



Department: Public Works
Policy No: 49
Policy Title: Winterize Your Home Program
Resolution: 174/25
Date: September 17, 2025
Review Date: 2029

Policy Statement:

The Village of Alix recognizes that not all homeowners may be aware of steps to take and/or products to use for the protection and maintenance of their property during a cold Alberta winter. The Winterize Your Home Program is intended to increase awareness of how to protect your home, specifically related to the water service connection and water meter, from freezing temperatures.

Commitment to the Community

Village Council and staff recognize the important role of equitable and inclusive community outreach for the purpose of public education and the overall benefit to the community by avoiding costly infrastructure repairs.

Guidelines/Procedures:

1. Residents wanting to participate in the Winterize Your Home Program must fill out the attached Schedule A and return it to the office.
2. Administrative staff will coordinate with the resident and Public Works staff to book an appointment date and time during regular work hours for Village staff.
3. Two Public Works staff will attend the home with a kit of supplies that will be used for educational purposes only. Staff may enter onto private property during the course of the appointment, but **WILL NOT** do work on the property. “Work” includes, but is not limited to plumbing, insulating, installation of any materials, clean-up or debris removal.
4. During the appointment, an information sheet will be provided to the resident as shown in attached Schedule B.

General:

5. This program is intended to provide basic information only as it relates specifically to water service lines and water meters.
6. The Village will endeavour to work with local businesses to source materials for the supply kit related to this program so that all residents will have easy access to supplies they may need.

Mayor

CAO

Date

Schedule A

Winterize Your Home Appointment Booking

Date of Request: _____

Resident(s) Name: _____ Phone Number: _____

Civic Address: _____ Email Address: _____

Preferred dates/times (Mon-Fri, 8 am-4 pm): _____

AGREEMENT

I, _____ hereby make application to the Village of Alix for an appointment with municipal staff regarding how to winterize and protect my water meter and service connection. I do further agree that the service shall be subjected to the Guidelines stated in Policy 49; Winterize Your Home Program of the Village of Alix.

I understand and agree that:

- a) Village staff will be entering onto my property to provide information to the best of their ability. It is not to be considered 'expert advice.'
- b) The products being shown to me during the appointment are not the only products that can be used, nor does Village staff specifically endorse those products.
- c) I am responsible for the repair and maintenance and protection from freezing of any and all water pipes to / from the building to the property line.
- d) I am responsible to safeguard the water meter from damage including freezing.
- e) I will not hold the Village of Alix or its staff liable for any damage that may occur on my property as a result of the staff entering my property or due to following the advice provided.

Signature of Applicant

Accepted by the Village of Alix

Scheduled appointment date and time _____

*This information is collected under the authority of the Municipal Government Act and the Protection of Privacy Act for the purpose of participation in municipal programs. If you have any questions with respect to the collection or release of this information, please contact the Village of Alix Privacy Officer at (403) 747-2495.

Schedule B

Winterize Your Home Information Sheet

HEAT TAPE

Ensure that you have the proper type of Heat Tape for your home's water lines.

Ensure proper installation of Heat Tape. Do Not coil around pipe. Run Heat Tape along the bottom length of the pipe and along the bottom of the frost plate portion of the water meter or up the sides of the water meter.

INSULATION OF PIPES

Ensure proper installation of Insulation while being mindful of fire-retardant rating of materials being used.

Types of Insulation available: Foam, Pipe Wrap, Foil, Cotton Batton or Fiberglass.

CRAWL SPACE OPENING

Proper hatch cover for Crawl Space Opening. Hatch cover should be insulated.

Ensure proper access: make sure the area around the Crawl Space Opening is cleared during the winter for safe access.

MANUFACTURED HOME SKIRTING

Manufactured Home Skirting serves as a barrier beneath the home which provides protection against harsh weather as well as helps to prevent small animals and pests from entering the crawl space where they could damage plumbing, wiring and the homes structure.

ISOLATION VALVE

Ensure your Isolation Valve (located just before water meter) is working.

Do you have an Isolation Valve?

When was the last time your Isolation Valve was operated?

CURB STOP

Do Not drive over or park on Curb Stops.

Do you know where your Curb Stop is?

If not, Village Staff can locate the Curb Stop for you.

ANNUALLY

The Heat Tape, Insulation of Pipes, Crawl Space Opening, Manufactured Home Skirting and Isolation Valve should all be checked annually before the first frost.

This TIP sheet is provided for information purposes only. If you have any concerns or need assistance please contact a qualified contractor.