

PORT ALBERNI PORT AUTHORITY
2750 Harbour Road
Port Alberni, BC V9Y 7X2
Tel. (250) 723-5312 Fax. (250) 723-1114
www.portalberniportauthority.ca



ADMINISTRATION PORTUAIRE DE PORT ALBERNI
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PORT ALBERNI PORT AUTHORITY OFFICE COVID-19 NOTICE NOVEMBER 23, 2020

The Port Alberni Port Authority (PAPA) continues to closely monitor the evolving COVID-19 pandemic health guidelines. As always, the health and safety of our employees and the public we serve is our highest priority.

Our **PAPA Main Office** hours of operation remain Monday to Friday, excluding statutory holidays, from 8:00 am to 4:00 pm. However, **effective November 30, 2020, until further notice**, our staff will be working remotely from outside of the office on a rotating basis. Please contact the member of our management team you wish to see in advance, if possible, to ensure they are available to meet. However, if at all possible, we encourage interactions with our staff to be conducted by telephone, email or other non-in person methods that may be utilized.

Additionally, inside access to all PAPA facilities for the public, remains limited due to proper COVID-19 physical distancing guidelines. **All visitors are also required to wear masks** when entering our office or other inside public spaces in all our facilities. Please contact the member of our management team you wish to see in advance, if possible, to ensure they are available to meet.

Please visit www.portalberniportauthority.ca/en/management for our management team's direct contact points. General inquires may be made by contacting the at 250-723-5312 ext. 221 or by e-mail at info@alberniport.ca

For those wishing to submit moorage or lease payments they may do so by mailing or dropping off a cheque; by credit card via telephone at 250-723-5312 ext. 221; or by cash deposit in the main office mailbox at 2750 Harbour Road. For electronic transfer of funds please contact Leslie Martin at lmartin@alberniport.ca. Please provide your email address when making payment, by any method, as all receipts will be sent electronically. People may contact the main office by calling 250-723-5312 ext. 221 with any questions they may have.

We wish everyone good health and safety as we all work together against the spread of COVID-19