

## Inside this Issue:

### Special Occasion Permits

Information about applying for an SOP

### Information for licence and permit holders

Information to help you plan your special events

### Frequently Asked Question

See page 3 for more info!



## Working with NWT Licence & Permit Holders

I am pleased that Paul Falvo of Yellowknife and Michael Hansen of Hay River have recently been appointed to the Liquor Licensing Board. Paul and Michael are both lawyers with lengthy experience in the North and I look forward to their contributions to the Board.

In September the Government of the Northwest Territories released a report containing recommendations to improve our liquor legislation. The Department of Finance began a comprehensive review of liquor legislation in 2020. The purpose of the review was to identify how liquor laws can be modernized and be responsive to

both the needs and concerns of our residents. The review included an examination of current legislation and practices both in our jurisdiction and across Canada as well as an external engagement with stakeholders including Indigenous and community governments. I believe that when the updated statute and regulations come into effect the new legislation will improve and modernize the regulation of liquor in the Northwest Territories.

The Board Office in Hay River has been very busy processing Special Occasion Permits (SOP) over the last few months and volume will likely increase as the holiday season approaches. The deadline for a completed application to be submitted to the Board depends upon the number of people expected at the event. If fewer than 200 people are expected the

deadline is 5 days before the event; if 200-500 people are expected the deadline is 14 days before the event and if more than 500 people are expected the deadline is 45 days before the event. As questions may arise when an application is submitted I would urge those applying for a SOP to apply as early as possible.

I know that the last few years have been difficult for our licence holders and we all hope for better times in the future.

**Louis Sebert**  
Chairperson



### Are you a licence holder that would like to perform a structural renovation change at your establishment?

An important reminder that Board approval is required **PRIOR** to the structural renovation.

Please contact the Board office at [LLBinfo@gov.nt.ca](mailto:LLBinfo@gov.nt.ca) for more information.



## Special Occasion Permits(SOPs)

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**

### DID YOU KNOW???

There are no 'Bring Your Own Liquor / BYOB' licensed SOP events allowed in the NWT. The permit holder is responsible for purchasing and supplying the liquor for the specific event for which the liquor permit was issued.

A liquor permit is not required for a private event on private property where liquor is not being sold, and there will be no other financial transactions such as a tip jar, etc. But, if liquor will be sold and/or there will be financial transactions, a liquor permit will be required for an event on private property.

There are no refunds for issued permits.

One supervisor is required for every 100 persons expected to attend the event.

The role of a supervisor is to supervise and control the event. A supervisor is not allowed to perform any other duties.

**For French Translations Services, please contact the Permit Issuer at Services TNO at 1-866-561-1664.**



### Permit Fees

**Class 1 – Ordinary:**

**\$50.00**

**Class 2 & Class 3 – Resale:**

**\$100.00 for premises with an occupant load of 150 persons or less**

**OR**

**\$150.00 for premises with an occupant load of more than 150 persons**



## Information and Reminders for Licence and Permit Holders



### Fall/Winter 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.

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

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



### 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 PERMANENT CHANGES OF OVER 30 DAYS, A LICENCE HOLDER IS REQUIRED TO FILE THE NEW SCHEDULE OF OPERATIONS WITH THE BOARD WITHIN 14 DAYS OF THE CHANGE.**



### NWT Liquor Legislation Review

The GNWT Department of Finance has concluded the research portion of the Liquor Legislation Review. The findings can be found in a recent report titled [Recommendations: NWT Liquor Legislation Review](#). Questions about the recommendations may be directed to [liquorreview@gov.nt.ca](mailto:liquorreview@gov.nt.ca)