



Email:
LLBinfo@gov.nt.ca

Toll Free:
1-800-351-7770

Website:
<http://www.fin.gov.nt.ca>

Working with NWT Licence & Permit Holders

The Liquor Licensing Board met in Yellowknife in November for one day of training (media relations and principles of administrative law, including the conduct of compliance hearings), and two days of meetings. The Board continues to update its forms and documents with an effort to use "plain language", and to make the application process easier to understand and follow. The legislative requirements for licence and permit applications are quite detailed and can be confusing if you have never navigated the process before. To that end the Board will be working with the GNWT Department of Finance to make changes to the website to hopefully make it more user friendly and to make it clearer to applicants and the public which of the 3 liquor entities you need to be contacting for a particular issue – is it the Liquor Licensing Board, Liquor Enforcement or the Liquor and Cannabis Commission.

Renewal time will soon be upon us – please check your licence as it may expire on March 31, 2019. If it does, you should be thinking about your renewal application soon as there will be **one significant change this year**. The Board recently learned that some of our licence holders have not taken server training in the NWT – they may have taken it in other provinces or territories, but as each province/territory has its own liquor legislation, it is very important that on site managers and servers take the NWT Alcohol Server Training Course through Liquor Enforcement. **In order to renew your licence you will have to provide proof that your on site manager and servers have taken the NWT Alcohol Server training within the last 24 months.** When you or your employees took the training you should have received a certificate of completion from Liquor Enforcement; the Board will require copies of those certificates with your renewal application. If you don't have that certificate you will need to contact Liquor Enforcement to obtain another copy, or you have to take the training. As this is a new condition the Board

is giving everyone ample time to take the NWT specific training (if not done already). If you have not provided proof of the training by the March 31 deadline (again by copies of the certificates) and if everything else is in order, your licence will be renewed till June 30, 2019. If you have not provided the certificates by June 30, 2019 your licence will expire on July 1st. The Board is working with Liquor Enforcement to ensure that sufficient training sessions are provided. You will see in the newsletter the various dates that training will be available in your community. Please register for a session as soon as possible. If it is impossible for you to attend any of these dates due to other commitments please contact Liquor Enforcement soon to determine how you will be able to meet this requirement. The Board and Liquor Enforcement do not want this condition to negatively impact your business, but we cannot overlook our responsibility to ensure public safety.

Although the deadline for renewals is March 31st, it is clearly in your best interests to get your paperwork in early to ensure your application is processed in time. If you have forgotten to include information or documents, that could delay your application – so to ensure no disruption to your business I urge you to have your documents ready to go in January or February so we all have time to deal with any issues that may arise. We are making some changes to the renewal form to hopefully make it clearer and easier to understand, particularly as it relates to anything you may need to include. For instance, if there have been changes to your occupancy load (we require a copy of the new certificate), or if your company has a new Director or a new on site manager, we will require a criminal record check, and for the on site manager we will also require a copy of their employee agreement. There could be other changes from your initial application – the legislation requires you to advise the Board of any changes so that all information is current, and this is an area that has caused delays in the past.

As the holiday season approaches the Board knows that licence holders will be busier than ever with holiday events. Check out the newsletter for helpful hints about recognizing signs of intoxication, and special rules in the legislation about Christmas Day and New Years Eve. Many of you have inquired about training due to the legalization of cannabis. Liquor Enforcement handles all alcohol server training and we understand they will not be offering new training particular to cannabis as their current training already addresses cannabis and other drugs. There is a link in the newsletter about cannabis that may assist you with the rules.

A reminder that the Board office will be closed from December 21st till January 1st, 2019. If you are planning a Christmas or New Years Event and you require a special occasion permit, or you have an event that you are seeking permission to have minors attend, or if you need to file a banquet room extension – please don't delay; get your paperwork in early so you are not disappointed or inconvenienced. If your application has to go to the Board as a whole, that can take time as organizing a teleconference can take a few days.

And a reminder to you, your staff and your customers: **new and tougher impaired driving legislation comes into effect on December 18th.** Yet another very good reason to arrange a safe ride home!

