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Working with NWT Licence & Permit Holders

"As any Licence Holder will tell you, there are many legal requirements to obtain a liquor licence in the NWT. There are similarly many regulations about selling and serving liquor. Most of these regulations have at their core, public interest and public safety. Unfortunately, there are times when a Licence Holder may not comply with one or more of these regulations. It happens that a patron is served one more beer than perhaps should be, a young person's identification is not fully reviewed, or last-call goes a little too late.

Just as police have a role to play in making our roadways safe,

Liquor Inspectors have a role in assuring liquor is sold and served in a safe and responsible manner. The Liquor Licensing Board and Liquor Enforcement are two separate agencies, each with its own roles and responsibilities. Where Liquor Enforcement is analogous to the police, the Board is than analogous to the courts. This comparison is not however complete. While the Board does not direct Liquor Inspectors or conduct inspections itself, it does have a role in reducing the possibility of regulatory violations.

Licence Holders should consider the Board a source of information. Our Board staff can assist Licence

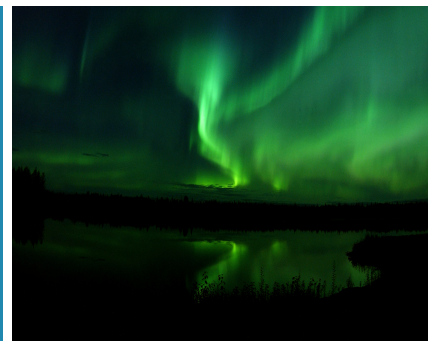
Holders fully understand their responsibilities. Should a Licence Holder have questions about its responsibilities, Board staff can assist by explaining what the regulations mean and suggest ways to meet these obligations.

I encourage you to revisit your supervisory plans, your staff orientation and your service practices to not only ensure compliance with the regulations, but also to ensure staff and patron safety. Let us help you operate safe licensed premises."

Colin Baile
Chairperson
Liquor Licensing Board

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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 an outdoor patio, the Board will require the following for consideration:

- **Copy of the proposed Floor Plan**
- **An Occupancy Load Certificate for the proposed outside area**
- **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 consideration of a request to include an outside area to an existing licence:

1. **Fencing/barrier** - will the fence/barrier prevent liquor from being removed from the licensed area?
2. **Speakers** - will the noise levels impact the public?
3. **Zoning** - are there residences or businesses in the surrounding area that could be impacted by a licensed outside area?
4. **Access** - is the entrance to the outdoor patio limited allowing for adequate supervision of patrons?

The Board may require a public notice period to allow the public an opportunity to comment on a proposed outside area licence. The Board may set conditions on the use of an outside area including hours of operation, supervision requirements, and barriers.

For existing outdoor areas which are currently licensed, remember to be mindful of your neighbours 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.
- A Sponsor is required for every Event conducted under a Banquet Room Extension. A Licence Holder is unable to sponsor its own Events.
- 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 both the price of beverages and also unused liquor tickets will be refunded until 30 minutes after the bar is closed.
- The Operating Hours for a Room Service Extension are the same as for the licensed premises.



Advertising

As Marketing is a key component 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 reminder email was sent to Licence Holders in January, 2017. You may view and download the Renewal Application Form from the Board's website.

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 with your Applications to the Board office.

You may contact Services TNO directly at 1-866-561-1664 for assistance to understand, complete and submit Liquor forms and documents.

We want to hear from you!

The Board is currently reviewing its Policy & Procedural Development.

As part of the review, the Board is considering the requirement of an updated Occupancy Load Certificate be submitted as part of the licence renewal process every 4 years.

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



Please contact Liquor Enforcement at (867) 874-8718 for filing of complaints of liquor services or 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.