

# **RELATED PARTY TRANSACTIONS COMMITTEE CHARTER**

This Charter establishes the purpose, composition, responsibilities and operations of the Related Party Transactions Committee (the "Committee").

## 1. PURPOSE

The Committee shall review all material related party transactions (RPTs) of the Corporation and ensure that said transactions are conducted fairly and at arms' length.

### 2. COMPOSITION

The Committee shall be composed of at least three (3) non-executive directors, majority of whom, including the Chairperson, shall be independent. The Corporate Secretary shall be the Committee Secretary, unless otherwise determined by the Committee.

#### 3. DUTIES AND RESPONSIBILITIES

In pursuit of its purpose, and so authorized by the Board of the Directors (the "Board"), the Committee shall:

- **3.1** Evaluate and monitor existing relations between and among businesses and counterparties to ensure that all related parties are continuously identified;
- **3.2** Review and evaluate all material RPTs in accordance with the following:
  - **a.** The related party's relationship to the Corporation and interest in the transactions;
  - **b.** The material facts of the proposed RPT, including the proposed aggregate value of such transaction;
  - **c.** The benefits to the corporation of the proposed RPT;
  - d. The availability of other sources of comparable products or services; and

- **e.** An assessment of whether the proposed RPT is on terms and conditions that are comparable to the terms generally available to an unrelated party under similar circumstances.
- **3.3** Ensure that appropriate disclosures are made and/or information is provided to regulating and supervising authorities;
- **3.4** Regularly report to the Board, the Committees' activities, findings, decisions, deliberations and recommendations;
- **3.5** Oversee the implementation of the system for identifying, monitoring, measuring, controlling and reporting RPTs, including a periodic review of RPT related policies and procedures.
- **3.6** The Committee, may at any time ask for a review of any related party transaction. This is to ensure that integrity of related party transactions is maintained at all times.

## 4. OTHER RESPONSIBILITIES

- **4.1** Perform other activities related to this Charter as requested by the Board;
- **4.2** Review and assess the adequacy of the Committee Charter annually, requesting Board approval for any proposed changes, and ensure appropriate disclosure as may be required by law or regulation; and
- **4.3** Evaluate the Committee and individual member performance on a regular basis.

Updated : February 2021