



Summer Village of South View

Administrative Policy

Number	Title			
A-TRA-BOAT-1	Boat Launch Inspection & Maintenance			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:	17-20	Resolution No:	039-2026
	Date:	January 29, 2020	Date:	February 17, 2026

1. Policy Statement

The Summer Village of South View is committed to providing a safe and well-maintained municipally controlled boat launch for residents, visitors, and staff. The boat launch shall be inspected and maintained on a regular basis to reduce the risk of injury, property damage, and environmental harm.

2. Purpose

The purpose of this policy is to:

- Establish a consistent inspection and maintenance process for the municipal boat launch;
- Identify hazards, defects, or wear in a timely manner;
- Ensure the boat launch remains safe and functional throughout the boating season; and
- Provide clear documentation of inspections through a standardized inspection report (Schedule “A”).

3. Description of Boat Launch Infrastructure

The municipally controlled boat launch consists of:

- A launch structure constructed of metal skids extending into the water;
- Metal guide railings mounted to the skids to assist with vessel alignment during launching and retrieval;
- Railings painted high-visibility yellow to enhance safety and visibility for users;
- An adjacent approach area used for vehicle and trailer access.



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4. Scope

This policy applies to all inspections, maintenance activities, and operational decisions related to the municipal boat launch owned or controlled by the Summer Village of South View.

5. Inspection Frequency

1. The boat launch shall be inspected:
 - Annually, prior to or at the beginning of the boating season; and
 - As required, following significant weather events, reported damage, or safety complaints.
2. Additional inspections may be conducted at the discretion of the Chief Administrative Officer (CAO) or designate.

6. Responsibilities

6.1 Chief Administrative Officer or Designate

The CAO or designate is responsible for:

- Ensuring inspections are completed in accordance with this policy;
- Completing or overseeing completion of the Boat Launch Inspection Report (Schedule "A");
- Identifying defects, hazards, or areas of concern;
- Determining whether repairs are required or whether all or part of the boat launch should be temporarily removed from service;
- Prioritizing repairs within the approved operating budget; and
- Maintaining inspection records.

6.2 Council

Council is responsible for:

- Approving this policy and any amendments;
- Approving budget allocations related to major repairs or replacements.



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7. Maintenance and Corrective Actions

1. Where an inspection identifies a defect, hazard, or excessive wear, the Summer Village may:
 - Repair or replace the affected component;
 - Implement temporary safety measures (e.g., barricades, signage); or
 - Close all or part of the boat launch until repairs are completed.
2. Priority shall be given to issues that pose an immediate risk to public safety or structural integrity.
3. All maintenance actions taken as a result of an inspection should be documented and retained with the inspection report.

8. Records Management

Completed Boat Launch Inspection Reports shall be retained in accordance with the Summer Village's records retention policies and may be used for risk management, budgeting, and reporting purposes.



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Schedule “A” – Boat Launch Inspection Report

Boat Launch Inspection Report

Site: Summer Village of South View

Inspector: _____

Date of Inspection: _____

Area of Inspection	Okay	Concern	N/A	Comments
Launch Structure				
Metal skids – overall condition				
Metal skids – alignment and stability				
Evidence of corrosion or metal fatigue				
Fasteners, bolts, and welds secure				
Guide Railings				
Railing alignment and integrity				
Railing securely fastened to skids				
Yellow paint visibility and condition				
Sharp edges or damage present				
Approach Area				
Surface condition (gravel/pavement)				
Adequate traction and grading				
Free of debris and obstructions				
Safety and Visibility				
Signage present and legible				
Railings clearly visible from land and water				
No exposed hazards to users				
General Conditions				



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Area of Inspection	Okay	Concern	N/A	Comments
Evidence of vandalism or misuse				
Environmental concerns (erosion, debris)				
Overall suitability for use				

Corrective Actions Required:

Recommended Action:

- No action required
- Monitor
- Repair required
- Remove from service

Inspector Signature: _____

Date: _____