



Parks and Recreation Committee Agenda

Tuesday, June 18, 2024 12:00 PM
Harrigan Centennial Hall, 330 Harbor Drive

Members: Chair – James Poulson, Ben Hughey, Brandon Marx
Rich Krupa, Katherine Prussian, Steve Black, Candace Rutledge
Assembly Liaison: Kevin Mosher

Special Meeting

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. AGENDA CHANGES**
- IV. PERSONS TO BE HEARD** (For items OFF the agenda - not to exceed 3 minutes)
- V. NEW BUSINESS**
 - C. Commercial Use Permit Applications
 - Alaska Sea Adventures
 - Celerius Management Partnership
 - Custom Alaska Cruises
 - Louie The Lab Walking Tours
 - Maple Leaf Adventures
 - Mogambo Holdings Ltd
- VI. PERSONS TO BE HEARD** (For items ON or OFF the agenda – not to exceed 3 minutes)
- VII. ADJOURNMENT**

I MOVE to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and Borough of Sitka lands filed by:

Alaska Sea Adventures

at Baranof Warm Springs

It has been determined the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

City and Borough of Sitka



Commercial Use of Lands

ANNUAL PERMIT APPLICATION

APPLICANT INFORMATION:

Today's Date: 4-16-2024

Business Name: Alaska Sea Adventures

Commercial Use Location: Baranof Warm Springs

Contact: Harley Ethelbah

Address: [REDACTED]

[REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

#13

Application must include the following:

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050. \checkmark
- 3) Description of proposed commercial recreational activities on City and Borough lands.

Description checklist:

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

Commercial use regulations:

- i. Permits shall expire on December 31st of each calendar year.
- ii. Permits are valid only for the dates, times, activities and areas specified.
- iii. Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.

In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100, regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to tax.

Estimated # of Clients: 50
 # of Clients X \$2.00: 100 = Total Client Fee

<u>250.00</u>	Annual Application Fee
<u>100.00</u>	Minimum Client Fee
+	
<u>350</u>	Estimated Client Fee exceeding \$100
=	
<u>350</u>	SUBTOTAL
<u>21.00</u>	CITY SALES TAX
<u>371.00</u>	TOTAL



Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that I am the registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: *Hayden* Date: 4-16-2024

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to publicworks@cityofsitka.org. Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: *Robert Bernhardt* Signature 4-16-24 Date

Roberta Bernhardt

From: [REDACTED]
Sent: Tuesday, April 16, 2024 11:25 AM
To: Amy Ainslie; Public Works
Subject: Alaska Sea Adventures, Baranof Warm Springs use application

You don't often get email from captain@alaskaseaadventures.com. [Learn why this is important](#)

Dear Amy and Roberta,

I was in the office today submitting my use fees and partial application. I just emailed my insurance provider to get insurance set up in place for activities at Baranof Warm Springs.

The rest of my application is in this email. Please pardon my lack of technological skills in providing this.

Description Checklist:

1. The location we would like to use would be Baranof Warm Springs proper. Meaning the boardwalk, natural tubs, and the trail to the lake from Warm Springs proper.
2. We will be transporting guests aboard the M/V Northern Song, an 85 ft. Expedition Yacht. We will be anchoring in Warm Springs Bay and tendering our clients into the dock. Our tender is a small 18 ft Rigid Bottom Inflatable skiff.
3. Our group's size is small. 6 to 8 guests with one to two guides.
4. Our time of usage will be June, July, and August 2024. We do not stop every week as if the weather is good, we do not typically stop in there, we usually stop when the weather is rough or windy and we need to duck in somewhere of interest. Our typical time of day to be there is mid-morning to early afternoon.
5. Our clients use the restroom on the vessel. We pack in and pack out what we bring in (water bottles), which is minimal. No garbage will be left on site. All guides have backpacks for all guest needs. Our Clients are versed in emergency evacuations on board the vessel before departure and before going to the beach. We are very strict about this as we do not want to get a client into a situation where they cannot make it back out from a beach expedition.
6. All guides have CPR training, ASMI cold water training, and Wilderness One training. We are all also versed In AED training and have an AED aboard the vessel. All guides also carry a VHF radio which we stand by on channel 74. We also carry Bear Spray and are versed in Bear Avoidance as we all grew up in SE. Alaska.
7. Alaska Sea Adventures operates solely as Alaska Sea Adventures, we do not have contracts with other vessels or companies. We are small and independently owned. By myself Harley Ethelbah. We also do not charge our clients for this experience other than the cost of the cruise with us aboard the Northern Song.
8. The USCG Documentation number for the Northern Song is, 1036431, Our tender Vessel AK # is AK3438AL

I have a great relationship with a few residents in Warm Springs and have visited there since I was a youth. I know the area well. We treat it with respect as we love it there.

Thank you for reviewing my permit.

Please let me know if there is anything else you may need from me as far as paperwork.

I look forward to hearing from you.

I will be available May 14 for a Zoom meeting, please let me know what time this will be.

Sincerely,

Harley Ethelbah

Alaska Sea Adventures.

10.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER P-W Insurance Inc. PO Box 529 100 N. Nordic Petersburg, AK 99833	CONTACT NAME: Amy Morrison	
	PHONE (A/C, No, Ext): (907) 772-3858	FAX (A/C, No): (907) 802-3225
E-MAIL ADDRESS: amorrison@p-wins.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Great Divide Insurance Co.		
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES CERTIFICATE NUMBER: 24/25 GL REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS			
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			GC1404089	01/23/2024	01/23/2025	EACH OCCURRENCE \$ 1,000,000			
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000			
	GEN'L AGGREGATE LIMIT APPLIES PER:									MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC									PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:						GENERAL AGGREGATE \$ 2,000,000			
	AUTOMOBILE LIABILITY						PRODUCTS - COM/OP AGG \$ Included			
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$			
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$			
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$			
	UMBRELLA LIAB						PROPERTY DAMAGE (Per accident) \$			
	<input type="checkbox"/> OCCUR						\$			
	EXCESS LIAB						EACH OCCURRENCE \$			
	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$			
	DED						\$			
	RETENTION \$						\$			
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE			
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input type="checkbox"/> N		N/A			OTHER			
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$			
							E.L. DISEASE - EA EMPLOYEE \$			
							E.L. DISEASE - POLICY LIMIT \$			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

As respects the Baranof Warm Springs Permit.

