



# METROLAND - EMPLOYEE FAQ (Affected Employees)

---

Metroland Media Group Ltd. (“**Metroland**” or the “**Company**”) is undergoing a restructuring process (the “**Proposal Proceedings**”). To provide additional information to employees who have been dismissed as a result of the Proposal Proceedings (the “**Affected Employees**”), answers to several important questions have been summarized below.

\*Please note that this document is not a substitute for reading materials filed in association with the ongoing proceedings. All public documents related to the Proposal Proceedings can be found at: [www.GrantThornton.ca/Metroland](http://www.GrantThornton.ca/Metroland). Please read these documents in their entirety.

## A. Why are you doing this? Why now? What caused your financial difficulties?

Metroland has faced substantial declines in both print advertising and the flyer business over the past several years, to the point where the community newspaper business is no longer viable in printed form. We simply don’t have the financial resources required to fund large, sustained operating losses indefinitely.

Our community presence needs to transition to digital in order to provide quality journalism with a lower delivery cost structure.

We continue to see strength in our regional daily newspapers, which benefit from the continued support of our advertisers and subscribers.

## B. What is happening?

Metroland has commenced a formal restructuring process under the *Bankruptcy and Insolvency Act* (Canada) (the “**BIA**”). It has filed a Notice of Intention to Make a Proposal (“**NOI**”) which is the first step in developing a restructuring plan (known as a “**Proposal**”).

## C. Who is Grant Thornton Limited

Grant Thornton Limited will be appointed as the proposal trustee (the “**Proposal Trustee**”) to assist Metroland in its efforts to restructure its business and its operations.

## D. What am I in this process?

During the Proposal Proceedings, Metroland is referred to as a “debtor”. Affected Employees, as well as other impacted stakeholders, are referred to as “creditors”.

## E. Will Affected Employees be paid termination pay or severance pay?

Generally, when an employee in Ontario is dismissed from their job, they receive notice of termination (or pay in lieu thereof) and, in some instances, severance pay under the Ontario *Employment Standards Act, 2000* (the



“ESA”). The value of termination pay and severance pay (if any) depends on an employee’s length of service, among other factors.

However, due to the Company’s financial circumstances, the Company does not have sufficient funds to pay termination pay or severance pay. Affected Employees will have the opportunity to file a claim in the course of the restructuring process for the amounts that they are owed by Metroland at law. There will be further communications made to Affected Employees in the future to enable them to file a claim in the Proposal Proceedings. In order for the Proposal to be endorsed by the Proposal Trustee, the Proposal will need to provide creditors with a recovery greater than what they would receive in a bankruptcy process.

**F. Do I need to return company equipment?**

Yes. Your HR Representative will be reaching out to you to make arrangements to send out a courier to pick up all company equipment. If you prefer to deliver your company equipment to an office location, please let your HR Representative know.

**G. Can I keep my company phone and port my phone number?**

You must return your company cell phone as it is considered Company equipment. All cell phone service will end on September 28, 2023. If you have a Company iPhone, please disable your passcode and sign out of your Apple iCloud account (please reach out to your HR Representative if you need instructions on how to do this).

If you wish to keep the company cell phone number, please contact [hrcustomerservice@metroland.com](mailto:hrcustomerservice@metroland.com).

Phone porting will be available from Telus on September 19 to September 24<sup>th</sup>.

**H. When will I receive my last pay?**

You will receive your final pay on Friday September 29, 2023, which will include your wages and commission (if applicable) for your last week worked (September 11 to September 15).

**I. When will my outstanding vacation be paid?**

All outstanding vacation balances will also be paid on Friday, September 29, 2023.

**J. Will my float days be paid out?**

No, float days will not be paid out.

**K. When will my benefits end?**

All benefits (as applicable), including health and dental benefits, Short Term Disability, Long Term Disability, Life Insurance, Optional/Critical life insurance and participation in the CAAT pension plan will end effective the last day of the month of your last day at work.

**L. How long can I access EFAP services?**



You will continue to have access to the Employee and Family Assistance Program (“EFAP”) until December 31, 2023 through Homewood Health. The EFAP provides immediate and confidential help for any work, health, or life concern. You can contact them at 1-800-663-1142 or at Homeweb.ca. Please see the attached brochures for more information.

**M. Can I convert my health benefit plan and life insurance to a private plan?**

Yes. You have the option to convert your Sun Life Group benefits to a private plan at your personal cost. Beginning September 15, 2023, you will have 31 days to convert your guaranteed life insurance coverage and 60 days for other insurance coverage, without providing medical. If you are interested in learning more, please contact The Sun Life Client Solutions Centre at 1-877-893-9893 or see the attached brochure. You will need your policy and member ID information ready. If you require assistance or have questions related to benefits, please contact the HR Services Team at [hrcustomerservice@metroland.com](mailto:hrcustomerservice@metroland.com)

**N. If I am enrolled with CAAT, what happens with my pension plan?**

CAAT will be notified of your departure date and a package outlining your options will be mailed directly to your home address. Please refer to the attached CAAT FAQ for more information.

**O. Will Affected Employees receive their Record of Employment (“ROE”)?**

ROEs will have been uploaded electronically to Service Canada for all Affected Employees after final payments are issued and you can view them at your My Service Canada account.

**P. Should I wait to apply for Employment Insurance (“EI”) Benefits?**

No. You should apply for EI Benefits immediately after your employment is terminated.

**Q. Is there a reference number required to apply for Employment Insurance Benefits?**

In this case, there is no reference number required to apply for EI Benefits.

**R. How can I access my pay stubs and T4s?**

You will continue to have access to the company intranet where you will find your paystubs as well as your T4’s. If you have any concerns or questions about access, please email the HR Service Centre at [hrcustomerservice@metroland.com](mailto:hrcustomerservice@metroland.com).

**S. Who should I contact if I have questions about payroll, benefits, or pension?**

If you have questions, please do not hesitate to contact the HR Service Centre at [hrcustomerservice@metroland.com](mailto:hrcustomerservice@metroland.com)

**T. Are all Metroland employees being dismissed?**



Regrettably, the majority of employees related to the weekly newspapers and flyer business are being dismissed. In addition, there are employees in other divisions that will be dismissed as part of the restructuring as well. There are certain employees that have been retained in order to maintain some of the operations as well as to assist with transitioning or closing the businesses.

**U. How do I retrieve my personal belongings from the Company?**

Employees can reach out to [hrcustomerservice@metroland.com](mailto:hrcustomerservice@metroland.com) to schedule a time to retrieve personal belongings.

**V. When will Affected Employees receive details of the Proposal?**

Details of the Proposal will be shared with all creditors of the Company at the same time. The Company anticipates making a Proposal to its creditors within 30 days of filing the NOI, however, an extension may be required if the Company requires additional time.

Once the Proposal is filed, it will be sent to all creditors, including Affected Employees, together with the Proposal Trustee's Report on the Proposal. At that time, the Company intends to also provide you a calculation of your entitlements to ESA termination pay and severance pay (if any).

**W. Where can I find resources to support my job search?**

We have provided some helpful resources below, and Homewood EFAP services provides addition support with career or job planning.

- <https://on.jobbank.gc.ca/home>
- <https://toronto-jobs.org/>
- <https://www.linkedin.com>
- <https://ca.indeed.com/>

September 15, 2023