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## Working with NWT Licence & Permit Holders

The last two years have been very challenging for our Licence Holders as they have had to deal with the difficulties created by the Covid -19 Pandemic. I would like to thank our Licence Holders for their patience and understanding during this period. We all look forward to better times . If you have ideas about how we can improve our processes please share them with us as we welcome open communication.

As chair of the Liquor Licensing Board I am part of a Steering Committee reviewing the current liquor legislation relating to the possession, sale, purchase and importation of liquor in our jurisdiction. The current

*Liquor Act* is almost 15 years old and is clearly in need of modernization to be responsive to the current needs of NWT residents. As part of the review the public was engaged during a period from February to June 2021. The engagement process involved survey responses, emailed submissions, virtual meetings and public events. Certain common themes emerged from the public engagement process including a belief that restrictions should be loosened and access increased, as well as a desire to streamline operational procedures and to increase community control.

A What We Heard report setting out what was heard from residents about how to improve liquor legislation was tabled in the Legislative Assembly on March 11, 2022 by the Minister of Finance.

The last few weeks have been difficult for the citizens of Hay River and our staff has been very busy processing applications. I would like to thank Kesree Loutit and Jaimie Forsey of our Hay River office for their dedication and hard work during this difficult time.

**Louis Sebert**  
Chairperson



## 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 \$5.00 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

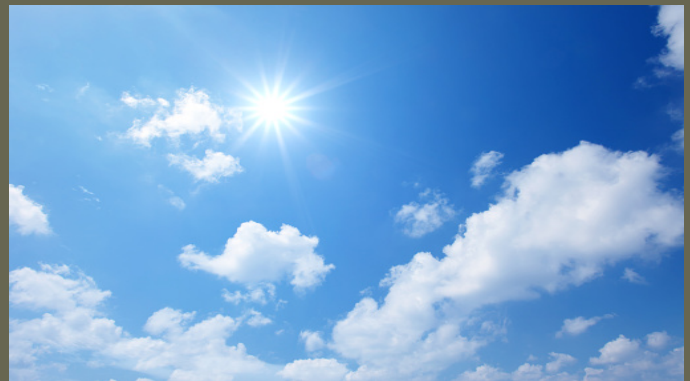


**For services in French, please call  
1-866-561-1664.**

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

### 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)



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 manage the server training program.**