


# Primaris REIT

## Position Description
## Chief Executive Officer

Primaris

# PURPOSE OF THIS POLICY

The Chief Executive Officer ("**CEO**") is responsible for developing and implementing the vision and strategic plan for the long-term growth of Primaris Real Estate Investment Trust (the "**REIT**") and building & leading an executive team to deliver superior performance. This includes generating stable, growing cash distributions, and enhancing assets and unit value for investors. The CEO is responsible for all activities of the REIT and directly reports to the Board of Trustees of the REIT (the "**Board**").

Additional responsibilities of the CEO include, but are not limited to, the following:

# PLANNING

- Collaborate with the Board to define and articulate the REIT's long-term strategy and vision and to develop strategies for achieving that vision and creating unitholder value.
- Develop and monitor strategies to ensure the long-term financial viability of the REIT.
- Design a growth plan for the REIT, including acquisition opportunities that will permit the REIT to meet its growth targets while maintaining a focus on high-quality properties.
- Oversee a financial strategy/structure that will fund the growth of the REIT and allow it to meet all financial obligations with an appropriate balance of risk management.
- Working together with the President and COO, develop and recommend for the Board's approval the annual business plans and budgets that support the REIT's long-term strategy.
- Develop an investor relations plan to promote the REIT in the marketplace.

# MANAGEMENT

- Together with the President and COO, provide leadership to and support, motivate and engage the employees of the REIT.
- Together with the President and COO, promote a culture that reflects the REIT's values, encourages good performance, and rewards productivity.
- Ensure that the Board remains fully informed through direct communication with the Chair of the Board and the Board on all significant matters, and deal with the Board in a manner that ensures that the Board is able to provide the best counsel and advice possible.
- Oversee the REIT to ensure its compliance with legal and regulatory requirements.

- Develop succession plans for senior management which will reflect consideration of the REIT's Diversity Policy.

## FINANCIAL MANAGEMENT

- Together with the President and COO, develop annual budgets and business plans that support the REIT's operating plans.
- Provide regular, thorough, and accurate information to keep the Board appropriately informed of the REIT's financial position.
- Provide effective oversight of operations to ensure highly effective revenue generation and efficient property and corporate expense management.
- Establish, maintain, and supervise the design of appropriate disclosure controls and procedures and internal controls over financial reporting.

## BUILDING RELATIONSHIPS

- Together with the President and COO, serve as a primary spokesperson and representative for the REIT.
- Ensure that the REIT and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders.
- Actively advocate for the REIT.
- Act as a liaison between the REIT and the industry, building relationships with peer organizations.
- Build and maintain effective relationships with the retail and institutional investor community.

## PROGRAM EFFECTIVENESS

- Oversee design, delivery, and quality of programs and services.
- Stay abreast of current trends related to the REIT and anticipate future trends likely to have an impact on the REIT and its plans.
- Collect and analyze evaluation information that measures the success of the REIT's program efforts and refine or change programs in response to such information; and
- Advocate and promote organizational changes related to the REIT's vision and mission.