



STAFF REPORT

TO: Chief Administrative Officer
FROM: Dalton Smith, Director of Cowichan Lake Outdoor Education Centre
SUBJECT: Lakeview Park Campground and Cowichan Lake Education Centre
MEETING DATE: November 25, 2025

PURPOSE

The attached 2026 operational and capital budgets for Lakeview Park Campground and the Cowichan Lake Education Center must be finalized to set the rates for the campground and Cowichan Lake Education Centre for 2026. The rates will be forthcoming to Council in the 2026 Fees and Services Bylaw which needs to be passed before the rates come into affect.

BACKGROUND

Lakeview Park Campground

Revenue projections have been provided based upon 5%, 7% and 9% increases. The rate per night is rounded to the nearest dollar and shown below the budget estimates.

A review of other campgrounds on Vancouver Island indicate that we are charging rates that are slightly higher than the median range. The campground is unique given the lakefront location. However, we have limited sites with electricity and water and do not have sewer connections.

Cowichan Lake Education Center

Revenue projections have been provided based on 5%, 7% and 9% increases. There are two types of group rates: adult and youth groups. Secured bookings, with agreements, for many repeat customers are in place from 2026 to 2029.

New for 2026 is the \$50,000 budget for succession planning.

IMPLICATIONS

- a. **Financial:** Determine 2026 operational and capital budgets for campground and Education Centre
- b. **Policy/Legislation:** Annual Fees and Services Bylaw and operational and capital budgets for inclusion in the year plan.
- c. **Strategic Priority:**
N/A
- d. **Sustainability:**
N/A
- e. **Communication:**
N/A
- f. **Staffing Implication:**
\$50,000 budget for succession planning.

Option 1 9% recommended increase in rates for Lakeview and CLEC and acceptance of the operational and capital budgets as presented.

Option 2 9% recommended increase in rates for Lakeview and CLEC and acceptance of the operational budgets as presented.

Option 3 Lower rate of increase (Council to determine) for Lakeview and CLEC and acceptance of the operational budgets as presented.

Recommendation

Option # 1 is recommended for both Lakeview Park Campground and Cowichan Lake Education Centre.

Signed:

Dalton Smith

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Director of Cowichan Lake Outdoor Education Centre and Lakeview Park Campground

Concurrence:

John T

John Thomas

Chief Administrative Officer

Lakeview Park	2025 Budget	2025 YTD Actual	2026 5%	2026 7%	2026 9%
Reservations	190,000	195,495	205,300	209,200	213,100
Walk Ins	20,000	25,052	26,300	26,800	27,300
Power Fees	34,000	38,385	38,000	38,000	38,000
Wood and ice sales	2,000	2,118	2,000	2,000	2,000
Moorage	4,000	6,587	6,000	6,000	6,000
	250,000	267,637	277,600	282,000	286,400
Office Administration Charge	10,000	10,000	11,000	11,000	11,000
CLEC Admin Charges	35,000	35,000	35,000	35,000	35,000
Summer Student Wages	77,000	97,323	87,000	87,000	87,000
Maintenance Wages	25,000	47,633	35,000	35,000	35,000
Contracted Services	8,000	9,145	9,000	9,000	9,000
PW Labour	4,000	1,593	3,000	3,000	3,000
Hydro and Electricity	8,000	6,248	7,000	7,000	7,000
Materials and Supplies	20,000	13,076	18,000	18,000	18,000
Other Expenses	12,000	9,308	12,000	12,000	12,000
Water, Sewer & Garbage	16,000	13,986	15,000	15,000	15,000
Park Attendant/ Security	25,000	20,314	22,000	22,000	22,000
Public Works Charges	1,000	1,257	1,500	1,500	1,500
Telephone	3,000	2,388	3,000	3,000	3,000
Equipment allocations	1,000	-	1,000	1,000	1,000
	245,000	267,270	259,500	259,500	259,500
Net	5,000	367	18,100	22,500	26,900

