



**COMMITTEE CHAIR  
TERMS OF REFERENCE**

**Approved by the Board on November 9, 2023**

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**PLAZA RETAIL REIT**  
**(“Plaza” or the “Trust”)**

**COMMITTEE CHAIR**  
**TERMS OF REFERENCE**

These terms of reference describe the appointment, role and responsibilities of the chair (“**Chair**”) of each standing committee (“**Committee**”) of the board of trustees (the “**Board**”) of Plaza.

**PART I**  
**APPOINTMENT & QUALIFICATIONS**  
**OF COMMITTEE CHAIRS**

**1. Appointment**

The Board shall appoint or re-appoint (as the case may be) the Chair of each Committee on an annual basis from among the members of the Committee. The Chair of each Committee shall be appointed at the first meeting of the Board following each annual meeting of unitholders, to continue in office until the next such meeting. If, in any year, the Board does not appoint a Chair of each Committee, the incumbent Committee Chair shall continue in office until a successor is appointed.

**2. Qualifications**

Each Committee Chair shall:

- (a) be an “independent” trustee for the purposes of and pursuant to the mandate of the Board; and
- (b) meet all criteria required for members of the Committee of which he or she is Chair, as contained in the charter of the Committee.

**3. Removal and Vacancy**

A Committee Chair may be removed and replaced at any time by the Board. The Board shall fill vacancies in Committee Chair positions by appointment from among the members of the Committee or from among the other members of the Board, subject to the qualifications for Committee Chairs provided above.

**PART II**  
**COMMITTEE CHAIR RESPONSIBILITIES**

**4. General Responsibilities**

A Chair of a Committee is responsible for the management and effective performance of the Committee and provides leadership to the Committee in fulfilling its mandate and any other matters delegated to it by the Board. This includes organizing the Committee to function independently of management and setting the

“tone” for the Committee and its members so as to foster ethical and responsible decision-making and best practices in governance.

## **5. Specific Responsibilities**

The Chair of a Committee shall have specific responsibility for:

- (a) ensuring that the Committee has an opportunity to meet without management present;
- (b) determining, in consultation with the Committee and management, the times and places of the meetings of the Committee;
- (c) managing the affairs of the Committee, including ensuring that the Committee is organized properly, functions effectively and meets its obligations and responsibilities under its charter;
- (d) leading the Committee in annually reviewing and assessing the adequacy of its charter and implementing improvements;
- (e) reporting regularly to the Board on the activities of the Committee and on any significant deliberations and discussions by the Committee, as well as on the Committee’s conclusions and recommendations with respect thereto;
- (f) co-ordinating with the General Counsel & Secretary of the Trust to develop and set the Committee’s agenda to ensure that all appropriate matters are brought forward to the Committee and that appropriate members of senior management are available to present to the Committee and address any matters the Committee determines necessary;
- (g) providing advice and counsel to the President & Chief Executive Officer and other senior members of management in areas within the Committee’s mandate;
- (h) presiding as chair of each meeting of the Committee and facilitating full participation and discussion by Committee members at meetings;
- (i) leading the Committee in monitoring the effectiveness of the Committee as a whole;
- (j) communicating with all members of the Committee to co-ordinate their input and ensure their accountability;
- (k) providing appropriate guidance to individual Committee members in discharging their duties; and
- (l) where applicable, and with the assistance of the General Counsel & Secretary of the Trust, ensuring that the Committee meets its obligations under applicable securities laws and stock exchange rules.

**6. Non-Exhaustive List**

The foregoing list of responsibilities is not exhaustive, and the Chair of each Committee may, in addition, perform such other functions:

- (a) as may be ancillary to the duties and responsibilities described above; and
- (b) as may be delegated to the Chair by the Committee or the Board from time to time.

The Chair of each Committee shall have the power to delegate his or her authority and duties to an individual member of the Committee as he or she considers appropriate.

**PART III  
REVIEW PROCESS**

**7. Review of Terms of Reference**

The Governance and Compensation Committee will review these terms of reference at least annually and recommend any changes it considers necessary or desirable to the Board for consideration and approval.