

Inside this Issue:

Board Chairperson

We welcome Mr. Louis Sebert to the team!

Holiday Provisions

Information about the upcoming holiday season. Please see Page 4 of this newsletter for more information.

Licence Renewals

The Board condition of server training is extended until March 31st, 2022. Please see Page 2 of this newsletter for more information.

E-Services Project: Special Occasion Permits

Please see Page 3 of this newsletter for more information.

Occupancy Load Certificates

Important information from the Office of the Fire Marshal on the application process to meet fire safety requirements.



WORKING WITH LICENCE & PERMIT HOLDERS

I was very pleased to have been appointed to the Liquor Licensing Board (LLB) on August 18, 2021 to serve as Chairperson for a three year term. I have lived in the Northwest Territories since 1983 and in Fort Smith since 1984, practicing law until I was elected to the Legislative Assembly in 2015. I had a general legal practice and also sat on a number of administrative boards and tribunals including Employment Standards, Power Corporation, Legal Services Board and the Human Rights Adjudication Panel (to which I have recently been reappointed).

I would like to thank the former Chair Sandra Aitkin for her contribution to the Board over the past three years. I would also like to thank Adelle Guigon who acted as Chairperson after the term of Sandra Aitkin ended in December, 2020.

Both Sandra and Adele lead the Board through difficult times caused by the COVID-19 pandemic, a period that was very stressful for our Licence Holders many of whom were facing economic challenges.

As Chairperson of the LLB, I am part of the Steering Committee which is reviewing our liquor legislation which needs to be updated, a need which became obvious as the GNWT dealt with issues arising from the Covid-19 pandemic. A considerable amount of work has been done and I look forward to working with other Committee members as we modernize the legislation.

It is also essential that our policies and procedures reflect the obligation that we deal with our Licence Holders in a fair and balanced manner, responding to their concerns and issues as expeditiously as possible.

**Louis Sebert
Chairperson**

**We want to hear from
you!**

**If you have any ideas
or suggestions for
future newsletters,
please email the
Board at:
LLBinfo@gov.nt.ca**



Changes to Applicant Information

Have there been any changes to the information submitted in the application for the liquor licence since the licence was issued or last renewed?

Paragraph 19(1)(a) of the *Liquor Regulations* requires licence holders to include in their licence renewal application the details of any changes to the following information:

Contact Information: ☐ No changes ☐ Yes, this renewal application includes new contact information.

Floor Plan: ☐ No changes ☐ Yes, attached is the new floor plan. (*Note: Structural additions or alterations to the licensed premises require the prior written approval of the Board per s. 62 Regulations)

Occupant Load: ☐ No changes ☐ Yes, attached is the updated (dated within 3 months) new Occupancy Load Certificate.

Section 81 of the *Liquor Regulations* requires licence holders to notify the Board **without delay** of any changes to the following information:

(a) its establishment documents; (c) its officers and directors; (e) its associates;
(b) its bylaws; (d) its on-site manager; (f) its shareholders.

Officers/Directors: ☐ No changes ☐ Yes, attached is the updated list of officers/directors and criminal records checks issued within the last three months for each of the new officers/directors.

On-site Manager: ☐ No changes ☐ Yes, attached is the employment agreement and criminal records check issued within the last three months for the new on-site manager.

Associates: ☐ No changes ☐ Yes, attached is the updated list of associates and criminal records checks issued within the last three months for each new associate.

Shareholders: ☐ No changes ☐ Yes, attached is the updated list of shareholders.

Establishment documents: ☐ No changes ☐ Yes, attached are the updated establishment and/or corporate documents.

By-laws: ☐ No changes ☐ Yes, attached are the updated bylaws.

Other: ☐ No changes ☐ Yes, attached are an explanation of additional changes to the licensed business, along with supporting documents.

Charges or Convictions

Paragraph 5(1)(f) and subsections 5(2) and 5(3) of the *Liquor Act* specify that a liquor licence may not be issued to a licence holder, on-site manager, or associate who has outstanding charges or convictions for offences described under subsection 12(1) of the *Liquor Regulations* and established under a law of Canada, the Northwest Territories, another territory, or a province.

If the licence holder, on-site manager, or an associate has any outstanding charges or convictions (including sentences of absolute or conditional discharge) since the liquor licence was issued or last renewed it must be reported:

☐ No, there are no outstanding charges or new convictions.
☐ Yes, there are outstanding charges and/or new convictions.
An explanation of those matters are attached, along with supporting documents.

Subsection 12(3) of the *Liquor Regulations* provide for a licence holder to apply to the Board to exempt an offence where the offence was a minor infraction of the law or issuing the licence would not create an undue risk of harm to the public. Such an application for exemption must be made in writing.

☐ Attached is a written request with reasons to exempt an offence from prohibiting the renewal of this liquor licence.

