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

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Welcome Harley Beaulieu and Michelle Staszuk!

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## **Working with NWT Licence & Permit Holders**

The Board continues to focus on improving its online services, to make it easier for licence holders, applicants and the public to get the information they need. The Board has created an LLB database which includes Board decisions, current licences, frequently asked questions ("FAQs"), a backgrounder and our policies, processes and procedures. We are in the process of revamping our licence applications to make them easier for applicants to navigate. We started with the renewal application form so that it could be used for the 2019-2020 renewal season, and expect to complete the remainder of the forms during this calendar year. We recognize that licence holders are operating businesses and face many challenges, and we are committed to enhancing our services to this community. To that end, the Board reviewed both the *Liquor Act* and the *Liquor Regulations* this year, with a view to identify changes that would make the application process easier, quicker and less expensive for applicants. Following that review the Board recommended a number of amendments to the Department of Finance. As we transition to a new Assembly there may be an opportunity for the Department to consider and hopefully advance these initiatives.

### **Recommendations for Legislative Amendments**

Currently the Act requires that an applicant give public notice in a newspaper of the licence application unless the Board grants an exemption from this requirement.

The Board has two recommendations in respect of this requirement. First, it is clear that the Act anticipates that public notice would normally be required, and the exemption would be an exception to the usual process. In reality more than 90% of applications currently receive an exemption as they are transfer applications or they are new applications to use a pre-existing establishment for its previous purpose (i.e. a premises was previously operated under a licence but it has been surrendered or terminated so there is no licence to transfer). The Board only requires an applicant to give public notice if the application relates to a new establishment or if there would be a significant change of use in a pre-existing establishment. If this amendment is made, the Board would develop a policy as to when public notice would be required, based on the current practice described above. This change would make it simpler and more expedient for the applicant, and would save them the step of formally requesting the exemption. For those relatively rare circumstances where public notice would be required, the Board has recommended a second amendment to add further options for giving that public notice beyond advertising in a newspaper.

The Board is very aware that the cost of giving public notice is paid by the applicant, so if notice can be given effectively and at reduced cost in a community by advertising on a popular website or in an electronic publication approved by the Board for that purpose, that option should be available under the Act.

In addition to the public notice issue, there are several provisions in the Act requiring that notice be given directly to an applicant or licence holder by either personal service or registered mail. The Board has recommended that the Act be amended to allow additional options such as giving notice by fax or email.

Increasingly the Board receives inquiries about new liquor services such as liquor delivery options, UVIN, UBrew, and liquor services related to tourism. Many of these services were not contemplated when the current Act was enacted and they cannot be approved as the Act reads now. The Board is recommending that the government consider these various services to determine if they should be permitted, as is the case in most provinces and territories.

The Board will continue to evaluate its processes and procedures in the coming year with the aim of further improving our regulatory framework.

**Sandra Aitken**  
Chairperson



### **Information for licence and permit holders**

Information to help you plan your summer events

### **Frequently Asked Question**

Do I need to stay open until 2am? See page 4 for more info!

## Board Updates

### Activities

The Board held an Administrative Meeting in Hay River on May 14 & 15th.

The Board is currently updating its forms & documents. The future changes will be made focusing on plain language and clarity to help applicants understand technical requirements.

The Board is working with the Department of Finance to create an easier user friendly online experience for finding the correct Board forms & documents you need.

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 in Interpreting Legislation while conducting its business in Yellowknife at that time.



**Harley Beaulieu**  
Administrative Assistant  
Summer Student



As most applicants are aware in your recent communications with the Board, Harley Beaulieu has returned for a second summer to provide the Board with administrative assistance. Currently studying the Administrative Program at NorQuest College, he is loving practicing his desired profession at the Board office. Harley is friendly, professional and positive. With previous work experience in customer service, Harley has mastered the ability to serve clients with enthusiasm to ensure a great experience in a professional manner.

Welcome back, Harley!

## Meet our new team members:

**Michelle Staszuk**  
Communications and  
Policy Officer



Michelle Staszuk has started her new role in providing communications and policy support services to the Board. Michelle has lived in Hay River for the last 20 years and she has 2 children: Kateryna, 20 years old; and Patrick, 13 years old. Her family also includes 3 cats and 1 Newfoundland Dog, Winston. Michelle practiced as a lawyer for 10 years, worked in Education for 9 years and worked for ECE prior to this new role. In addition, Michelle is an outstanding volunteer for the Hay River Minor Hockey program. Michelle is a very lovable, friendly, positive person who enjoys people. Being an avid reader, Michelle is really looking forward to the position.

