks and Streets)	No. Times vary: 60 days (Parks) 45 days (Streets)
Formal Post Event Assessment	No. There is an informal process which is completed for major or mega events that had issues during the execution of the event.	No. There is an informal process which is completed for major events that had issues during the execution of the event.	No. There is an informal process which is completed for major or mega events that had issues during the execution of the event.	Yes. A formal process where each affected department is required to submit a post-event cost analysis, and the Police & Fire Departments are required to submit an event debriefing upon the conclusion of large scale events.	No. There is an informal process which is completed for major events. Each affected department will have a debriefing meeting bringing up concerns or suggestions for the next event.
Formal Fee or Cost Waiver Policy/ Process	No.	Yes. Request for permit fee subsidy is detailed in the Special Events Ordinance.	Yes. Internal policy	No.	Yes. A Special Event Subsidy Policy is detailed in Ordinance 180881, Article 4.

City	Toronto	Chicago	New York	Philadelphia	Los Angeles
Insurance Requirement	Yes. A minimum of \$2M of liability insurance (Parks) and (Streets)	Yes. A minimum of \$1M of liability insurance (Parks and Streets)	Yes. A minimum of \$1M of liability insurance (Streets) For Parks , amount varies depending on event elements.	Yes. A minimum of \$1M of liability insurance. (Parks and Streets)	Yes. A minimum of \$1M of liability insurance (Streets and Parks)
Late Application Fee	No.	Yes. \$35 to \$70 (Parks) In 2012, the City will be introducing a late application fee for other departments.	Yes. Each Division has its own fee: Additional overtime charges are applied to late applications. Amount is determined upon review of the late application (Parks) Streets do not have a late application fee. The application is rejected if it is late.	Yes. Each Division has its own fee: \$30 (Parks) \$45 (Streets)	Yes. \$50 plus 1.5% of the amount due if postmarked after due date (Parks) \$312 late fee + \$100 non-refundable processing fee for any changes made to an application once submitted (Streets)
Pre Event Service Impact Assessment	No.	Yes. For new and existing large-scale events that are expected to have a major impact on the City or event area, a planning meeting is required.	Yes. Once an event is approved, each affected City Department is required to submit an assessment analysis to the Mayor's Office for Special Events for review.	Yes. Once an event is approved, each affected City Department is required to submit a pre-event cost estimate analysis for review by the Special Events Office.	Yes . When applicants are planning large-scale events that are expected to have a major impact on the surrounding area or events that will close several blocks, a planning meeting may be required.

City	Toronto	Chicago	New York	Philadelphia	Los Angeles
Alternative Work Schedule	No.	Yes. The operating departments make every effort to plan work schedules during the event season accordingly to reduce overtime.	Yes. The operating departments make every effort to plan work schedules during the event season accordingly to eliminate overtime.	Yes. The operating departments make every effort to plan work schedules during the event season accordingly to reduce overtime.	Yes. Depending on the department some will change schedules or assign on duty staff.
Moratorium on Special Events	No.	No.	<u>Yes.</u> Currently there is a moratorium on all new multi-day/multi-block events. Additionally, events that took place in the previous calendar year are only eligible to take place as they did previously, i.e., same location and same number of blocks.	No.	No.
Permit Fees Waived	Yes. Any event's permit fees can be waived by Senior Management or Council.	Yes. Permit fees are waived for city-sponsored events. As well, non-City sponsored events can request a waiver through the responsible Alderman.	Yes. Permit fees are waived for events sponsored by a city, state or federal agency.	Yes. Permit fees are waived only for city-sponsored events.	No.

City	Toronto	Chicago	New York	Philadelphia	Los Angeles
Staff Costs Absorbed	Yes. Any event's staff costs can be absorbed at the direction of Senior Management or Council.	Yes. Only for City sponsored events. Commercial and non-profit events are charged 100%.	Yes. Some City costs are absorbed for city entity, non-profit, or charity event.	Yes. The City absorbs staff costs for City sponsored events only.	Yes. City absorbs up to 50% of the total eligible staffing cost for non-commercial special events, 100% of staff costs for block parties and certified farmers' markets sponsored by a non-profit organization or a local government entity (state, county or district)