This Certificate is a representation of the named insured's coverage as of the renewal date shown. P-W Insurance, Inc. makes no representation that these coverages comply with or fully satisfy any insurance or indemnity requirement in any contract, written, oral or implied.

CERTIFICATE HOLDER

CANCELLATION

City & Borough of Sitka 100 Lincoln Street Sitka AK 99835	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>[Signature]</i>
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I MOVE to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and Borough of Sitka lands filed by:

Celerius Management

at Baranof Warm Springs

It has been determined the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

City and Borough of Sitka

Commercial Use of Lands

ANNUAL PERMIT APPLICATION



APPLICANT INFORMATION:

Today's Date: 29 May 2024

#2024-24

Business Name: Celerius Management Partnership on behalf of the lessee

Commercial Use Location: Baranof Warm Springs

Contact: Carl Cavanagh / Stephan Probst

Phone: [REDACTED]

Address: [REDACTED]
[REDACTED]

Email: Captain@my-liva.com

Application must include the following:

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
- 3) Description of proposed commercial recreational activities on City and Borough lands.

Description checklist:

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

Commercial use regulations:

- i. Permits shall expire on December 31st of each calendar year.
- ii. Permits are valid only for the dates, times, activities and areas specified.
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In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100, regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to tax.

Estimated # of Clients: 12

of Clients X \$2.00: _____ **24 = Total Client Fee**

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

+

_____ Estimated Client Fee exceeding \$100

=

350 SUBTOTAL

6% CITY SALES TAX

371 TOTAL



Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that I am the registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: _____

Date: **29/05/2024**

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to publicworks@cityofsitka.org. Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: [Signature] Signature [Signature] Date 5-30-2024



Description checklist:

- a. Location and explanation of proposed use, including maps.

M/Y LIVA plans to park outside of Baranof Warm Springs Bay. The yacht is 118m in length and will remain on the outside due to her size. LIVA will utilize her tender in order to run all 11 guests and 1 crew member to the dock. Once the guests and the crew member are dropped off then the tender will return to the yacht and remain tied up during the guest's activities on shore.

The guests will utilize the board walk for photo opportunities and to experience the community of Baranof Warm Springs. If they choose they may utilize the trail (board walk and rock/dirt mix) to walk up to the lake for a second photo opportunity. They will return to the yacht using the same trail . Time on shore is estimated at under 2 hours.

The main purpose of the stop is to give the guests the opportunity to experience a rural Southeast Alaska community and take photos of the beautiful scenery.



- b. Description of transportation to site, including mode of transportation and plan for client parking.

M/Y LIVA will remain on the outside of Baranof Warm Springs Bay. LIVA's crew will run the tender with the guests into the dock and then the tender will return to the yacht to be tied up until the guests are ready for pick up.

- c. Estimate number of participants and/or group size.
12 passengers

d. Time of desired usage.
July 5th or 6th 2024 itinerary dependent but it will be one of these two days. We anticipate being ashore for 1-2 hours max likely in the late morning to early afternoon between 10am to 1pm on either July 5th or 6th.

e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.

All guests will be briefed that there are no restrooms available shoreside. They will use the restroom before going ashore. If they need to use the restroom once on land then the crew member responsible for the group will call the ship's radio and request a pick up for the guest at the dock. No littering will take place. Food will not be brought ashore. Guests will be given a bear safety and hike briefing before any shoreside activities. The guests will be restricted to the trail and will mainly be taking photos of the waterfall and surrounding scenery. The crew member responsible for operating the tender will remain on watch during the guest's shoreside experience. In the event of an emergency, the crew will hail the bridge team via the ships radio channel and request a tender pick up immediately at the dock.

f. Training requirements for personnel conducting transport and tour activities.

Crew members all have extensive tender/boating experience worldwide in various elements. All crew have STCW certifications and chief tender drivers operate under a yacht master certificate.

g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.

M/Y LIVA is working with Yacht Services of Alaska in order to complete the permitting process for BWS and for yacht support services throughout her itinerary.

h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

N/A

I MOVE to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and Borough of Sitka lands filed by:

Custom Alaska Cruises

at Baranof Warm Springs

It has been determined the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

City and Borough of Sitka

Commercial Use of Lands

ANNUAL PERMIT APPLICATION



APPLICANT INFORMATION:

Today's Date: 5/23/2024

Business Name: Custom Alaska Cruises

Commercial Use Location: Baranof Warm Springs

Contact: Chelsea McCarthy

Address: _____

Phone: _____

Email: _____

2024-23

Application must include the following:

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
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In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100, regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to tax.

Estimated # of Clients: 60 per season
of Clients X \$2.00: \$120 = Total Client Fee

<u>\$250.00</u>	Annual Application Fee
<u>\$100.00</u>	Minimum Client Fee
+	
<u>\$20.00</u>	Estimated Client Fee exceeding \$100
=	
<u>\$370.00</u>	SUBTOTAL
<u>\$22.20</u>	CITY SALES TAX
<u>\$392.20</u>	TOTAL



Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that I am the registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: Chelsea McCarthy Digitally signed by Chelsea McCarthy
Date: 2024.05.23 19:57:30 -06'00'

Date: 5/23/2024

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to publicworks@cityofsitka.org. Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: Robert Burnhardt Signature 5-29-24 Date

Description checklist:

- a. Location and explanation of proposed use, including maps.

