

## Inside this Issue:

### Board Updates

Updates on the Board's activities, and who are the members of the LLB? To find out, please see Page 2 of this newsletter.

### Licence Renewal

Does your licence expire on March 31<sup>st</sup>, 2020? If it does, please see Page 3 of this newsletter for more information.

### Special Occasion Permits (SOPs)

Are you planning an upcoming one-time event that requires liquor services? See Page 4 of this newsletter for more information.

**APPLY EARLY!**

### Website Links

Read this issue for links to legislation, new Board application forms and much more!

### Did you know?

Check out Page 5 for more information.



## Working with NWT Licence & Permit Holders

The Liquor Licensing Board in Hay River is very busy processing licence renewal applications. Check your licence; if it expires March 31, 2020 you should be completing the necessary paperwork soon to ensure you have not overlooked any requirements. Missing paperwork could cause delays and result in your licence not being renewed on time which could mean a disruption to your business. The renewal application form has been updated to hopefully assist in making it more user friendly and to simplify the procedure - see the link in this newsletter.

If you or your staff require alcohol server training please contact Liquor Enforcement to see if there are any training sessions planned in your community. The Department of Finance is

working towards the provision of online server training, hopefully this calendar year, but in the meantime "in person" training remains available. Liquor Enforcement is a separate entity from the Liquor Licensing Board and the Liquor Commission, and its objective is to reduce liquor related threats to public safety such as serving to minors and allowing excessive intoxication. They organize the server training and provide certificates to show completion of the alcohol server courses, and their contact information can be found in this newsletter.

The Liquor Licensing Board has completed its review of its policies and procedures, and all updated documents have been loaded onto the LLB Database. The licence application forms and the special occasion permit forms have been simplified

and are more user friendly. The new forms were uploaded to the website in January 2020. If you are experiencing difficulties with the new forms or have suggestions for improvement please let Board staff know - the Board is always open to feedback on the application process and is willing to consider any suggestions. The Board's next in person meeting is in May in Hay River, and any suggestions for change will be discussed at that time.

If you have ideas, share them. Running a business is a challenge, and if we can make it a little easier we are happy to help.

**Sandra Aitken  
Chairperson**



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

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



## Board Updates

New application forms for liquor licences and special occasion permits were finalized in December 2019. These new application forms were uploaded to the Board website in January 2020. The Renewal Application was also updated.

### Public Hearing

The Board conducted a Public Hearing for an Application for a Class B (Food Primary - Restaurant) Liquor Licence on December 18<sup>th</sup>, 2019 in Hay River.

### BOARD DECISION: APPROVED

To view Board Application Orders, please see the LLB database at the following link: [www.fin.gov.nt.ca/en/services/nwt-liquor-licensing-board/database/type/application](http://www.fin.gov.nt.ca/en/services/nwt-liquor-licensing-board/database/type/application)

### Next Meeting

The Board meets via teleconference as required but the next "in person" Administrative Board Meeting is set for May 6<sup>th</sup> - 7<sup>th</sup>, 2020 in Hay River.



Know the Rules.....

### Liquor Act

[www.justice.gov.nt.ca/en/files/legislation/liquor/liquor.a.pdf?\\_t1581616078299](http://www.justice.gov.nt.ca/en/files/legislation/liquor/liquor.a.pdf?_t1581616078299)

### Liquor Regulations

[www.justice.gov.nt.ca/en/files/legislation/liquor/liquor.r5.pdf?\\_t1581616203910](http://www.justice.gov.nt.ca/en/files/legislation/liquor/liquor.r5.pdf?_t1581616203910)

**Sandra Aitken**  
(Yellowknife) Chairperson

**Adelle Guigon**  
(Yellowknife) Vice-Chairperson

**Linda Martin**  
(Fort Smith) Board Member

**June Tobin**  
(Hay River) Board Member

**Wayne Smith**  
(Inuvik) Board Member

**Heather Bourassa**  
(Fort Good Hope) Board Member

For information on the Board appointment processes, please see:

<https://boardappointments.exec.gov.nt.ca/en/boards/liquor-licensingboard/>



Who are the  
members of the  
Board?

