



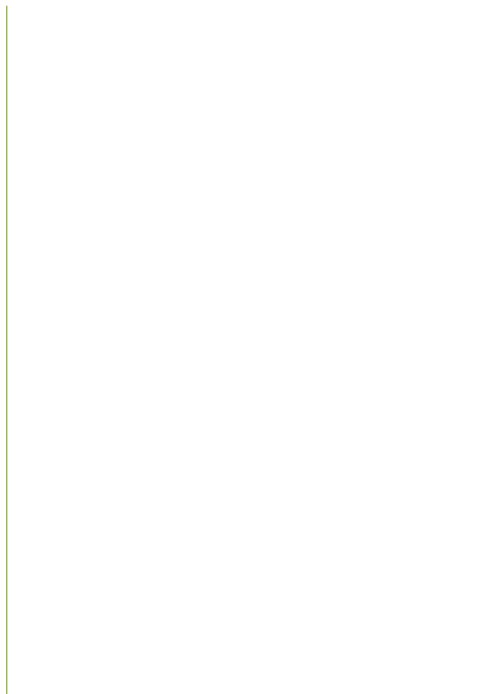
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Working with NWT Licence & Permit Holders

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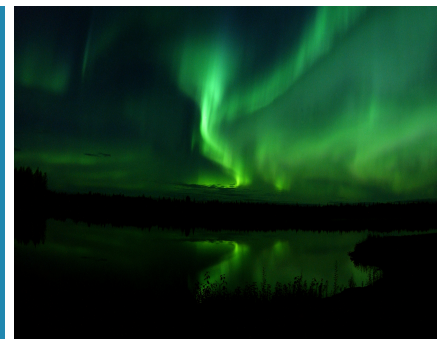


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Colin Baile
Chairperson
Liquor Licensing Board

INSIDE THIS ISSUE:

NWT Permit Issuers - acknowledgment of appreciation of Permit Issuers.
Outside/Seasonal Use areas - Information to serve liquor on your patio.
Did you know? – Plain language of liquor legislation
Advertising – Important information to know for your Marketing Plans.
Licence Renewals – Many licences are up for renewal very soon!
French Services – Information to access Board services in French.
New Administrative Assistant – Welcome to Mrs. Valerie Daniels



NWT Permit Issuers

An acknowledgment of appreciation to the following Permit Issuers for their continued dedication towards the issuance of Special Occasion Permits across the Territories:

Yellowknife

Edward Eggenberger
Audrey Paquette

Services TNO - Yellowknife

Patrice Lapointe
Savannah Jones

Hay River

Ryan Rowe
Gladys Wright
Sabine Klahm

Fort Smith

Valerie Daniels (LLB office)

Inuvik

Scott MacBeth
Brian Richards

Fort Simpson

Lional Nadia
Duncan Canvin
Katherine Dempsey
John Dempsey

Norman Wells

Adrian Boulet
Tammy Boulet



Outside Seasonal Use Areas

Be prepared for the upcoming Outdoor Patio Season!

If you wish to provide liquor services on a new outdoor patio, the Board will require the following for consideration:

- Copy of the proposed Floor Plan
- An updated Occupancy Load Certificate
- A written request to the Board to amend the current licence to include an Outside Seasonal Use Area.

In your written request, you may include the following:

1. Is the Outside Area located in a Residential or Industrial Area?
2. Will there be speakers?
3. The proposed hours of operation for the outside area.
4. Photographs are helpful, but not initially required.

The Board normally considers the following factors in the decision-making process in requests to license an outside seasonal use area:

1. **Fencing/barrier** - will the fence/barrier be able to protect from liquor being removed from the area?
2. **Speakers** - will the noise levels impact the public?
3. **Zoning** - are there homes/organizations located nearby, which may impact families or businesses?
4. **Access** - is the entrance to the outdoor patio limited as to allow for adequate supervision of patrons?

The Board may decide to license the outside area with limited hours of operation or other conditions, to approve the hours as the same as licensed days of operation or to require a public notice period. The Board decides using these factors on a case-by-case basis.