Fines Levied

Have there been any fines levied against the licence holder since the licence was issued or last renewed?

☐ No ☐ Yes, attached are the receipts proving the fines have been paid.

Liquor Service

Complete this section for Class A (Liquor Primary) and Class B (Food Primary) only.

Have you sold liquor under your current liquor licence within the past six months?

☐ Yes ☐ No, attached is the explanation.

3 of 4

Licence Renewals

If your current liquor licence expires in March of 2022, now is a good time to start thinking about getting your documentation together for upcoming licence renewals.

It is best to submit your renewal early, because if you are missing any of the required documentation, your renewal application may not be processed in time.

In order to renew a Class A or a Class B licence, the licence holder is required to have sold liquor within 6 months prior to the renewal of the licence.

Please note that the *Liquor Regulations* allows that the NWT Liquor Licensing Board may renew a licence to a licence holder who has not sold liquor within the timeframe if the Board is satisfied that the failure was a result of the COVID-19 pandemic

**Board Condition of NWT server training:
It is a licence holder's own responsibility to renew the liquor licence.**

The Liquor Licensing Board extended the deadline for completion of server training to March 31st, 2022. Licence Holders who have already renewed their licence last year for a two year term, but subjected to a October 1st, 2021 deadline have been extended to March 31st, 2022.

To register for the alcohol server training, please contact liquor enforcement directly at (867)874-8719 or liquorenforcement@gov.nt.ca

The Liquor Licensing Board does not manage or control the server training program.



LIQUOR LEGISLATION REVIEW

Thank you to licence holders who participated in the engagement meetings for the NWT Liquor Legislation Review.

The results of the engagement are currently under review, and next steps will be announced shortly.

For services in French, please call 1-866-561-1664

Pour obtenir des services en français, composez le 1-866-561-1664.

Special Occasion Permits

An occupancy load certificate for the specific date of the event is required in order to apply for a Special Occasion Permit:

The Office of the Fire Marshal (OFM) would like to remind those applying for Occupancy Load Certificates of the necessity to make application to the OFM a minimum of 5 business days for events under 200 persons, 14 days for events with 200 – 500 persons and 45 days for events more than 500 persons prior to your special event. As part of the application process, applicants are responsible for obtaining documentation from the owner demonstrating fire safety requirements have been maintained at the location the event is being held. This can take some time, some examples are as follows; completing annual service requirements on items such as fire alarm systems, emergency lighting, heating systems, kitchen cooking equipment, ventilation hood systems and ensuring emergency evacuation plans are in place, a physical inspection of the location by the OFM may also be necessary. Failing to obtain or provide fire safety information may result in the OFM being unable to issue an occupancy load permit as fire safety requirements can not be validated, a requirement of the *Liquor Act* and Regulations. OFM regional staff are available to clients to assist them through the occupancy load process, the safety of residents is of the utmost importance to Municipal and Community Affairs. Additional information on occupancy load permitting can be located on the MACA's website at: <https://www.maca.gov.nt.ca/en/services/occupancy-load-permitting>



LOUIS SEBERT



**Chairperson
of the
Liquor
Licensing
Board**

Welcome to the team!

**Please see Page 1 of this
newsletter for more information
about the Chairperson.**

Board updates on recent and past application decisions can be viewed by the public on the LLB database at the following link:

www.fin.gov.nt.ca/en/services/nwt-liquor-licensing-board/database/type/application

The online LLB database also includes up-to-date information that the Board maintains to assist licence and permit holders, stakeholders, and the public.

To view the Board's online database, please see the following link:

www.fin.gov.nt.ca/en/services/nwt-liquor-licensing-board/database

SPECIAL OCCASION PERMIT E-SERVICES PROJECT:

The NWT Liquor Licensing Board continues to work with Information Systems Shared Services on implementing an online application solution for special occasion permits.

More details will be provided in the Board's next newsletter.

UPCOMING EVENTS:

Special Provisions Applying to the Holidays



CHRISTMAS DAY

No holder of a Class A (Liquor Primary) licence may sell, serve, or allow the consumption of liquor on the premises on

Christmas Day:
paragraph 45(1)(b) of the *Liquor Regulations*.

Please note that Class A licence holders in Yellowknife are allowed to serve liquor on Christmas Day in accordance with the City of Yellowknife Licensed Bylaw #4840



NEW YEARS EVE

Licence holders whose regular operating hours end at 2 am may extend their operating hours on New Years Eve up to one hour, to end no later than 3 am:

section 47 of the *Liquor Regulations*.

HOLIDAY OFFICE HOURS

The Liquor Licensing Board office
will be closed from
December 23rd, 2021 to
January 1st, 2022.



HAPPY HOLIDAYS AND BEST WISHES FOR 2022!