Use is requested (as per previous permit) for Baranof Warm Springs only. Custom Alaska Cruises has visited BWS for over 30 years and hopes to continue to do so. We will conduct once a week visits from June 1-Sept 15. Visits will consist of taking 8 guests to the warm springs for approximately 2-hour visits. We work to avoid times when other groups are using the springs. We anchor away from the dock to limit congestion and monitor for when it looks like the least busy time to visit the springs. We hike to the springs with eight clients and one naturalist/guide. Guide is versed in our safety and leave no trace protocols. Tender drops clients and returns to the big boat while guests on shore, again limiting dock congestion. We prefer to anchor around the corner to create more privacy. BWS has been a central focus of Custom Alaska Cruises trips for many years, and we understand the need now for working together with other groups and users. Gone are the days when we would have the dock to ourselves for a whole day. We strive to create the best experience not just for our guests but other users as well. Captains reduce vessels to an idle when entering Warm Springs Bay to reduce wake activity for other users/lodges.

- b. Description of transportation to site, including mode of transportation and plan for client parking.

Clients arrive in BWS aboard one of two vessels (never both at same time) then a 16' inflatable tender takes clients to and from the mothership to the dock. For the 2024 season use will only be conducted aboard the M/Y Golden Eagle. M/V Sikumi will not be operating summer of 2024.

- c. Estimate number of participants and/or group size.

8 guest/1 guide

- d. Time of desired usage.

One visit per week June 1-Sept 15

- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.

Clients are encouraged to use facilities on the vessel prior to heading to shore. No human waste will be left on shore. Litter will be removed by guides/staff. We have USCG and USFS approved emergency plans in place for all situations. Clients receive a pre-trip as well as a daily safety briefing from captain and guides. Custom Alaska Cruises is "green certified" and we are proud of our leave no trace skills. We ask our staff and guests to remove trash/litter not produced by us. As a lifelong Alaskan I appreciate all efforts to keep our home a pristine, clean environment. All trash/waste is stored in USCG approved manner aboard the vessels and removed in port of call and disposed of properly.

- f. Training requirements for personnel conducting transport and tour activities.

All personnel conducting vessel operations are licensed USCG captains and maintain all necessary endorsements, qualifications and training. Guides are versed in back country safety, bear safety, first aid and CPR.

Having visited BWS myself for over 30+ years I appreciate the safety concerns and requirements for using this area.

- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar

arrangements with other tour brokers, agents, or cruise ship companies.

All payments are handled by Custom Alaska Cruises. Prices vary by type of trip requested by client. We do not use any outside agencies or contractors.

- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

M/Y Golden Eagle- 98' white motor yacht
M/V Sikumi- 65' Blue/white expedition trawler

EXHIBIT 5

Wilderness Values/Leave No Trace Skills/Backcountry Etiquette

Your special use permit authorizes you to operate a portion of your business in the following Wilderness units on the Tongass National Forest:

- South Baranof
- Kootznoowoo
- Petersburg Creek – Duncan Salt Chuck
- Tracy Arm – Fords Terror
- Chuck River

As a wilderness outfitter/guide you are expected to:

- Provide some understanding of how the Wilderness Act of 1964 and the Alaska National Interest Lands Conservation Act of 1980 affect management of the wilderness areas on the Tongass National Forest for your clients. Examples of how wilderness is managed differently than other National Forest Lands should be a part of the message.
- Interpret natural processes, historic and cultural facts, and wilderness ethics for your clients. You encourage clients to seek more information by having reading materials either with you in the field, accessible in your place of business, or available by reference. Also, natural conditions and processes are allowed to shape your clients experience, rather than providing only for the ease and convenience of your clients.
- Follow and promote leave–no-trace principles and practices (see www.lnt.org)
- Provide a wilderness experience by adhering to the group sizes agreed to in the operating plan and by remaining a respectful distance away from other users whenever possible.

Describe below how you will inform your clients about wilderness values, leave-no-trace skills, and backcountry etiquette:

Before we take our clients out for a hike on National Forest System lands we have a safety and awareness briefing and discussion about the proper etiquette in the Tongass National Forest. All clients have been provided the opportunity to read informational brochures and literature as a resource guide such as Leave No Trace booklets as well as "What Can I Do In Wilderness? Alaska National Interest Lands Conservation Act and Wilderness on National Forests in Alaska" to enrich their knowledge and appreciation of the Alaskan Wilderness. Leave No Trace practices will be discussed with clients as part of every client orientation/safety briefing. Clients will be advised of the proper techniques for camping, hiking, garbage and human waste disposal, respecting wildlife, and the use of fire, as described in the "Leave No Trace – Outdoor Skills and Ethics" brochures.

All refuse will be packed out. No trash or food waste will be buried.

Any historic or prehistoric items will be left untouched if discovered and immediate contact will be made with the Forest Service.

We will comply with the agreed group size and service days as well as respecting other uses whenever possible.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

2/28/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER:
Sportsman's Insurance Agency, Inc.
 1364 North US 1, Suite 503
 Ormond Beach, FL 32174

CONTACT NAME: Leslie Casanova
PHONE: 800 925-7767 Ext 111 **FAX:** 386 677-3292
E-MAIL ADDRESS: lcasanova@siai.net

INSURER(S) AFFORDING COVERAGE

INSURED:
 Coastal Alaska Adventures Corp dba Coastal Alaska Adventures dba
 Custom Alaska Cruises dba Black Elk Outfitters (Guiding and outfitting
 operations only - see end IL 1201 11/85 attached hereto and made apart hereof)

INSURER A: T.H.E. INSURANCE COMPANY
INSURER B:
INSURER C:
INSURER D:

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> OCCURRENCE <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> PREMISES/OPERATIONS	MASTER POLICY # CPP06003 CERTIFICATE # SCIGOLIAB- 2253 -12	3/6/2024	3/6/2025	GENERAL AGGREGATE	NONE
					PRODUCTS-COMP/OP AGG	\$ 1,000,000
					PERSONAL & ADV. INJURY	\$ 1,000,000
					EACH OCCURRENCE	\$ 1,000,000
					DAMAGE TO PREMISES RENTED TO YOU (Any One Premises)	\$ 300,000
					MED. EXP (Any One Person)	\$ 10,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> HIRED & NON-OWNED ONLY				Combined Single Limit - Bodily Injury and/or Property Damage, Each Accident	
	<input type="checkbox"/> LIQUOR LIABILITY <input type="checkbox"/> OCCURRENCE				Each Common Cause Aggregate	
	<input type="checkbox"/> UMBRELLA LIABILITY <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE AGGREGATE	
	<input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory In NH) If yes, described under DESCRIPTION OF OPERATIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - POLICY LIMIT E.L. DISEASE - EA EMPLOYEE	