For existing outdoor areas which are currently licensed, remember to be mindful of your neighbors and comply with your local noise bylaws.



Did you know?

- A Licence Holder is not required to notify the Board of occasional changes to the schedule of operations.
 - The operating hours for all licensed premises begin no earlier than 10am and end no later than 2am.
 - An off-premises extension to sell beer is not permitted on a Sunday, unless there is a licensed premises bylaw.
 - A Minor is not allowed to prepare or serve liquor.
 - A liquor license is the property of the GNWT.
- Supervisors are not allowed to perform any other duties at Events conducted under a Special Occasion Permit. The sole function of a supervisor is to supervise and control the Event.
 - Permit Holders must display a notice clearly indicating the price of beverages and unused liquor tickets will be refunded until 30 minutes after the bar is closed.
 - The operating hours for a mini-bar extension are 24 hours a day.



Advertising

As Marketing is a key element to many Business Plans, it is important to ensure compliance of the Liquor Regulations in your Advertising.

Licence Holders

No licence holder shall advertise liquor contrary to the Code For Broadcast Advertising of Alcoholic Beverages, issued from time to time by the Canadian Radio-television and Telecommunications Commission.

No licence holder shall distribute coupons redeemable for a discount on purchases of liquor.

No holder of a premises licence shall, **outside the licensed premises**, advertise the price of liquor or the sale or service of free or discounted liquor, including the advertising of

- (a) free liquor specials;
- (b) discount liquor specials, including happy hours;
- (c) multiple drink specials;
- (d) pour size specials; or
- (e) words that imply the price of liquor, such as "Loonie Night".

Permit Holders

No permit holder shall advertise liquor contrary to the provisions applicable to advertising by the holders of a premises licence (above).

- The holder of a Class 3 (fundraising) permit may, **after the permit has been issued**, advertise the event as licensed or authorized for the sale or service of liquor.

Licence Renewals 2017

Application for a Renewal of a Liquor Licence email was sent to Licence Holders in January 2017. You may view and download the Renewal Application Form from the Board's website [here](#).

An additional reminder to submit the completed Renewal Application on or before **March 15th, 2017** to allow for adequate application processing time. Most Licence Holders have already renewed, thank you for the early submissions. **Please check your licence for its expiry date to ensure there are no delays in your liquor services.**

French Services

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

The Board office works closely with our colleagues at Services TNO to work together in providing essential services to the public.

You may contact Services TNO directly at 1-866-561-1664 for assistance or to obtain translated Liquor forms and documents.

We want to hear from you!!

Further to previous electronic communications, the Board is considering the requirement of an updated Occupancy Load Certificate as part of Applications for Licence Renewals on a **4-year basis**.

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



Please contact
Liquor Enforcement
at (867) 874-8718 for:

- Alcohol Servers Training
- Liquor Prohibitions or Plebiscites
- Filing of complaints of liquor services
- Inquires about Liquor Enforcement

New Administrative Assistant

As most Licence and Permit Holders are aware in your recent communications to the Board office, a new Administrative Assistant has recently been hired.

Mrs. Valerie Daniels was born in Aklavik and attended school in Inuvik. Valerie currently resides in Hay River with her husband and two children. Bringing over 30 years of administrative experience, Mrs. Daniels will bring valuable skills to our team. As Mrs. Daniels has worked in a variety of positions in communities across the NWT dealing in different legislation requiring extensive knowledge of public services, the addition to the team will be of great value in the continuance in providing efficient and effective public services.

We welcome Mrs. Valerie Daniels to our team!



Important Reminder - Applying for a Special Occasion Permit:

Are you planning on serving liquor at your Spring/Summer Events? A Special Occasion Permit may be required. Please contact your nearest liquor store to apply, in some cases 45 days in advance of your Event. **Before you apply you will need an Occupancy Load Certificate from the Fire Marshal's office.**

This newsletter is intended to provide general information only about liquor topics and should not be considered as a legal interpretation. Please refer to the [Liquor Act](#) and [Liquor Regulations](#) for the law.