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## Working with NWT Licence & Permit Holders

"I am very pleased to have been appointed to the Liquor Licensing Board (LLB), effective December 15, 2017, to serve as Chairperson for the next three years. I have lived in the Northwest Territories since 1986 after coming north as a Crown Counsel with the Department of Justice Canada, later reconstituted as the Public Prosecution Service of Canada (PPSC). In my capacity as Crown Counsel I travelled to most of the communities in the NWT and what is now Nunavut, appearing in all levels of court in the NWT. I served as the Chief Federal Prosecutor for PPSC since 2012 until my retirement in September 2016.

I would like to thank former Chair, Colin Baile, for his many years of service and dedication to the work of the LLB. He contributed greatly to the Board, and is highly regarded by the Board members and LLB staff. I would also thank Vice-Chairperson Adelle Guigon, who ably stepped in as Acting Chairperson, and who has been a great support to me as I transition into this new role. We have already had two teleconference Board meetings, and I look forward to working closely with fellow Board members, and with the LLB staff based in Hay River.

I travelled to Hay River in January for orientation training and met with LLB staff, as well as staff with the Liquor Commission, Liquor Enforcement and the GNWT Department of Finance. I will soon be attending the national meeting of the Association of Liquor Licensing Authorities of Canada. I will be meeting my fellow NWT Board members in person in May in Inuvik.

My goal as Chair is to ensure that we deal with applications and proceedings thoughtfully, expeditiously and fairly. Our role is to consider applications, apply the *Liquor Act* and *Liquor Regulations*, and come to fair and balanced decisions. We are aware that Licence Holders are operating a business, and we know they face many challenges. It is not easy, and we are sympathetic to that. It is our intent to facilitate the operation of those businesses within the regulatory framework.

Within the Northwest Territories, there are three distinct regulatory bodies dealing with liquor matters. They are the Liquor Commission, Liquor Enforcement and the Liquor Licensing Board. The **Liquor Commission** determines what liquor may be sold in the NWT, oversees the retail sale of liquor, and supplies liquor to liquor stores and Licence Holders. At present the GNWT's plan for the legalization of cannabis is to distribute cannabis

products through the Liquor Commission, with retail sales facilitated through the seven existing liquor stores. **Liquor Enforcement** investigates for compliance of the liquor laws in the Territories. Liquor Inspectors have the authority to enter licensed and permitted premises to conduct inspections. Should violations be observed, several possible enforcement actions may be taken from assisting a Licence Holder to make corrections, to prosecuting the alleged violation before the LLB. The **Liquor Licensing Board** issues liquor licences and permits. It sets the terms and conditions of a licence or permit. The Board also conducts compliance hearings when Liquor Enforcement chooses to seek a noncompliance penalty for an alleged violation.

Each of the three agencies is established by the *Liquor Act* and is independent from each of the other two.

I look forward to working with the Liquor Commission, Liquor Enforcement and the GNWT Department of Finance. One area where we could help each other is to note legislative obstacles to effective decision making, or impediments that unnecessarily inconvenience Licence Holders and to bring them to the attention of the Department. I am very much looking forward to this new challenge."

**Sandra Aitken**  
Chairperson  
Liquor Licensing Board

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## Special Occasion Permits

### Outdoor Events

To plan for any upcoming Outdoor Events, NWT Permit Issuers require an Outdoor Sketch as part of your completed application for a Special Occasion Permit:

The entire area must be fenced off **adequately** to prevent unauthorized persons from entering.



**The Entrance must be strictly supervised at all times.**

As with all applications for Special Occasion Permits, please remember to include an Occupancy Load Certificate for the specific date of the Event.

For more information about Special Occasion Permits, please visit the Board's website:

<http://www.fin.gov.nt.ca/services/liquor/special-occasion-permits>



## Information about the Board

**Board Members are appointed by the Minister of Finance.**

**A Board Member holds office for a term of three years.**

- Three Board Members make a quorum.

- The Board is composed of not more than nine members appointed by the Minister.

- The Minister designates a chairperson and a vice-chairperson from among the Board Members.

- The Chairperson devotes such time as required for the proper performance of the Board's functions under the Act and the regulations.

- If the chairperson is absent or unable to act, the vice-chairperson shall act in his or her stead.

- The Board may delegate powers and duties to the Executive Secretary.