Sandra Aitken
Chairperson
Liquor Licensing Board

Inside this Issue:

Board Updates - update on Board past, present and future activities

***New* Board Condition** - confirmation of server training (copies of certificates)

Did you know? – information about who to contact about cannabis rules

Licence Renewals – check your licence for its expiry date: Renew today

Upcoming Events – info and reminders for licence and permit holders



Signs of Intoxication Information

Licence holders are responsible to make sure patrons do not reach the point of intoxication.

It is important to identify the signs of intoxication, before a patron becomes intoxicated. If liquor service is not adjusted or stopped, intoxication or even impairment can occur.

If a patron becomes intoxicated, liquor service has failed.

If a patron becomes impaired, liquor service has failed.

It is very important that if you observe signs of intoxication, you should adjust or stop your service!

To help you, please see the following signs of intoxication to watch for:

Loss of Inhibitions

- Annoying other patrons
- Use of foul language
- Loud speech, Bravado
- Drinking alone

Loss of Coordination

- Staggering/Stumbling
- Unable to sit upright; nodding off then jerking upright
- Support required to stand up
- Unable to pick up change
- Spilling drinks

Impaired Judgment

- Irrational statements
- Argumentative, belligerent
- Ordering doubles
- Complains about the strength of drink
- Careless with money

Impaired Reactions

- Slurred speech
- Eyes are bloodshot; watery/glossy,
- Slow reaction time
- Decreased alertness; less train of thought
- Easily muddled
- Sweating for no apparent reason



Board Updates

Administrative Meeting

The Board held an Administrative Meeting on November 7th & 8th in Yellowknife.

Board Members also attended refresher training opportunities in administrative law and media relations on November 6th.

Past, Present & Future Activities

The Board continues to maintain transparency through its online LLB database providing up to date information to the public.

A new Floor Plan Policy was created. This policy will help with understanding the format a floor plan must take.

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.

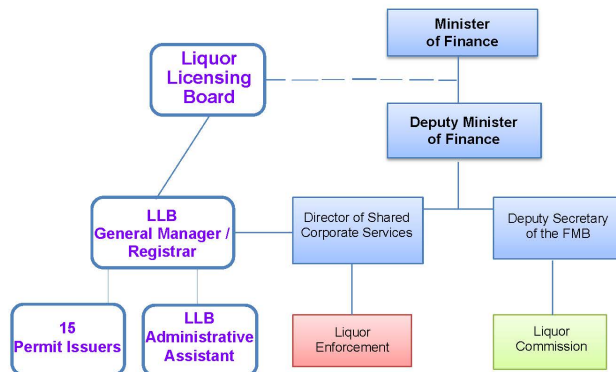
The Board is working with the Department of Finance to create an easier user friendly online experience for finding the correct Board forms & documents you need.

Next Board Meeting

The Board meets via teleconference as required but the next "in person" Administrative Board Meeting is set for May 14th & 15th, 2019 in Hay River.



NWT Liquor Structure



This **organizational structure** is to provide more understanding of the 3 different liquor entities:

Liquor Licensing Board
Liquor Commission
Liquor Enforcement

French Services

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

You can contact Services TNO directly at
 1-866-561-1664 for assistance

We want to hear from you!

Do you have any ideas or suggestions for the next issue of LLB News?

Drop us an email at
LLBinfo@gov.nt.ca
 with the subject line 'Newsletter'
 and let us know.



CANNABIS: Did you know?

As like liquor server training, the NWT Liquor Licensing Board has nothing to do with cannabis.

The Board office has received several inquiries about the rules of cannabis.

To help you, we would like to provide you with the following GNWT link to general questions around the rules related to cannabis:

https://www.eia.gov.nt.ca/sites/eia/files/contact_sheet_-_cannabis_complaints.pdf

This GNWT link will provide you with contact information for different enforcement authorities to respond to your inquiries about the rules of cannabis.