### Quick Links to NEW Board application forms:

**Class A:** [www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-application-class-a-fillable.pdf](http://www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-application-class-a-fillable.pdf)

**Class B:** [www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-application-class-b-fillable.pdf](http://www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-application-class-b-fillable.pdf)

**Class C:** [www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-application-class-c-fillable.pdf](http://www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-application-class-c-fillable.pdf)

**Class D:** [www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-application-class-d-fillable.pdf](http://www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-application-class-d-fillable.pdf)

**Special Occasion Permit:** [www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-application-sop-fillable.pdf](http://www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-application-sop-fillable.pdf)

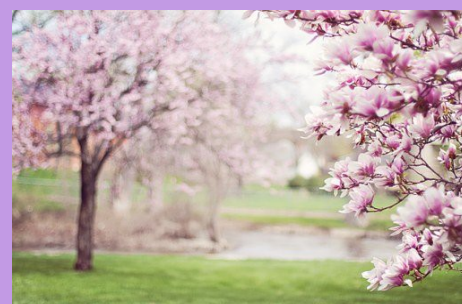
**Consent to Inspect a Catered Event - Class C:** [www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-consent\\_to\\_inspect-fillable.pdf](http://www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-consent_to_inspect-fillable.pdf)

**Notice of Proposed Event - Class C:** [www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-notice\\_of\\_proposed\\_event-fillable.pdf](http://www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-notice_of_proposed_event-fillable.pdf)

## WE WANT TO HEAR FROM YOU!

IF YOU HAVE ANY IDEAS  
FOR FUTURE NEWSLETTERS,  
PLEASE LET US KNOW AT

[LLBINFO@GOV.NT.CA](mailto:LLBINFO@GOV.NT.CA)







## What does the Board mean when they say that to renew a licence we must show any changes?

If any of the information you provided to obtain (or previously renew) the licence has changed, you must inform the Board and specify the changes.

For example:

**New Occupancy Load Certificate** – send the new certificate

**New director** – send an updated criminal records check

**New on-site manager** – send an updated criminal records check and a copy of the signed employment agreement, clearly advising the responsibilities of the position to ensure the requirements of the *Liquor Act* are met.

**Establishing documents** – send any changes in corporation governance or administrative information, contact information, business licences and floor plans.

**Reference:** paragraph 19(1)(a) of the *Liquor Regulations*



## LICENCE RENEWAL

**The Liquor Licensing Board extended the deadline for completion of server training to March 31<sup>st</sup>, 2021.**

Licence Holders who have already renewed their licence last year for a two year term, but subject to a March 31<sup>st</sup>, 2020 deadline - also have been extended to March 31<sup>st</sup>, 2021.

### Board Condition

In order to renew a licence, proof must be provided that the on-site manager and servers have taken the NWT alcohol server training within the last 24 months.

Have the on-site manager and all servers (including bartenders) taken the NWT Server Training within the last 24 months?

☐ Yes, attached are the NWT Server Training Certificates for the employees who have taken the training.

☐ No, attached is a list of employees who have not taken the training.

To register for an alcohol server training session, please contact liquor enforcement directly at (867)874-8719 or [liquorenforcement@gov.nt.ca](mailto:liquorenforcement@gov.nt.ca) as the Liquor Licensing Board does not manage or control the server training program.



**Please remember, it is an ongoing duty to let the Board know of any changes without delay. Do not wait until licence renewal to report your changes.**

**Reference:** section 81 of the *Liquor Regulations*

**It is a licence holder's own responsibility to renew the liquor licence.**

### Application for the Renewal of a Liquor Licence:

[www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-renewal-application-fillable.pdf](http://www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-renewal-application-fillable.pdf)

### Application for Renewal of a Manufacturing Licence:

[www.fin.gov.nt.ca/sites/fin/files/resources/liquor\\_licensing\\_board-manufacturing-licence\\_renewal\\_0.pdf](http://www.fin.gov.nt.ca/sites/fin/files/resources/liquor_licensing_board-manufacturing-licence_renewal_0.pdf)

### Application for the Renewal of a Special Purpose Permit:

[www.fin.gov.nt.ca/sites/fin/files/special\\_purpose\\_permit\\_application\\_v2.pdf](http://www.fin.gov.nt.ca/sites/fin/files/special_purpose_permit_application_v2.pdf)

## How to apply for a Special Occasion Permit for your upcoming spring and summer events

### Application for a Special Occasion Permit:

<https://www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-application-sop-fillable.pdf>

Complete all sections→Attach any required documents→ Submit with payment



**Incomplete applications are unable to be processed.**

**Quick Tip:** Always double check your application prior to sending to the Board - if the application is missing information or requirements, please expect delays in processing the application.



### Outdoor Events

The Board recommends the following minimum fencing standards for all outdoor events for which a special occasion permit is issued:

- The fencing should surround all sides of the outdoor event area.
- The fencing should be at least one metre in height.
- The fencing should be properly and securely installed, so as to remain upright and free of gaps or holes, other than clearly identified and monitored entry and exit points.
- The fencing should be visible in the lighting conditions likely to occur at the event.
- A description of the type of fencing proposal to be used for the event must be included with the special occasion permit application.
- Any proposed deviation from the standards outlined in paragraphs (a) to (d) should be explained.



