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Updates on the Board's past, present and future activities

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Welcome, June Tobin!

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\*Liquor Enforcement Update\* on plans for Online Server Training



## Working with NWT Licence & Permit Holders

I have reviewed the Yellowknife Chamber of Commerce presentation to Yellowknife City Council, "Creating a More Reasonable Business Environment for the Sale of Alcohol in Yellowknife". The presentation raises a number of issues related to liquor, some of which are under the jurisdiction of the Liquor Board. I am happy to say that most of the issues and recommendations involving the Liquor Board have already been addressed, with some already completed and several others ongoing. The presentation included recommendations for legislative changes relating to minors in Class A (liquor primary) establishments. The Board has recently suggested to the Department of Finance that their officials should consider a number of legislative changes – some to the Act and some to the Regulations – that would bring the NWT in line with other jurisdictions, particularly in issues relating to tourism. The most recent version of the *Liquor Act* was enacted in 2007. Since that time tourism has expanded tremendously in the NWT, and we welcome visitors from all over the world. Many of the liquor services that are now being explored were not foreseen back in 2007, and are either not authorized by the Act or in some instances are expressly prohibited. I met last year with NWT Tourism and encouraged them to contact the

department to pursue legislative changes in these areas, and the Board has highlighted these issues in the 2018-2019 Annual Report that was tabled in the Legislative Assembly in August 2019 (link to the report included in this newsletter).

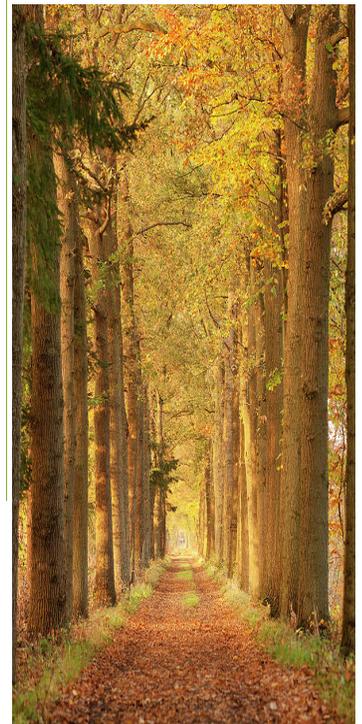
The Board acknowledges that several of our informational items, checklists and forms should be reviewed and updated, and in fact we are in the process of doing so – it has been an ongoing project this year and as documents are updated they are loaded to the website. We hope to have all the application forms updated by the end of this fiscal year to make them easier to follow. The work on this project will continue at the Board's Administrative meeting in November.

The Chamber presentation referred to the need for a process to appeal a Board decision and suggested that there be a review to determine the common reasons why a licence application has been denied. This is another area that has been addressed – the Board has developed policies and procedures, which are available to the public on the LLB database, which address procedural issues, including the right to be heard and to make representations to the Board. All decisions are posted on the website, and as no licence applications have been denied in almost two years there has been no opportunity to test appeal mechanisms.

I believe that the Liquor Licensing Board and the YK Chamber of Commerce are in accord on many of the issues addressed in their presentation. Some clearly require legislative amendments

and are within the purview of the Department of Finance, and several are procedural and administrative, which the Board is currently addressing. I am confident that many of these administrative changes will be completed by the end of the present fiscal year, and possibly earlier.

**Sandra Aitken**  
Chairperson



The 2018-2019 LLB Annual Report was tabled in the Legislative Assembly on August 22nd, 2019. The document can be viewed by copying and pasting the following link:

[https://www.assembly.gov.nt.ca/sites/default/files/td\\_531-183\\_0.pdf](https://www.assembly.gov.nt.ca/sites/default/files/td_531-183_0.pdf)

## Board Updates

### Activities

The Board has developed a brochure highlighting the roles and responsibilities of the Board. The purpose of the brochure is to provide a useful and accessible summary to licence and permit holders and the public. Please copy and paste the following link [https://www.fin.gov.nt.ca/sites/fin/files/llb-decisions/llb\\_brochure\\_-\\_pdf\\_2019-09-09.pdf](https://www.fin.gov.nt.ca/sites/fin/files/llb-decisions/llb_brochure_-_pdf_2019-09-09.pdf)

to access the brochure.

The Board continues to work with the Department of Finance to create an easier online experience to access Board documents and forms. The Vice-Chairperson of the Board recently met with the Department's IT specialist to further this project.

The Board is updating its licensing and special occasion permit forms. This work is ongoing with an aim of having this completed by year end.

The Board continues to maintain transparency through its online LLB database providing up to date information to the public.

### Next Meeting

The Board meets via teleconference as required but the next "in person" Administrative Board Meeting is set for November 6th & 7th in Yellowknife.

Board Members intend to take training through the GNWT Department of Justice in Interpreting Legislation, while conducting its business in Yellowknife at that time.



## Welcome to the team!

### June Tobin Board Member Hay River



June Tobin has been appointed by the Minister of Finance to serve a 3 year term, effective as of August 6th, 2019.

June and her husband moved to Hay River in June of 1990. She worked for the Canadian Coast Guard and held the Order in Council appointment of Shipping Clerk for the Port of Hay River for many years. When Fisheries & Oceans amalgamated with the Coast Guard, she held the position as IT Tech for DFO/CCG until retirement in 2019.

Being a Notary Public for the NWT for about 20 years, June also became a Justice of the Peace in 2003. She received the initial training on administrative processes and procedures.

#### Background

\*Familiarity with liquor legislation from having worked in the hospitality industry for 20 years.