DESCRIPTION OF OPERATIONS/LOCATIONS/SPECIAL ITEMS - CERTIFICATE HOLDER IS ADDED AS AN ADDITIONAL INSURED - STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION - PERMITS OR AUTHORIZATIONS BUT ONLY WITH RESPECT TO THE OPERATIONS OF:

Coastal Alaska Adventures Corp dba Coastal Alaska Adventures dba Custom Alaska Cruises dba Black Elk Outfitters (Guiding and outfitting operations only - see end IL 1201 11/85 attached hereto and made apart hereof)

CERTIFICATE HOLDER

CANCELLATION

CITY AND BOROUGH OF SITKA
 100 LINCOLN ST.
 SITKA, AK 99835

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Leslie Casanova

CERTIFICATE OF COMMERCIAL MARINE LIABILITY INSURANCE

PRODUCER: GALLAGHER CHARTER LAKES 3940 Peninsular Drive SE, Ste 100 Grand Rapids, MI 49546-6107	THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED: Coastal Alaska Adventures Inc Custom Alaska Cruises Inc [REDACTED] [REDACTED] [REDACTED]	COMPANY A AFFORDING COVERAGE: Great American Insurance Company COMPANY B AFFORDING COVERAGE:

COVERAGES:
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Type of Insurance	Policy Number	Policy Effective	Policy Expiration	Limits
PASSENGER VESSEL LIABILITY	GIV0000100	1/13/2024	1/13/2025	1,000,000
LIABILITY DEDUCTIBLE	GIV0000100	1/13/2024	1/13/2025	2,500
EXCESS LIABILITY	GXS0000021	1/13/2024	1/13/2025	1,000,000
MEDICAL PAYMENTS	GIV0000100	1/13/2024	1/13/2025	25,000

DESCRIPTION:

1989	98'	Broward	BWD00509F989	Golden Eagle
1985	67'	Hansen Boatyards	64-1	Sikumi

CANCELLATION:
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ADDITIONAL INSURED: Form CL-7: Rev 8/19

Infinity Yacht Charters Inc
 74538 Kitsilano RPO
 2768 W. Broadway, Vancouver
 British Columbia, CANADA V6K 4P4

Authorized Agent:  **Date:** January 8, 2024

CERTIFICATE OF COMMERCIAL MARINE LIABILITY INSURANCE

PRODUCER: GALLAGHER CHARTER LAKES 3940 Peninsular Drive SE, Ste 100 Grand Rapids, MI 49546-6107	THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
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ADDITIONAL INSURED: Form CL-7: Rev 8/19

MB Marine LLC 9803 Nine Mile Creek Rd Juneau, AK 99801
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Authorized Agent: **Date: January 8, 2024**

CERTIFICATE OF COMMERCIAL MARINE LIABILITY INSURANCE

PRODUCER: GALLAGHER CHARTER LAKES 3940 Peninsular Drive SE, Ste 100 Grand Rapids, MI 49546-6107	THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
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ADDITIONAL INSURED: Form CL-7: Rev 8/19

McCarthy Marine LLC
 200 Lincoln Ave #881153
 Steamboat Springs, CO 80488

Authorized Agent:  **Date:** January 8, 2024

CERTIFICATE OF COMMERCIAL MARINE LIABILITY INSURANCE

PRODUCER: GALLAGHER CHARTER LAKES 3940 Peninsular Drive SE, Ste 100 Grand Rapids, MI 49546-6107	THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED: Coastal Alaska Adventures Inc Custom Alaska Cruises Inc [REDACTED] [REDACTED] [REDACTED]	COMPANY A AFFORDING COVERAGE: Great American Insurance Company COMPANY B AFFORDING COVERAGE:

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ADDITIONAL INSURED: Form CL-7: Rev 8/19

Infinity Yacht Charters Inc
 74538 Kitsilano RPO
 2768 W. Broadway, Vancouver
 British Columbia, CANADA V6K 4P4

Authorized Agent:

Date: January 8, 2024

CERTIFICATE OF COMMERCIAL MARINE LIABILITY INSURANCE

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INSURED: Coastal Alaska Adventures Inc Custom Alaska Cruises Inc ██████████ ██████████ ██████████ ██████████	COMPANY A AFFORDING COVERAGE: Great American Insurance Company COMPANY B AFFORDING COVERAGE:
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ADDITIONAL INSURED: Form CL-7: Rev 8/19

MB Marine LLC
 9803 Nine Mile Creek Rd
 Juneau, AK 99801

Authorized Agent: **Date: January 8, 2024**

CERTIFICATE OF COMMERCIAL MARINE LIABILITY INSURANCE

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ADDITIONAL INSURED: Form CL-7: Rev 8/19

McCarthy Marine LLC
 200 Lincoln Ave #881153
 Steamboat Springs, CO 80488

Authorized Agent:  **Date:** January 8, 2024

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

CITY AND BOROUGH OF SITKA
100 LINCOLN ST.
SITKA, AK 99835

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

2. This insurance does not apply to:

a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or

b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

I MOVE to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and Borough of Sitka lands filed by:

Louie The Lab Walking Tours

at Downtown Sitka

It has been determined the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

City and Borough of Sitka

Commercial Use of Lands

ANNUAL PERMIT APPLICATION



APPLICANT INFORMATION:

Today's Date: 05/19/2024

Business Name: Louie the Lab Walking Tours

Commercial Use Location: Downtown Sitka

Contact: Adam Horton

Address: _____

Phone: _____

Email: _____

Application must include the following:

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
- 3) Description of proposed commercial recreational activities on City and Borough lands.

