

**To: David Creery, Chief Administrative Officer**

**From: Harold de Haan, City Engineer**

**Re: Intermunicipal Transit Study**

---

**AIM**

To obtain Council approval to complete a study to investigate the possibility of an intermunicipal transit system.

**BACKGROUND**

As part of the 2025 Capital Budget deliberations, City Council approved \$100,000 to complete a Transit study. The study is to look at new routes and options to help Woodstock Transit adapt to our growing city, improve service and increase ridership. City Staff received seven proposals on July 23, 2025.

In the Request for Proposals that was posted, City Staff requested a separate cost and scope to investigate intermunicipal transit service potential within Oxford County.

**COMMENTS**

Staff have reviewed the submitted proposals and have decided to award the work for the Woodstock Transit improvements portion of the proposal to Dillon Consulting in the amount of \$97,900.00, excluding HST. This is within the approved budget of \$100,000, and as such, Council approval to award the work is not required in accordance with the Purchasing Policy. Staff will award this work to Dillon and begin work on the Transit study soon.

Since investigation of an intermunicipal transit system was not part of the original scope or approved budget, and transit service beyond the boundary of the City is beyond the current Council approved level of service, Staff requires City Council approval to award the intermunicipal portion of the proposal. The study would look at possible service locations, capital and operational costs as well as ridership estimates. Staff included this aspect of the RFP due to increased discussions at the federal, provincial and local levels regarding the need to increase public transit options that address transit service gaps. The Ontario Transit Investment Fund Program can provide capital and operating start-up funding of intermunicipal systems and then funding to assist with the gradual transition to local financial sustainability. Dillon's cost for this work is \$24, 890.00 excluding HST. It should be noted that Dillon's proposal is not dependent on the award of the intermunicipal transit portion of the proposal.

The outputs of an intermunicipal transit study will include route options and the number of stops per day, along with estimated net operating costs. This information can help inform neighbouring Councils regarding any consideration of entering into a partnership for the development of an intermunicipal transit system. The final report will be presented to City Council for a final determination of whether or how to proceed on further steps.

**ATTACHMENTS**

None

**RECOMMENDATION**

That Woodstock City Council approve the award of a study for intermunicipal transit to Dillon Consulting in the amount of \$24,890 excluding HST to be financed from the Reserve from Capital Projects.

*Authored by: Harold de Haan, P.Eng., City Engineer*

*Approved by: Harold de Haan, P.Eng., City Engineer*

*Approved by: David Creery, P. Eng, MBA, Chief Administrative Officer*