



Farm Products Council  
of Canada

Conseil des produits agricoles  
du Canada

Unclassified / Non classifié

Central Experimental Farm  
Building 59  
960 Carling Avenue  
Ottawa, Ontario K1A 0C6

Ferme expérimentale centrale  
Édifice 59  
960, avenue Carling  
Ottawa, Ontario K1A 0C6

December 14, 2023

Mr. Brian Bilkes  
Chairman  
Canadian Hatching Egg Producers  
21 Florence Street  
Ottawa, Ontario K2P 0W6

**Subject: Proposed amendment to the Canadian Hatching Egg Producers' Per Diems**

Dear Mr. Bilkes:

At its December 12, 2023, meeting, the Farm Products Council of Canada (Council) reviewed the proposed amendments to Per Diem included in the *Canadian Broiler Hatching Egg Producers' By-Law*, for the Chair and Directors' per diem fees.

Following a thorough review of the rationale provided in your letter of November 21, 2023, and internal analysis, Council members considered and approved the changes requested.

Should you have any questions, please do not hesitate to contact me or Lisa Melanson-Daigle, Council Secretary, by email at [fpcc.secretariat.cpac@fpcc-cpac.gc.ca](mailto:fpcc.secretariat.cpac@fpcc-cpac.gc.ca).

Sincerely,

Brian Douglas  
Chairman



November 21, 2023

**VIA MAIL**

Mr. Brian Douglas  
Chair  
Farm Products Council of Canada  
960 Carling Ave, Building 59  
Ottawa, ON  
K1A 0C6

**Re: Director Fees**

Dear Mr. Douglas,

On November 16, 2023, the Canadian Hatching Egg Producers' Finance Committee considered the current rates that CHEP provides to the Chair and Directors of the board to participate in meetings on behalf of CHEP and for travel to and from those meetings as may be required. The Committee considered blinded information that was collected from a survey CHEP conducted with similar national agricultural organizations on what rates are provided to their board of directors. As the last time CHEP had updated these per diem rates was 2023, it was determined that current rates have not kept pace with inflation of past years and required an increase which is now reviewed annually by the Finance Committee.

Annual inflation was considered by the Committee as calculated by the Consumer Price Index as published by the Bank of Canada. An annual index to the CPI would indicate that current rates should be increased by 4% for both the Directors and for the Chair.

The CHEP Board of Directors Committee supported the recommendation by the Finance Committee and on November 16, 2023 approved the following increases:

- Director Per Diem from \$425 to \$442
- Chair Per Diem from \$475 to \$494



The above rates would be applied to a meeting of three hours or more, with a half day rate applied to any meetings attended that are scheduled for less than three hours. Similarly, travel time will be reimbursed at the full day rate when travel exceeds four hours and at the half day rate when it is less than four hours. Directors and the Chair will be entitled to an additional half day per diem (\$221. and \$247. respectively) when travel is required outside of North America to account for additional travel time required or when a travel delay outside of their control of two hours or more is experienced.

CHEP is requesting the Farm Products Council of Canada's prior approval of the above increases to director fees.

Beginning in 2024, CHEP will be considering these and other compensation rates provided on an annual basis to coincide with the budgeting cycle. This analysis will continue to use both a blinded survey to similar organizations to ensure a market rate is being provided as well as an annual CPI from the Bank of Canada. As expectations on inflation have changed considerably in the past year, this approach is expected to ensure that CHEP's rates remain more current moving forward.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Tim Lambert  
Interim Executive Director