Description checklist:

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

Commercial use regulations:

- i. Permits shall expire on December 31st of each calendar year.
- ii. Permits are valid only for the dates, times, activities and areas specified.
- iii. Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.

In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100, regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to tax.

Estimated # of Clients: 30
of Clients X \$2.00: 60 = Total Client Fee

\$250.00 Annual Application Fee
\$100.00 Minimum Client Fee

+ / Estimated Client Fee exceeding \$100

= 350.00 SUBTOTAL

21.00 CITY SALES TAX

371.00 TOTAL




Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that I am the registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: 

Date: 5/20/24

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to publicworks@cityofsitka.org. Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff:  Signature 5-20-24 Date

Louie the Lab Walking Tours

Harbor Drive
Sea Walk
Lincoln Street
Seward Avenue
Barracks Street
Katlian Street
Lake Street to Round-A-Bout



May 14th 2024

Greetings City and Borough of Sitka,

My name is Adam Horton and my family and I are interested in starting a walking tour with our three year old Chocolate Labrador Louie. "Louie the Lab" walking tours plans on walking through the downtown streets of Sitka with the purpose of promoting businesses in the downtown area as well as providing historical and current information about the City and Borough of Sitka. Louie the Lab belongs to a loving family of a local firefighter, teacher, and a ten year old boy. Desired usage times of downtown streets will be from 1000-1700 during cruise ship days. Advertisement for Louie the Lab walking tours will take place via word of mouth, Facebook, and Instagram.

The route of tours will include walking downtown streets including Lincoln Street, Harbor Drive, Cathedral Way, Barracks Street, Katlian, Lake Street to Round-a-Bout, and the Sea Walk area.(map attached) Items that will be sold include stickers and dog leashes. Tours will be paid for by gratuity. Transactions will be exchanged via cash. Walking tours will remain small and not include more than six people at a time. Any feces that "Louie the Lab" produces in the streets of Sitka will be taken care of immediately. Business cards will be handed out during tours to help promote local businesses. Louie the Lab vehicles will park at the parking lot near Crescent Harbor or Louie the Lab and dog walkers will walk from home.

The employees of Louie the Lab will include dog walker(s) Adam Horton/Jase Horton and educator Jackie Horton. Vehicles used to transport "Louie the Lab" will include the personal vehicle of Adam Horton. It is a grey 2012 Toyota Tacoma license plate GCR566. Adam Horton has over twenty years of service in emergency services and is a current EMT with the Sitka Fire Department. Louie the Lab has been fully vaccinated and visits the vet on a regular basis for routine check-ups. He enjoys belly rubs and head scratches thoroughly. Pink clothing will be worn by dog walkers to promote breast cancer awareness and high visibility. Briefings will be given to walkers before walking towards desired businesses.

Louie the Lab walking tours has a one million dollar insurance policy for any bodily injury that may occur while on the tour. Insurance is provided through NEXT. (see attachment). Our insurance policy is good through the Summer months of 2024.

Thank you for your consideration of our contribution to provide a service to the visitors of Sitka.

Adam Horton



"Louie the Lab" walking tours



05/10/2024

Greetings Sitka Business Owner,

My name is Adam Horton and I am a local member of the Sitka community. My family and I are starting a walking tour with our Chocolate Labrador Louie. We will be providing companionship to the visitors of Sitka and offering walking tours to educate people about local businesses and historical sites.

If there is any literature such as menus or advertisements that you would like us to hand out to visitors during the tour to promote your business please let me know.

Good luck during the 2024 tourism season and we hope to see you around town.

Cheers

Adam Horton

Louie the Lab Walking Tours

Sitka, Alaska 99835



Sitka Animal Hospital
805 Halibut Point Rd, Ste 100
Sitka, Alaska 99835
907-747-7387
info@sitka.vet



Rabies Certificate

17-May 2024

Client ID: 5657

Client Name: Adam Horton

Address: [REDACTED]

Phone: [REDACTED]

Patient ID: 10623

Patient Name: Louie

Species: Canine

Breed: English Labrador

Sex: Neutered Male **Spayed/Neutered:** y

Color: Chocolate

Birthdate: 2021-05-03

Weight: 96 lb

Microchip #:

Tag Number: 039052

Batch Number: 654641

Rabies Vaccination: Rabies 3 Year Vaccination

Manufacturer: Zoetis

K / MLV / R: KILLED

Vaccination Date: 17-May 2024

Batch Expiration Date: 24-Aug 2027

Vaccination Due Date: 17-May 2027

Veterinarian: Toccoa Wolf, DVM

License Number: 146507

Sitka Animal Hospital
805 Halibut Point Rd, Ste 100
Sitka, Alaska 99835
907-747-7387
info@sitka.vet



Vaccination Certificate
17-May 2024

Client Information
Adam Horton
321 Wachusett's St
Sitka, Ak 99835

Patient Information
Louie
Canine, English Labrador
Neutered Male Spayed/Neutered: y
Birthday: 2021-05-03

Our records indicate that the following vaccines are current. Please do not hesitate to call us if you have any questions.

Name	Date Given	Due Date
Rabies 3 Year Vaccination	17-May 2024	17-May 2027
Distemper with Leptospirosis Combo (DAPP/L4) Vaccination 3 Year	17-May 2024	17-May 2027
Bordetella Vaccination Inject 1 Year	17-May 2024	17-May 2025

Veterinarian: Toccoa Wolf, DVM
License Number: 146507

Reminders for Louie

ANNUAL WELLNESS	17-May 2025
Leptospirosis Vaccine	17-May 2025
BORDETELLA VACC	17-May 2025
Rabies Vaccine	17-May 2027
DHPP (Distemper/Parvo Combo) Vaccine	17-May 2027




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/20/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	CONTACT NAME: PHONE (A/C No. Ext): (855) 222-5919		FAX (A/C No.):
	E-MAIL ADDRESS: support@nextinsurance.com		
INSURED Adam Horton Louie the Lab Walking Tours 	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: State National Insurance Company, Inc.		12831
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 561461307

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			NXTVVHDKLW-00-GL	06/01/2024	06/01/2025	EACH OCCURRENCE \$1,000,000.00
							MED EXP (Any one person) \$10,000.00
							PERSONAL & ADV INJURY \$1,000,000.00
							GENERAL AGGREGATE \$1,000,000.00
							PRODUCTS - COM/OP AGG \$1,000,000.00
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			NXTVVHDKLW-00-GL	06/01/2024	06/01/2025	EACH OCCURRENCE \$ 1,000,000.00
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input type="checkbox"/> N N/A
							<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is City and Borough of Sitka. This Certificate Holder is an Additional Insured on the General Liability policy and Umbrella/Excess Liability policy per the Additional Insured Automatic Status Endorsement. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the Insured, and are subject to policy terms and conditions.