### Permit Fees

**Class 1 Ordinary: \$50.00**

**Class 2/3 Resale: \$100.00**  
(for an occupant load of 150 persons or less)

**Class 2/3 Resale: \$150.00**  
(for an occupant load of more than 150 persons)

### Requirements

- An Occupancy Load Certificate(s) for the specific date of the event.
- For Yellowknife applications in locations owned by the City of Yellowknife, a signed copy of the liquor permission agreement.
- Outdoor Events require a copy of the floor plan, clearly highlighting the proposed licensed area, the type of fencing, and the locations of the washrooms, public entrances, bar and liquor storage. (Please refer to the Board's Outdoor Event Policy).
- If the event is taking place in Fort Providence or Fort Resolution, written consent from the community government.
- If there will be a lottery, a copy of the valid lottery licence.
- If applying for a Class 3 Permit, a copy of the non-profit society certificate from Corporate Registries. (If you do not have a certificate, a copy of the last AGM minutes advising there is an elected body that shows that the organization has been in existence for 6 months). \*This is not required for Class D Community Service Clubs.\*
- If you are applying for an event in a liquor restricted community, authorization from the community government to bring into and possess in the restricted area greater quantities of liquor for consumption at a specific event. (Please refer to the specific community liquor legislation, as some liquor restricted communities may not allow for greater quantities.)
- An application that does not meet the deadline must be accompanied by a letter explaining the reasons for the delay and requesting that the Board waive the filing deadline.

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

**Please note that each supervisor must sign the SOP application form.**

### Deadlines To Submit An Application (APPLY EARLY!!)

**An application for a Special Occasion Permit must be made to the Liquor Licensing Board before the event. The application time is based on the number of people expected to attend the event.**

# of people expected to attend    # of days before the event, the application must be made

Less than 200  
200 to 500  
More than 500

5 days  
14 days  
45 days







## DID YOU KNOW?



A Class A Licence Holder is not allowed to sell, serve or allow the consumption of liquor on Good Friday. The exception is Class A Licence Holders in Yellowknife in accordance with the City of Yellowknife licensed premises bylaw.

**Resource:** subsection 45(1) of the *Liquor Regulations*



No holder of a Class B Licence shall serve liquor to a person unless the person is seated and having a meal.

**Resource:** subsection 31(5) of the *Liquor Regulations*

Licence Holders must have copies of the Act and the Regulations for ready access by its workers and the public. (See Page 2 of this newsletter for links to the *Liquor Act* and the *Liquor Regulations*)

**Resource:** subsection 78(2) of the *Liquor Regulations*



### Meet the new Manager of Liquor Enforcement: Suzanne Hanna

Suzanne attended Aurora College and obtained a diploma in Natural Resources and a certificate in Management Studies, and also a Bachelor of Applied Sciences Degree from Lethbridge College. Previous employment includes working in Yellowknife as a Bylaw Officer, Renewable Resources Officer, Parks Officer and Highway Patrol. She moved to Hay River in 2013 to be a Wildlife Officer at ENR. Originally from Fort Resolution, married with two children, ages 20 and 9. She can also communicate in Chipewyan. Suzanne looks forward to applying the skills to the new position that she has gained over the 14 years working in enforcement.

Please note that liquor enforcement does not report to the Board. The position reports to the Director of Shared Corporate Services at the Department of Finance. For the duties and responsibilities of liquor enforcement, please see the the job description at the following link:  
[www.fin.gov.nt.ca/sites/fin/files/job-descriptions/15-2762\\_manager\\_liquor\\_enforcement\\_sig\\_29\\_jul\\_19.pdf](http://www.fin.gov.nt.ca/sites/fin/files/job-descriptions/15-2762_manager_liquor_enforcement_sig_29_jul_19.pdf)

**Liquor Enforcement is holding their next server training course on March 3<sup>rd</sup>, 2020 in Fort Simpson.**

**Liquor Enforcement will continue to notify licence holders directly by email as additional training dates are confirmed.**

**To register for server training, please contact liquor enforcement directly at [liquorenforcement@gov.nt.ca](mailto:liquorenforcement@gov.nt.ca) or (867) 874-8719.**



**FAQ: If I go to a bar or restaurant, or go to a special event and alcohol is being served and I see that minors are being served alcohol or that people are being overserved, what can I do?**

If you are concerned please contact Liquor Enforcement or an RCMP Officer. The Board can only deal with this situation if Liquor Enforcement investigates the incident and brings a charge or complaint to the Board. It is similar to a situation in court – a judge does not investigate; the police investigate matters and decide whether charges will be laid. Once a charge is laid, it comes before the judge to make a decision. Under the Liquor Act the Board's function is similar to that of a judge. Liquor Enforcement conducts the investigation (similar to the police function) and if a charge or complaint is laid it goes to the Board to decide whether the charge has been proven and if it has, then what the penalty should be.

**If you wish to bring an incident or concern to the attention of Liquor Enforcement, please see the following link:**  
[www.fin.gov.nt.ca/en/services/liquor-enforcement](http://www.fin.gov.nt.ca/en/services/liquor-enforcement)