

July 15, 2015

PT Board Staff Changes

There are some new faces in the Passenger Transportation Board office. After nearly 15 years with the Board, David Watling has retired. We wish David well.

Kathy Mitten was the successful applicant for David’s position and she is now the Finance, Appeals and Operations Coordinator. Georgina Nicoll was the successful applicant for Kathy’s position and she is now the Research and Administrative Coordinator. We welcome both to their new positons.

Both Kathy & Georgina have application responsibilities. Most calls to our office will be answered by Georgina. Kathy will also process appeals of administrative penalties imposed by the Registrar. Key responsibilities are outlined below; however, there is some crossover of duties at times. Kathy and Georgina look forward to serving you.

Research and Administrative Coordinator: Georgina Nicoll	Finance, Appeals and Operations Coordinator: Kathy Mitten
<p><i>Application Files</i></p> <ul style="list-style-type: none"> • Tracks files from receipt at Board office to final decision • Prepares application summaries for publication • Seeks information on applications, if required • Sends out final decisions to applicants <p><i>Public Information</i></p> <ul style="list-style-type: none"> • Prepares the Board’s <i>Weekly Bulletin</i> to give public notice of applications, decisions and advisories. • Responds to inquiries on a variety of Board matters, including applications, reconsideration, and other Board processes • Explains legislation, regulations and Board policies to applicants, lawyers, the general public and others 	<p><i>Application Files</i></p> <ul style="list-style-type: none"> • Prepares overviews of application packages for Board members • Receives submissions and collects fees • Coordinates public hearings <p><i>Appeals</i></p> <ul style="list-style-type: none"> • Manages appeal processes including tracking appeals, responding to appellant inquiries, obtaining information from Passenger Transportation Branch, meeting legislative procedural requirements, summarizing material and providing a complete file to the Board. <p><i>Operations</i></p> <ul style="list-style-type: none"> • Administers financial and budget tracking activities for the Board