CERTIFICATE HOLDER

City and Borough of Sitka
 100 Lincoln Street
 Sitka, AK 99835

LIVE CERTIFICATE



Click or scan to view

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

I MOVE to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and Borough of Sitka lands filed by:

Maple Leaf Adventures

at Baranof Warm Springs

It has been determined the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

City and Borough of Sitka

Commercial Use of Lands

ANNUAL PERMIT APPLICATION



APPLICANT INFORMATION:

Today's Date: 04/03/2024

Business Name: Maple Leaf Adventures Corp.

Commercial Use Location: Warm Springs Bay

Contact: Cliona Flanagan

Address: [REDACTED]

[REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Application must include the following:

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
- 3) Description of proposed commercial recreational activities on City and Borough lands.

Description checklist:

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

Commercial use regulations:

- i. Permits shall expire on December 31st of each calendar year.
- ii. Permits are valid only for the dates, times, activities and areas specified.
- iii. Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.

In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100, regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to tax.

Estimated # of Clients: 48
 # of Clients X \$2.00: \$96.00 = Total Client Fee

\$250.00 Annual Application Fee
\$100.00 Minimum Client Fee
 +
 Estimated Client Fee exceeding \$100
 =
\$350.00 SUBTOTAL
\$21.00 CITY SALES TAX
\$371.00 TOTAL



Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that I am the registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: Cliona Flanagan Digitally signed by Cliona Flanagan
Date: 2024.04.03 08:51:13 -07'00' Date: 04/03/2024

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to publicworks@cityofsitka.org. Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: [Signature] Signature 5-23-2024 Date



Maple Leaf Adventures

Boutique Expeditions in British Columbia and Alaska

Mail: PO Box 8845, Stn. Central, Victoria, B.C. V8W 3Z1 Canada

Courier: #209-1110 Government Street, Victoria, B.C. V8W 1H9 Canada

Tel: +1.250.386.7245 Toll Free 1.888.599.5323 Fax +1.250.386.7246

www.MapleLeafAdventures.com

City and Borough of Sitka

Commercial Use of Lands – Annual Permit Application 2024

Description of proposed commercial recreational activities on City and Borough lands.

- a. Location and explanation of proposed use, including maps.

Locations: Warm Springs Bay – Baranof



Map 1. Baranof, Warm Springs Bay. Proposed use area on shore consists of the area between the dock and boardwalk, to the Warm Springs and, depending on conditions, to the closest shore of Baranof Lake.

Proposed Use: Boating, marine mammal watching, birding, visit to the Hamlet of Warm Springs Bay, the hot springs, a short nature walk to Baranof Lake, and possible use of the public bathhouses, if available.

- b. Description of transportation to site, including mode of transportation and plan for client parking.

Clients will be transported to the general location aboard our ship the M.V Swell. M.V Swell is an 88-foot historic tugboat that has been restored and now operates as a passenger vessel. The Swell can anchor in Warm Springs Bay, approximately 120 feet (or 2-3 nautical cables) from the waterfall. Once it comes time to go ashore, clients will be loaded onto two 18-foot, white Zodiac Tenders for shore landing. These vessels can be moored at dock space if available, but are also fully equipped to anchor off, or return to the Swell if appropriate.



Photo 1. MV Swell (O.N. 130882), 88-foot historic tugboat built in 1912 with refit to expedition ship. Its most distinguishing feature is the black and white stack with the bright red maple leaf.



Photo 2. White Zodiac tender (Hull I.D. # ZYPBQ22CE), which is towed behind MV Swell and is used to transport guests to shore.



Photo 3. Second white Zodiac tender (C23815BC), which is also towed behind MV Swell and used to transport guests to shore.

c. Estimate number of participants and/or group size.

We pride ourselves on operating small group excursions, so the maximum number of clients at any one time is 12. We have a crew of 5, so the maximum number of people at any one time would be 17; however, typically only 2-3 crew members will leave the vessel at one time.

d. Time of desired usage.

Our vessel is in Alaska between July 3 and August 30, 2024. Our anticipated dates in Warm Springs Bay are July 9, July 17, July 27, August 13, August 21. Please note that these dates are subject to change should there be adverse weather conditions, but that we would never be in the area for more than 1 day per trip, for approximately 2.5 hours on shore.

e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.

Restroom Accommodations: The ship is anchored close by during shore trips. Guests are easily transported to the ship to use the on-board facilities if necessary. In emergency situations there are heavy Ziploc bags and toilet paper in the shore bag and all human waste and paper is removed and brought to disposal facilities on the ship. Human waste on the ship goes into the black water holding tank and through the black water treatment plant aboard that treats all blackwater and then holds discharges treated product in deep water.

Litter Control: Wastes are compacted for disposal or recycling at trip staging areas. All waste created during the trip is stored on board and recycled or composted at ports during trip turnarounds (Sitka, Ketchikan, Prince Rupert). We believe strongly in Leave No Trace ethics and principles, always adhering to these principles and briefing our guests before going ashore.

