



INFRASTRUCTURE SERVICES *Staff Report*

REPORT NO: IS-2025-20

TO: Council

SUBMITTED BY: Jeff Molenhuis, P. Eng., Director of Infrastructure Services

PREPARED BY: Autumn Hergott, B.Eng., Operations Technician

REVIEWED BY: Harold O’Krafka, Acting Chief Administrative Officer

DATE: 2025-06-02

SUBJECT: **Regional Road Assumption – Oxford Road 5**

RECOMMENDATION:

THAT Report IS-2025-20 Regional Road Assumption – Oxford Road 5 be received for information;

THAT Council directs staff to facilitate the transfer of the road segment described in Report IS-2025-20 from the County of Oxford and to the Region of Waterloo; and,

THAT Council consider By-law 2025-35 being a by-law to authorize the Mayor and the Clerk to sign the appropriate land transfer documents to upload the boundary share of Oxford Road 5 to the Region of Waterloo.

SUMMARY:

This report details the transfer process of the Township’s boundary road share of Oxford Road 5 to the Region of Waterloo. Wilmot Township Council passed a motion in December 2023 requesting the upload of Oxford Road 5, and Regional Council agreed to proceed with this process in November 2024. The shared ownership with Oxford County requires a two-step transfer: Oxford County to the Township of Wilmot (Township), then from the Township to the Region. This report seeks signing authority and permission to execute immediate and future transfer documents to facilitate the remaining process.

BACKGROUND:

In the summer of 2023, The Township alongside Perth County, Oxford County and the Region initiated a safety review and study of the Punkeydoodle's Corners to identify counter measures to improve safety at the intersection. Recommendations from the study were endorsed by Oxford, Perth, and Wilmot Councils in December 2023 and works were completed in the fall of 2024.

As part of the intersection safety improvements Council passed a motion at the December 2023 Council meeting which reads as follows:

THAT Township Council formally request that the Region of Waterloo assume Wilmot's portion of Oxford Road 5 boundary obligation, including the financial obligations to repair the intersection of Perth Road 101 and Oxford Road 5 to address the inter-regional traffic issues, as well as future capital and operating costs for Oxford Road 5, as the road satisfies the Region's criteria for transfer due to its volume, traffic types and primary use for inter-regional purposes.

At the November 5, 2024, Region of Waterloo Council meeting, Regional Council approved the process to transfer the segment of Oxford Road 5 between Punkeydoodles Avenue/Oxford Road 24/Perth-Oxford Road (Regional Road No. 1) and Oxford-Waterloo Road, totaling 4.7 centerline kms.

Township staff are currently involved in ongoing discussions with the Region regarding the pending transfer of Oxford Road 5 and the associated process.

REPORT:

Oxford Road 5 is a boundary road with shared authority between the Township and Oxford County. The road, along with the division of ownership, is detailed in *Attachment 1: Oxford Road 5 Segment*. Township staff and the Region have been in discussions regarding Oxford Road 5 since 2010. As the Region expanded, the volume of traffic on this road increased resulting in more inter-regional traffic. Although Regional staff are currently in the process of finalizing an updated version of the Road Assumption Criteria Policy, they have acknowledged that Oxford Road 5 is suitable for upload. They have also indicated that transferring this segment to Regional jurisdiction would be beneficial, as it would enhance connectivity within the existing Regional road network.

Through the transfer process it was identified that the entire right-of-way for Oxford Road 5 from Bender Road to Oxford-Waterloo Road was registered in the name of Oxford County only. The Region of Waterloo requires the boundary share be transferred to the Township, and then it could be uploaded to the Region from the Township. The Region has identified that within section 52 of the Municipal Act, it outlines that an upper-tier municipality may add lower-tier highways including a boundary line highway. As Oxford County is not a lower-tier municipality under the Region, the Region requires that Oxford County's portion of Oxford Road 5 be transferred to the Township prior to the Region assuming full ownership. As such,

this report is requesting authority to execute transfer documents required now to transfer from the County to the Township, then any future documents required later to transfer from the Township to the Region. It is noted that the boundary road share

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This initiative supports the goals and strategies of enhancing Responsible Governance through Active Communications, Fiscal Responsibility, and Infrastructure Investments.

FINANCIAL CONSIDERATIONS:

There are minor legal costs required for the transfer process of Oxford Road 5. As a result of this transfer to the Region, the Township will no longer be responsible for 50% of any capital improvement expenditures related to this segment of roadway, and operating expenditures will be reconsidered in the 2026 operating budget process.

ATTACHMENTS:

Attachment 1: Oxford Road 5 Segment

Attachment 2: Draft By-law 2025-35