***NEW* Board Condition for Licence Renewals**

Please check your licence as it may expire on March 31, 2019. If it does, you should be thinking about your renewal application soon as there is one significant change this year. Emails were recently sent to licence holders to provide notice of this change. The Board recently learned that some of our licence holders have not taken server training in the NWT – they may have taken it in other provinces or territories, but as each province/territory has its own liquor legislation, it is very important that on site managers and servers take the NWT Alcohol Server Training Course through Liquor Enforcement.

In order to renew your licence you will have to provide proof that your on site manager and servers have taken the NWT Alcohol Server training within the last 24 months.

When you or your employees took the training you should have received a certificate of completion from Liquor Enforcement; the Board will require copies of those certificates with your renewal application. If you don't have that certificate you will need to contact Liquor Enforcement to obtain another copy, or you have to take the training. As this is a new condition the Board is giving everyone ample time to take the NWT specific training (if not done already). If you have not provided proof of the training by the March 31 deadline (again by copies of the certificates) and if everything else is in order, your licence will be renewed till June 30, 2019. If you have not provided the certificates by June 30, 2019 your licence will expire on July 1st.

The deadline for renewals is March 31st, it is clearly in your best interests to get your paperwork in early to ensure your application is processed in time. If you have forgotten to include information or documents that could delay your application – so to ensure no disruption to your business - have your documents ready to go in January or February so there is time to deal with any issues that may arise. For instance, if there have been changes to your occupancy load (we require a copy of the new certificate), or if your company has a new Director or a new on site manager, we will require a criminal record check, and for the on site manager we will also require a copy of their employee agreement. There could be other changes from your initial application – the legislation requires you to advise the Board of any changes so that all information is current, and this is an area that has caused delays in the past.

To be very clear, this means if there are any changes to any of the information you had sent to the Board to get your Licence, you will need to report and show us those changes.

If you have questions about the renewal process, please contact the LLB office in Hay River.

Do not wait until licence renewal to report your changes.

Liquor Enforcement has provided the Board with the following upcoming liquor server training session dates:

Fort Providence: February 11th, 2019

Fort Smith: February 3rd, 2019 and June 2nd, 2019

Fort Simpson: April 26th to 29th, 2019

Norman Wells: May 10th to 13th, 2019

Inuvik: June 7th to 10th, 2019

Yellowknife: January 25th to 27th, February 3rd, March 3rd, May 12th, and June 16th, 2019

Hay River: January 27th and March 10th, 2019

**To register for an upcoming training session in your community,
contact liquor enforcement directly at (867) 874-8719
or liquorenforcement@gov.nt.ca**

LICENCE RENEWAL TIPS

Just like a drivers licence, your liquor licence will expire.

A liquor licence does not last forever, so that is why we have a renewal process: to make sure you remain eligible for your licence.

GET READY NOW: Check your licence for its expiry date- depending on your choice, it will be expiring on March 31st of either 2019 or 2020.

- **if 2019**, start getting your documents in order (especially if you have had any changes since your last issued licence).

LIQUOR SERVER TRAINING: copies of the training certificates will be required with your renewal application for the on-site manager and all servers, showing they have attended the training within the last 24 months.

RENEW NOW: it is your choice whether you choose to renew or not. Do not wait to be reminded, send your completed renewal application to the Board office today.



**It is
YOUR
RESPONSIBILITY
to renew your
liquor licence!**



Upcoming Events: Info and Reminders for Licence and Permit Holders

**Board office will be closed from
December 21st to January 1st, 2019**

Are you planning a Christmas or New Years 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.



Christmas Day

No holder of a class A (liquor-primary) licence shall sell, serve or allow the consumption of liquor in the licensed premises on Christmas Day.

This does not apply to class A licences in Yellowknife



New Year's Eve

On New Years Day, the operating hours that otherwise must end at 2 a.m. are extended by one hour and must end no later than 3 a.m.



Reminder for **annual NWT festivals for 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.**



November Issue FAQ

"I am a bar owner and would like to have minors attend a private family event in my bar- how can I do this?"

You can apply for minors in a licensed premises for Board consideration:
https://www.fin.gov.nt.ca/sites/fin/files/application_for_minors_in_licensed_premises_feb_2017.pdf