Nightly Rates - Lakeview Park	Current	5%	7%	9%
Site Fee	40	42	43	44
Tent site fee	31	33	33	34
Tent site fee (not rounded)		32.55	33.17	33.79

Cowichan Lake Education Centre

	2024 Actual	2025 Budget	2025 Actual Oct. 31	2026 5%	2026 7%	2026 9%
Revenues						
Group Revenues	477,438	441,000	454,967	501,000	511,000	520,000
Rental Income	7,800	8,000	6,600	8,200	8,200	8,200
	<u>485,238</u>	<u>449,000</u>	<u>461,567</u>	<u>509,200</u>	<u>519,200</u>	<u>528,200</u>
Expenditures - Variable						
Program Services	465	-	700	-	-	-
Kitchen Wages	86,285	86,000	89,429	90,000	90,000	90,000
Food Supplies	105,821	110,000	101,502	110,000	110,000	110,000
Custodians	56,723	57,000	70,603	62,000	62,000	62,000
Supplies	4,379	4,000	2,913	4,000	4,000	4,000
	<u>253,673</u>	<u>257,000</u>	<u>265,147</u>	<u>266,000</u>	<u>266,000</u>	<u>266,000</u>
Expenditures - Fixed						
Admin Salaries	106,487	110,000	91,244	120,000	120,000	120,000
Succession Planning	-	-	-	50,000	50,000	50,000
Wage Recoveries	- 35,000	- 35,000	- 35,000	- 35,000	- 35,000	- 35,000
Town Administration	22,000	23,000	23,000	24,000	24,000	24,000
Electricity	21,519	22,000	17,833	20,000	20,000	20,000
Heat	31,736	35,000	22,510	30,000	30,000	30,000
Telephone & other Utilities	14,757	18,000	8,288	15,000	15,000	15,000
Contracted Services	7,271	10,000	12,572	15,000	15,000	15,000
Maintenance	41,188	26,000	29,864	30,000	30,000	30,000
Public Works Charges	13,168	13,000	14,135	14,000	14,000	14,000
	<u>223,126</u>	<u>222,000</u>	<u>184,446</u>	<u>283,000</u>	<u>283,000</u>	<u>283,000</u>
Total Expenses	<u>476,799</u>	<u>479,000</u>	<u>449,593</u>	<u>549,000</u>	<u>549,000</u>	<u>549,000</u>
NET CLEC OPERATIONS	<u>8,439 -</u>	<u>30,000</u>	<u>11,974 -</u>	<u>39,800 -</u>	<u>29,800 -</u>	<u>20,800</u>
Lakeview Park Rd maintenance	<u>5,568</u>	<u>5,000</u>	<u>2,126</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
	<u>2,871 -</u>	<u>35,000</u>	<u>9,848 -</u>	<u>44,800 -</u>	<u>34,800 -</u>	<u>25,800</u>

Capital Budgets

CLEC	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget
Building - new	-	-	450,000	-	-
Grant funding	-	-	- 360,000	-	-
Flooring for dormitory	15,000	-	-	20,000	-
Interpretive Trail	25,000	-	-	-	-
Trail - External funding	- 25,000	-	-	-	-
Roof for log cabin	10,000	-	-	-	20,000
Replace mattresses	5,000	5,000	5,000	5,000	5,000
Septic System Upgrade		65,000			-
Steel Roof for old dormitory	-	-	-	-	65,000
Waterfront dock	50,000	-	-	-	-
Dock -Shared External Funding	- 25,000	-	-	-	-
	<u>55,000</u>	<u>70,000</u>	<u>95,000</u>	<u>25,000</u>	<u>90,000</u>

Lakeview Park

Electricity and water service 15 Sites	-	150,000	-	-	-
Resurfacing campsites - gravel/sand	5,000	-	5,000	5,000	5,000
	<u>5,000</u>	<u>150,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>