### ROLE

**Subject to the Act, the Board may:**

**a) advise the Minister on matters of policy, legislation and administration relating to liquor;**

**b) engage the services of such experts and professionals as the Board considers necessary for the proper conduct of its business;**

**c) make rules governing its proceedings;**

**d) establish policies of the Board, and**

**e) make decisions and orders.**

### Board Members

**Sandra Aitken, Chairperson**  
(Yellowknife)

**Adelle Guigon, Vice-Chairperson**  
(Yellowknife)

**Michael Hansen, Member**  
(Hay River)

**Heather Bourassa, Member**  
(Fort Good Hope)

**Linda Martin, Member**  
(Fort Smith)

**Wayne Smith, Member**  
(Inuvik)

## Did you know?

- No Licence Holder shall distribute coupons redeemable for a discount on purchases of liquor.
- Licence Holders must keep copies of the *Liquor Act* and the regulations in the licensed premises for ready access by its workers and the public.
- Licence Holders must notify the Board without delay of any changes to its officers, directors, on-site manager, bylaws, shareholders and/or its establishment documents.
- The Holder of a special occasion permit may conduct a competition to judge homemade beer or wine.
- A liquor licence cannot be renewed if the Licence Holder is no longer eligible for it.
- If there is a power failure (no adequate lighting and/or washrooms), a Licence Holder shall stop selling and serving liquor immediately. The premises must be evacuated within 30 minutes of the failure.



## NOTICE

**All applications for renewal of Class D (liquor-incidental) licences for facilities providing community, recreational or cultural activities must include financial statements for the Licence Holder's most recently completed fiscal year.**

The Board is requiring these financial statements pursuant to subsections 15(5)(b) and 19(1)(c) of the *Liquor Regulations*.

## Current and Future Board Activities

- Reviewing and updating its policies and procedures.
- Working towards increasing online transparency.
- Board Administrative Meeting is set for May 2018.

### What is a Special Purpose Permit?

A Special Purpose Permit authorizes the Permit Holder to possess and use liquor for a medicinal, scientific or other special purpose.



## Licence Renewals 2018

*Application for a Renewal of a Liquor Licence* reminder email was sent to Licence Holders in early January, 2018.

**The reminder notices for licence renewals are a courtesy.** The obligation lies with the Licence Holder to be aware of the expiry date of their respective liquor licences and to submit their renewal applications in advance.

You may view and download the Renewal Application Form from the Board's website [here](#).

An additional reminder to submit the completed Renewal Application on or before **March 15th, 2018** to allow for adequate application processing time. Early submissions are encouraged.

**Please check your licence for its expiry date to ensure there are no delays in your liquor services.**

## French Services

French Services are available to assist Licence and Permit Holders in your Applications to the Board.

The Board office works closely with our colleagues at Services TNO to provide essential services to the public.

You may contact Services TNO directly at 1-866-561-1664 for assistance or to obtain translated Liquor forms and documents.

### We want to hear from you!!

For any ideas or suggestions for future newsletters or for any questions about the Liquor Licensing Board - Drop us an email at [LLBinfo@gov.nt.ca](mailto:LLBinfo@gov.nt.ca) with the subject line 'What I think' and please let us know.



### Recent Amendments to Liquor Regulations allows:

Premises Licence Holders to purchase liquor directly from Manufacturing Licence Holders who also hold a Retail Outlet Licence.

The NWT Brewing Company holds a Retail Outlet Licence. Should you wish to purchase NWT Brewing Company's product, please contact them for more information.

Feel free to visit the Board's website to read past issues of Board newsletters or for more information about your applications to the Board.

Are you planning on serving liquor at your upcoming Events? A Special Occasion Permit may be required. Please contact your nearest Permit Issuer to apply, in some cases 45 days in advance of your Event. Before you apply you will need an Occupancy Load Certificate from the Fire Marshal's office.

#### Board Website Links

##### Liquor Forms & Documents

<http://www.fin.gov.nt.ca/services/liquor/liquor-forms-documents>

##### Liquor Licences

<http://www.fin.gov.nt.ca/services/liquor/liquor-licenses>

##### Special Occasion Permits

<http://www.fin.gov.nt.ca/services/liquor/special-occasion-permits>

##### Special Purpose Permits

<http://www.fin.gov.nt.ca/services/liquor/special-purpose-permits>

##### Newsletters

<http://www.fin.gov.nt.ca/services/liquor/liquor-licensing-board/nwt-liquor-licensing-board-newsletters>

This newsletter is intended to provide general information only about liquor topics and should not be considered as a legal interpretation. Please refer to the [Liquor Act](#) and [Liquor Regulations](#) for the law.