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Board Updates
an update on the Board's activities

Licence Renewal: Extensions
Check your licence for its expiry date: Renew today!

Quick Links
Quick online links to renew your licence



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



Upcoming Events
Information and reminders for licence and permit holders

Renewal Condition
For server training, call (867) 874-8719

Board Updates

Activities

The Board held an Administrative Meeting in Hay River on May 11th.

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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 11th, 2011 in Yellowknife.

Board Members intend to take training in Interpreting Legislation while conducting its business in Yellowknife at that time.



Meet our new team members:

Email /LBinfo@gov.nt.ca if you have any ideas for future newsletters.

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.



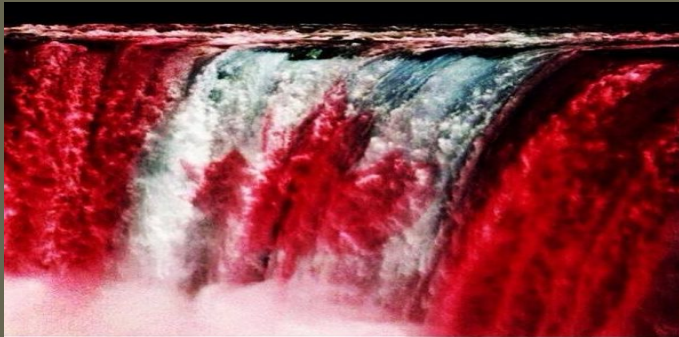
Outdoor Event: If the event is to be held outdoors, a drawing of the venue is required. The drawing must show the fenced in area, entrance gate, washroom facilities and bar. Please view the Board's *Outdoor Event Policy* on the LLB database.

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)

Upcoming Events: 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 or visit the Board's website for more information to ensure any regulatory filing times are met. Apply now.

St. Patrick's Day Events

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.



Annual NWT festivals - over 500 persons
(such as FOTR, Hay Days, NWT Pride)

Apply for your permit now! Do not wait until the 45 days in advance deadline. Applicants and/or permit holders will be required to submit confirmation (copies of training certificates) to the Board that all supervisors have taken liquor server training (in the NWT) no later than 10 days in advance of your Event. **Prepare and apply now.**

Liquor Enforcement provided the Board with the following liquor server training sessions:

Fort Providence: February 11th, 2019
 Fort Smith: June 2nd, 2019
 Fort Simpson: April 26th to 29th, 2019
 Norman Wells: May 10th to 13th, 2019
 Inuvik: June 7th to 10th, 2019
 Yellowknife: March 3rd, May 12th, and June 16th, 2019
 Hay River: March 10th, 2019

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

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