



# METROLAND - EMPLOYEE FAQ (Retained Employees)

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To provide additional information regarding the restructuring process, answers to several important questions have been summarized below.

## A. What is happening?

Metroland Media Group Ltd. (“**Metroland**” or the “**Company**”) has commenced a formal restructuring process under the *Bankruptcy and Insolvency Act* (Canada) (the “**BIA**”). It is in the process of filing a Notice of Intention to Make a Proposal (“**NOI**”) which is the first step in developing a restructuring plan (known as a “**Proposal**”). This process is referred to as “Proposal Proceedings”.

### A. How will Metroland’s Notice of Intention filing affect my employment?

The Company is continuing its ongoing business operations, albeit on a smaller scale. All retained employees should expect minimal if any change to day-to-day responsibilities at this time. The Company will continue to pay all retained employee wages, salaries, and benefits as usual during the Proposal Proceedings while employees remain with the Company. Decisions regarding employment and operations will continue to be made by the Company.

## B. Are employees being dismissed as a result of the Proposal Proceedings?

Yes, regrettably, a significant number of employees have been dismissed as part of the Proposal Proceedings.

## C. What should I do now?

The most important way in which you can help the Company is by continuing to focus on your normal responsibilities while the Company undertakes the Proposal Proceedings. The Company intends to present a Proposal to its creditors, included to the affected employees who were dismissed as a result of the Company’s financial condition and as part of these Proposal Proceedings.

Your continued support and dedication are important to the Company’s efforts and its future.

## D. What will happen to my wages, salaries, and benefits?

The Company will continue to pay retained employee wages, salaries, and benefits, without interruption while they remain employed with the Company.

## E. Do I still earn vacation days? Am I still allowed to take paid vacation?

Yes, you should continue to speak to your supervisor with regard to vacation policies and procedures. As always,



vacation is subject to management approval and operational needs.

**G. How much information about the Proposal Proceedings is publicly available? How will I be kept informed of developments during the Proposal Proceedings?**

The Proposal Proceedings are a public process and additional information, including any court materials, will be made available by Grant Thornton Limited and can be found at: [www.GrantThornton.ca/Metroland](http://www.GrantThornton.ca/Metroland).

Grant Thornton Limited will be appointed as the proposal trustee (the "Proposal Trustee") to assist Metroland in its efforts to restructure its business. It will provide periodic updates on the progress of the Proposal Proceedings and key developments directly to employees when possible.

**H. What should I do if a member of the press, a vendor, a customer or an interested third party approaches me for comment about Metroland?**

If you receive any inquiries from the media, please do not make any comment. Metroland's Senior Management Team will provide interested parties an official response on behalf of the Company.

- Please refer all inquiries from media, as well as from suppliers, customers, or other interested parties to [Media@Metroland.com](mailto:Media@Metroland.com). Please inform your supervisor of the request.
- Please refer all inquiries from creditors to the Proposal Trustee at [Metroland@ca.gt.com](mailto:Metroland@ca.gt.com).

**I. What should I do if I have other questions?**

For every-day business questions, you should continue to speak to your supervisor, or any member of the Company's Senior Management Team. To the extent that they are unable to answer your questions, you can reach the Proposal Trustee at [Metroland@ca.gt.com](mailto:Metroland@ca.gt.com).

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