\*Managed hotels in Saskatchewan and British Columbia.

\*Evaluated businesses and made appropriate changes as a management trouble-shooter when hired by accounting firms who acted as Receivers to evaluate aspects of the hotels.

\*Made a career change in 1985, and went back to school to attend a computer specialist course developed by Simon Fraser and UBC universities.

**Welcome to the team, June!**

**WE WANT TO HEAR FROM YOU! IF YOU HAVE ANY IDEAS OR SUGGESTIONS FOR FUTURE NEWSLETTERS, PLEASE LET US KNOW AT [LLBINFO@GOV.NT.CA](mailto:LLBINFO@GOV.NT.CA)**

### Online Server Training in Development

NWT Liquor Enforcement is in the process of developing online server training that will be based on the Alberta Gaming, Liquor and Cannabis' Commission's ProServe program, with modifications to reflect differences specific to the NWT. The program will be available to take online and will consist of 6 units and a final exam:

- \* Unit 1: Legal Responsibilities and Liabilities
- \* Unit 2: Alcohol Knowledge
- \* Unit 3: Intoxication
- \* Unit 4: Responsible Server Strategies
- \* Unit 5: Dealing with Difficult Customers
- \* Unit 6: Illegal Activities
- \* Unit 7: Course Summary and Final Exam

Be on the lookout in the December newsletter for confirmation of the date when the NWT online server training program will be open and available to the public. All current license holders will also be notified directly when the launch date is known.

### Summer Student News

Summer student Harley Beaulieu has completed his second term as an administrative assistant for the NWT Liquor Licensing Office. Harley's work and professionalism are exceptional, and his contribution to the office will be greatly missed. Harley is off to find new adventures in Calgary, Alberta. With his qualities, he will achieve success in any field he chooses to pursue. We wish him all the best!



**SPOTLIGHT  
ON:**

**FOOD  
in licensed  
premises**

**What are the rules in  
NWT Liquor legislation  
about food in licensed  
premises?**

The NWT *Liquor Regulations* set out several rules pertaining to food in licensed premises. Some of the rules apply to all licensed premises. There are also additional rules for food-primary Class B license holders (restaurants).

### ALL LICENSED PREMISES

Section 3 of the *Liquor Regulations* provides:

- ⇒ All licensed premises are legally required to offer food for sale to customers throughout their operating hours.
- ⇒ The food that is offered must include, at a minimum:
  - Light snacks
  - Pre-Packaged foods; and
  - In addition to the food, a reasonable selection of non-alcoholic beverages must be offered throughout operating hours.
- ⇒ A license holder can meet the food requirement if they arrange for the sale or service of food to their patrons by a restaurant located in the same building as the licensed premises.
- ⇒ It is against the law to require customers to have to buy any liquor when they want to purchase food in licensed premises.

### CLASS B (FOOD PRIMARY) ONLY

- ⇒ Liquor can only be served in a Class B licensed premise to a person who is seated and having a meal (Section 31 (5) of the *Liquor Regulations*).
- ⇒ A **meal** is defined as being “food sufficient to constitute a person’s lunch or dinner (Section 1 of the *Liquor Regulations*).
- ⇒ A Class B license holder cannot require a customer to pay for liquor until the account for the meal is given to the customer (Section 44(1) of the *Liquor Regulations*).



# Upcoming Events: Info and Reminders for Licence and Permit Holders



### Municipal/Territorial/Federal Elections

No holder of a premises licence shall sell, serve or allow the consumption of liquor in the licensed premises while the polls are open on the day fixed for:

- an election for a member of a municipal council, if the licensed premises are located within the electoral district where the election is being held.
- an election for a member of the Legislative Assembly of the Northwest Territories, if the licensed premises are located within the electoral district where the election is being held
- an election for a member of the House of Commons of Canada held within the Northwest Territories.

**FEDERAL ELECTION: DATE TO BE SET - POLLS OPEN 7:30am to 7:30pm: ALL COMMUNITIES**  
**TERRITORIAL ELECTION: OCTOBER 1, 2019 - POLLS OPEN 9am to 8pm: ALL COMMUNITIES**  
**MUNICIPAL ELECTIONS: DECEMBER 9, 2019 – POLLS OPEN 9am to 8pm: AKLAVIK, ENTERPRISE, FORT LIARD, FORT MACPHERSON, FORT PROVIDENCE, FORT RESOLUTION, SACHS HARBOUR, TUKTOYAKTUK, ULUKHAKTOK**

### Halloween Events

Are you planning a Halloween Event? Do you require a Special Occasion Permit? Banquet Room Notification? Liquor Free Event? Contact our office at [LLBinfo@gov.nt.ca](mailto:LLBinfo@gov.nt.ca) or visit the Board's website for more information to ensure any regulatory filing times are met. We look forward to hearing from you!



### Grey Cup

The holder of a Class A (liquor-primary) licence or a service club that holds a Class D (liquor-incidental) licence shall file written notice to the Board at least 14 days in advance before operating on one of the Sundays allowed. Please note this notice is not required for Class A licensed premises in Yellowknife.



### Christmas Events

The soon arrival of the holiday season brings an influx, in October and November, of applications for staff and office Christmas parties. Do you require a Special Occasion Permit? Minors approval? Banquet Room Notifications? Contact our office at [LLBinfo@gov.nt.ca](mailto:LLBinfo@gov.nt.ca) or visit the Board's website for more information to ensure any regulatory filing times are met. We look forward to hearing from you!



**\*LLB Office will be closed for holidays from December 23rd to January 1st, inclusive\***