



Farm Products Council  
of Canada

Conseil des produits agricoles  
du Canada

Central Experimental Farm  
Building 59  
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Ottawa, Ontario K1A 0C6

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

May 16, 2024

Mr. Scott Dingwell  
Chair  
Canadian Pork Promotion-Research Agency  
900 – 220 Laurier Avenue West  
Ottawa, Ontario K1P 5ZP

**Subject: Proposed Amendments to the Pork Promotion – Research Agency Per Diem Rates**

Dear Mr. Dingwell,

At its May 15, 2024, meeting, the Farm Products Council of Canada (Council) reviewed the proposed amendments to the Canadian Pork Promotion-Research Agency Per Diem Rates for the directors.

Following a thorough review of the rationale provided in your letter of April 30, 2024, 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  
Chair

## PPRA PER DIEM POLICY FOR 2024

1. The per diem allowance of \$299 per day for directors serving on the Pork Promotion – Research Agency Board shall be paid for full day in person meetings as follows:
  - (a) Attendance at meetings of the Board of Directors, Executive Committee, or such other meetings as may be assigned by the Chair and/or the Executive Director of the PPRA;
  - (b) Attending committee meetings of the Agency and non-Agency meetings as delegated by the Executive Committee; (Where per diem allowances and/or expenses are provided by the committee in question, the PPRA members would claim same from the committee instead of the PPRA.)
  - (c) The daily rate will apply to time in transit to undertake these functions as described above with travel by the most direct means.
2. The PPRA will provide per diem allowance to the nearest half-day for time spent for telephone conference calls and online meetings organized and/or approved by the PPRA. The per diem for a **half-day is \$129**.
3. Members of the PPRA Board will receive per diems for participating in Members meeting. Virtual meetings will be allocated a half-day allowance whereas in-person meetings will be allocated a full day allowance.
4. Members of the PPRA Board are responsible for filling out the per diem allocation forms and submitting them to the Agency staff for remittance along with personal information for the T4.

5. The per diem rate will be equal to that used by the Canadian Pork Council.
6. Consistent with the CPC model, the per diem amount will be adjusted annually based on the year-over-year percentage change for the fourth quarter of the prior year (e.g., Q4/21 to be used for 2022) of Statistics Canada's Consumer Price Index for Ontario, rounded to the nearest dollar.