Emergency Evacuation: We are well equipped and train frequently to prepare for a potential emergency evacuation. On board Swell are marine DSC-VHF radios x 2, 3 handheld VHF units, satellite email/voice communication system (Starlink), an EPIRB and a ship cell phone. All systems have redundancy built in. For example, we have two back-up radios, as well as the ability to switch to backup battery power. Our emergency battery is kept in the wheelhouse, as opposed to the engine room. Our total backup battery power is equivalent to 12 hours, as required to be annually certified by Transport Canada.

Aboard the ship we have the following emergency equipment:

- Medical Emergency Trauma kit
- Galley first aid kit (small wounds)
- Shore Excursion first aid kit (kept in “Shore Bag” described below), oxygen, and spare tank
- Stretcher and spine board
- Automatic Electronic Defibrillator (AED)

When we take clients ashore, we always carry a shore bag which contains the following: a first aid kit with epi pens, AED, rescue splints, emergency snacks, insulating tarps and a saw. Guides also always carry ship to shore radios and on longer distance shore trips guides will have a long-range VHF radio.

Clientele Safety: Our standard client briefings include all those listed below under “Ship Safety”, as well as additional safety briefings for individual shore excursions, which are based on the unique conditions and circumstances at each location visited. Our Master and crew are all experienced and trained in shore excursions and marine activities and hold all applicable certifications required by their industry. We also do not serve alcohol before or during shore excursions, to help maintain client alertness, safety, and to foster positive and respectful group dynamics.

Ship Safety: Upon boarding the ship, an extensive “Safety Aboard” briefing is delivered to guests by the Master and crew to train them in the unlikely event of an emergency. This includes:

- How to safely board the ship from a dock or from a zodiac
- How to move around the ship including where appropriate hand holds are
- Location of all safety equipment
- Muster station location
- Role of guests in emergencies – fire, man overboard, abandon ship, taking on water
- Lifejacket demonstration
- When necessary, guests are part of safety drills in a passenger capacity.

Bear Safety: Maple Leaf Adventures is one of the founding members of the Commercial Bear Viewing Association (CBVA) of B.C. and is a strong proponent of educating all guides in proper guiding, safety and procedures when working in bear habitat. All groups proceeding ashore are briefed on bear safety before they leave the ship. Guests are always accompanied by CBVA BC certified guides who carry bear spray in case of a dangerous encounter with a bear. The groups are instructed to make a normal amount of noise to give the bears advanced warning of our approach and to stay together. For more information on CBVA’s best practices, see <https://www.bearviewing.ca/industry/>.

Sustainability: MLA has received a gold standard for Green Tourism business. We practice 'leave no trace' and regenerative tourism and are very light in our footprint on the land. We follow Wilderness Tourism Association of BC's pledge to protect wilderness spaces. We do not collect any materials nor disturb the shore in any way other than walking. When we encounter ocean plastics or other garbage on shore, we use the opportunity to educate our guests on pollution and conduct a beach clean-up as a group. We are acutely aware of the surrounding natural habitat and are aware of where to and not to walk to protect the natural habitat. For more information on WTA of BC's pledge, see <https://www.wilderness-tourism.bc.ca/explorewildbc-pledge>.

- f. Training requirements for personnel conducting transport and tour activities.

All crew hold valid certification as required by Transport Canada to operate in the marine environment. This includes a Master 150 Gross Tonnage or higher ticket, with all required survival craft, mechanical, navigation, radio, and First Aid certifications. Our tender operators have at minimum a Small Vessel Operators Permit, and associated survival, first aid and radio operations certifications. Our guides and naturalists possess first aid certification and are certified in Bear Viewing best practices by the Commercial Bear Viewing Association of British Columbia.

- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents, or cruise ship companies.

The fee structure for this expedition is an all-inclusive 11-day trip aboard our vessel, and is inclusive of all food, beverage, professional guiding services, transportation, and accommodation aboard our vessel. The non-refundable fees are dependent on type of accommodation selected, starting at \$12050.00 CAD, and are paid in full, directly to Maple Leaf Adventures, at least 120 days prior to the trip start date. Commission arrangements are rare circumstances in which we partner with tour operators or travel agents for an individual booking.

- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

No vehicles will be used in the proposed activity; see "Description of transportation to site" above for descriptions of the ship and boats used for transportation.

CERTIFICATE OF INSURANCE

ISSUE DATE (YY/MM/DD)
24/04/03

BROKER Wilson M. Beck Insurance Services (Victoria) Inc. #350 - 4396 West Saanich Road Victoria BC V8Z 3E9	This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.
INSURED'S FULL NAME AND MAILING ADDRESS Maple Leaf Adventures Corp. <div style="background-color: black; width: 100px; height: 20px; margin-top: 5px;"></div>	COMPANY A Intact Insurance Company through Coast Underwriters Limited COMPANY B Underwriting Members of Lloyd's through Coast Underwriters Limited COMPANY C COMPANY D COMPANY E

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

TYPE OF INSURANCE	CO LTR	POLICY NUMBER	POLICY EFFECTIVE DATE (YY/MM/DD)	POLICY EXPIRATION DATE (YY/MM/DD)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
MARINE GENERAL LEGAL LIABILITY - Severability of Interest or Cross Liability - Bodily Injury & Property Damage - Non-Owned Auto - SPF. 6	A	C201684	24/02/15	25/02/15	Per Occurrence	5,000,000
					Products - Comp/Op Agg	5,000,000
					Personal Injury Aggregate	5,000,000
					Advertising Injury Agg	5,000,000
					Pollution Legal Liab Agg	2,000,000
					Tenant's Legal Liability	2,000,000
					Damage/Hired Auto SEF 94	75,000
					Medical Payments per	5,000
PROTECTION & INDEMNITY	B	C201683	24/02/15	25/02/15	Limit of Liability	150,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS/ADDITIONAL INSURED
 Reference: All Operations of the Named Insured as Described in the Policy Declarations.

It is hereby understood and agreed that the Certificate Holder is added as Additional Insured to the Marine General Liability Coverage Policy but only with respect to liability arising out of the Named Insured's sole negligence.