Welcome to the team, Michelle!

**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)**



## Special Occasion Permits

When to apply for a Special Occasion Permit? (**EARLY!!!!!!**)

**Less than 200 people - 5 days before event**  
**200 to 500 people - 14 days before the event**  
**More than 500 people - 45 days before the event**

**There are three kinds of Special Occasion Permits:**

**Class 1 – Ordinary:** Anyone 19 years of age or older may apply for a Class 1 SOP. There may not be an admission charge for the event. Liquor may not be directly or indirectly sold. A Class 1 permit is intended for events where liquor is given to guests such as a business meet and greet where wine is served or a wedding reception with an open bar.

**Class 2 – Resale (Not for Profit):** Anyone 19 years of age or older may apply for a Class 2 - Resale Permit. It is not the purpose of a Class 2 - Resale permit for the Permit Holder to make a profit from the sale of liquor. The Liquor Licensing Board may set the maximum a Permit Holder may charge for liquor. Presently that amount is \$3.00 per drink. This class of permit is intended for events where the organizer wants to provide liquor but does not want to give it away. The per-drink limit is intended to offset some of these costs.

**Class 3 - Resale (Fundraising):** are available to organizations only and not to individuals. Organizations that are eligible for a Class 3 permit include:

- A society incorporated under the *Societies Act*;
- A body incorporated under Part II of the *Canada Corporations Act* (non profit);
- A service club that holds a premises licence; or
- an unincorporated group of persons that
  - (i) has been in existence for a period not less than six months before the date of application,
  - (ii) has an executive elected by its members, and
  - (iii) conducts a community, recreational or cultural activity and does not carry on a trade or business for the pecuniary gain of its members;

After the event, a Class 3 Permit Holder must provide the Liquor Licensing Board with a statement of account, which reflects the profit from liquor sales and the purpose to which it will be used.



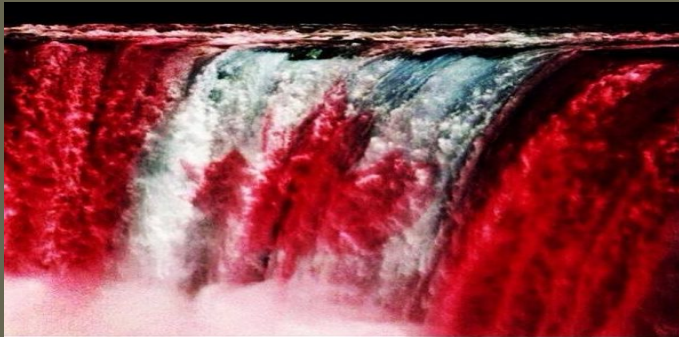
**Outdoor Event:** If the event is to be held outdoors, a drawing of the venue is required. The drawing must show the fenced in area, entrance gate, washroom facilities and bar. Please view the Board's *Outdoor Event Policy* on the LLB database.

**Supervisors:** A holder of a special occasion permit must ensure the event is controlled and supervised by an adequate number of supervisors. In the case of Class 2 or 3 permits, the Liquor Licensing Board has determined one supervisor is required for every 100 persons, or portion thereof. Supervisors may not have any other duties such as ticket sales or bartenders.



**To apply for a Permit:**  
[www.fin.gov.nt.ca/en/  
 services/special-occasion-  
 permits](http://www.fin.gov.nt.ca/en/services/special-occasion-permits)

## Information and Reminders for Licence and Permit Holders



### Canada Day Events

Are you planning a Canada Day event? Do you require a special occasion permit? Minors? Banquet room notification? Liquor free event? Contact us 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.

### Summer Events

Do you require a special occasion permit? Minors? Banquet room notification? Liquor free event? Contact us 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. Prepare and apply now.



### Frequently Asked Question

**Q:** My licence says I close at 2:00am on Fridays, but sometimes it is not busy. Do I need to stay open until 2am?

**A:** No, you are able to make occasional changes to your schedule or changes 30 days or less, without providing notification to the Board. (See subsection 49(3) of the Regulations)



To register for an upcoming training session in your community or for questions about alcohol server training: please contact liquor enforcement directly: (867) 874-8719 or [liquorenforcement@gov.nt.ca](mailto:liquorenforcement@gov.nt.ca)

**The Liquor Licensing Board does NOT perform nor manage the server training program.**