CERTIFICATE HOLDER City and Borough of Sitka 100 Lincoln Street Sitka, AK 99835	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE

I MOVE to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and Borough of Sitka lands filed by:

Mogambo Holdings Ltd

at Baranof Warm Springs

It has been determined the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

City and Borough of Sitka

Commercial Use of Lands

ANNUAL PERMIT APPLICATION



APPLICANT INFORMATION:

Today's Date: 27-May-2024

Business Name: Mogambo Holdings ltd

Commercial Use Location: Baranof Springs

Contact: Evan Eburne / Ben Gilmore

Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Application must include the following:

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
- 3) Description of proposed commercial recreational activities on City and Borough lands.

Description checklist:

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

Commercial use regulations:

- i. Permits shall expire on December 31st of each calendar year.
- ii. Permits are valid only for the dates, times, activities and areas specified.
- iii. Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.

In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100, regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to tax.

Estimated # of Clients: 48

of Clients X \$2.00: 96 = Total Client Fee

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

+

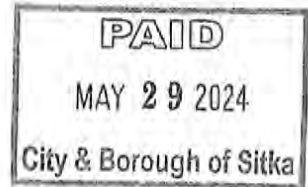
 Estimated Client Fee exceeding \$100

=

\$350.00 SUBTOTAL

\$21 CITY SALES TAX

\$371 TOTAL



Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that I am the registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: Evan Eburne

Digitally signed by Evan Eburne
Date: 2024.05.28 11:28:47 -07'00'

Date: 28-May-2024

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to publicworks@cityofsitka.org. Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: _____	Signature _____	Date _____
--	-----------------	------------

Roberta Bernhardt

From: [REDACTED]
Sent: Tuesday, May 28, 2024 4:19 PM
To: Roberta Bernhardt
Cc: North Pacific Maritime - Operations; Chief Officer MY Mogambo
Subject: MY Mogambo Baranof Warm Springs Use Permit
Attachments: Commercial Use Annual_Permit Application PDF fillable (1).pdf; J02_SEPERATE_P&I_OR_THIRD_PARTY_INSURANCE - ENDORSEMENT.pdf; J01 - LY Hull Endt No 04 Amended cruising range.pdf

Good morning,

Attached is the application for the Mogambo. Please advise on how we proceed with payment. Will we be able to call into the meeting 11 June? This is (as you know) my first time applying for this permit, so please let me know if something needs fixed.

- a. Location and explanation of proposed use, including maps. **Mogambo will Anchor in Warm Springs Bay, use of Baranof Warm Springs dock and trail to the springs.**
- b. Description of transportation to site (**private yacht**) including mode of transportation and plan for client parking **vessel tender will dock at the dock.**
- c. Estimate number of participants and/or group size. **Max 12 persons per group**
- d. Time of desired usage. **Group 1 -25th, 26th, 27th June. / Group 2 - 7th, 8th, 9th July. / Group 3 - 16th, 17th, 18th July / Group 4 - 8th, 9th, 10th August. dates may vary depending on weather and guest movements.**
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing. **Guide and Crew will collect any litter generated by the group. Guests will be informed no restrooms are available once off the vessel. All guests will undergo a safety briefing, specifically slip, trips, and falls, and bear safety.**
- f. Training requirements for personnel conducting transport and tour activities. **Any crew transferring guest to shore via the vessel have appropriate qualifications to drive tenders**
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies. **N/A**
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity. **(not applicable).**

Cheers!

Kind regards,

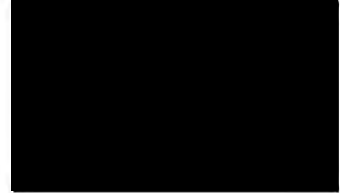
Angel Holbrook
Agent

ENDORSEMENT

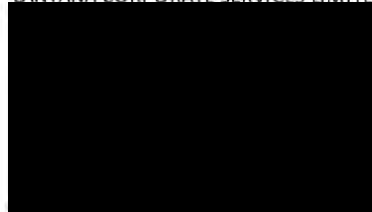
Endorsement No: 1141672/03



YACHTOWNERS



Date Issued 19/10/2023
Member/Assured MOGAMBO HOLDINGS LIMITED [73296] as OWNER
Member/Assured Address LANTANA CORPORATE SERVICES LIMITED



In respect of Risk(s) MOGAMBO [702934]

Effective From 05/09/2023 **To** 09/07/2024 (308 days)

It is hereby agreed to note, with effect from 5th September 2023, that the Assured's address has changed to the following:

Lantana Corporate Services Limited
4th Floor Anderson Square
PO Box 1808
Shedden Road
George Town
Grand Cayman
KY1-1109
Cayman Islands

All other terms and conditions remain un-amended.

SIGNED

IAN EDWARDS
UNDERWRITING DIRECTOR

Notebeme House
84 High Street
Southampton SO14 2NT, UK
T: + 44 (0)2380 222666



28th February 2024
BT/CC

POLICY ENDORSEMENT

Underwriting reference: 350000538/MA2309186

Policy Period: From: 00.01 hours 29th March 2023 LST
To: 00.01 hours 29th March 2024 LST

Vessel Name: "MOGAMBO"

Assured: Mogambo Holdings Limited (as Owners) &/or Hill Robinson Yacht Management Ltd (as Managers) &/or Crew Employment Services Mogambo (a cell of Crew Employment Services PCC Limited) (as Crew Employers) for their respective rights

Effective Date: 19th February 2024

ENDORSEMENT NO. 04

It is hereby noted and agreed that this policy is amended as follows:

TRADING

WARRANTIES: Caribbean, Costa Rica, Mexico, Bahamas, and East Coast of the United States of America including a return Panama Canal transit, West Coast of the United States of America, Canada, Alaska and Mediterranean including transatlantic voyages between. Excluding Syria, Libya, Lebanon, Israel, Cuba, Colombia and Haiti. Subject to Institute Warranties (1/7/76) (Cl.26).

All other terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to be "C. Sturge".

**FOR AND ON BEHALF OF
HOWDEN STURGE**

Authorised and regulated by the Financial Conduct Authority