

Portfolio Highlights

Lynne Olver
Communication Consultant
 Corporate and financial | ESG and Sustainability

1. Annual and board reporting

Projects	My role
<p>Disclose annual financial and investment results in an engaging manner for key stakeholders</p>	<ul style="list-style-type: none"> • Wrote copy for Southwest Gas Holdings' 2024 Annual Report • Wrote copy for Export Development Corp.'s 2023 and 2022 integrated annual reports • Drafted MD&A for Ontario Pension Board's 2023, 2022, 2021, 2020, 2019, 2018 and 2017 annual reports • Edited and/or drafted BC Investment Management Corp. (BCI) F2021 and F2020 corporate annual reports • Drafted Canada Infrastructure Bank's 2020-21, 2019-2020 and 2018-19 annual reports • Drafted Investment Management Corp. of Ontario (IMCO) 2022, 2021, 2020, 2019 and 2018 annual reports • Drafted Stewardship Ontario's 2021, 2020, 2019, 2018, 2017 and 2016 annual reports • Drafted Automotive Materials Stewardship's 2021, 2020 and 2019 annual reports • Drafted content for Ontario Teachers' Pension Plan (OTPP) 2017, 2016, 2015, 2014 and 2013 annual reports
<p>Deliver high-quality information to board members on enterprise risk management program, information security, budgeting, and operations</p>	<p>Streamlined complex subject material to provide board members with sufficient written information (reports, memos) to fulfill their oversight role. Liaised with executives and consultants to ensure relevant, accurate content.</p>
<p>Help asset managers clarify strategic and business plans for internal audiences (board, employees)</p>	<p>Drafted and/or edited confidential business plans and corporate plans for major institutional investors, as well as summaries for public audiences</p>

2. ESG / investment / sustainable investing communication

Projects	My role
<p>Help public and private-sector financial institutions and investment managers describe their climate strategies and/or communicate broader ESG actions and outcomes</p>	<ul style="list-style-type: none"> • Wrote copy for Montrusco Bolton's 2024-25 Responsible Investment Report • Wrote copy for IMCO's 2023 Sustainability Report • Provided writing and editing support for Glasgow Financial Alliance for Net Zero (GFANZ) Recommendations and Guidance for Financial Institution Net-zero Transition Plans • Developed written content for Mackenzie Investments' 2021 Sustainable Investing Report • Developed written content for Loomis Sayles' 2021 Sustainability Report • Wrote OTPP's 2020 Responsible Investing and Climate Change Report • Edited and/or proofed copy for BCI's 2021 ESG Report and Supplemental Case Studies, and 2020 ESG Report • Edited copy for IMCO's (inaugural) 2021 ESG Report • Edited and/or drafted OTPP's 2019 and 2018 Climate Change Reports • Drafted and/or edited OTPP's 2019, 2017 and 2016 Responsible Investing reports
<p>Explain complex responsible investment principles and activities to a non-investment audience</p>	<ul style="list-style-type: none"> • Drafted key messages on issues and internal Q&As on ESG factors for OTPP members • Drafted ESG website content (Export Development Corp., OTPP and Ontario Pension Board)

3. Executive speechwriting

Projects	My role
<p>Produce board member and C-suite speeches, remarks, video scripts and talking points for conferences, Parliamentary committees, annual meetings and internal events</p>	<ul style="list-style-type: none"> • Interviewed speakers and other subject matter experts for context and input • Developed key messages, outlines, scripts and remarks, and revised within short deadlines

4. External / stakeholder communication

Projects	My role
Modernize the management circular for a publicly traded financial services company	Drafted highlights pages (front section) of proxy circular to make information more accessible / concise, and advised on summarizing detailed content
Support the Chair and executives of a new federal Crown corporation in all aspects of external communication	Drafted the organization's first strategic communication plan, website content, speeches, briefing notes, presentations, standard responses to inquiries and custom responses to trade media
Help a global consulting firm bolster its thought leadership position in the cyber security advisory field	Drafted the firm's first Canadian cyber security report for national marketing campaign
Produce economic news releases and fact sheets for a major Canadian bank	Reviewed draft economic reports from subject matter experts and synthesized messages and key points for media audience within short timeframes

5. Internal communication

Projects	My role
Support the executives of a new federal Crown corporation in drafting five-year corporate plan for shareholder approval	<ul style="list-style-type: none"> • Worked closely with executive team to plan organization and content of five-year corporate plan • Drafted and edited key sections discussing corporate strategy and objectives, investment environment, risk management, capital and operating budgets • Redacted document to produce public-facing version
Communicate progress on strategic projects to national law firm partners and business staff	Produced informative, engaging content about law firm's strategic plan and related projects for intranet, email newsletters, newsmagazine, Town Halls and executive video
Raise employee awareness of enterprise risk management program	Produced news articles, report summaries, interactive quiz, video and online brochure to inform employees of their role in managing business risks

6. Issues management

Projects	My role
Ensure board members and executives are fully briefed on corporate and investment issues before key events	Synthesized legal, investment and pension issues into briefing note for executives and board chair
Provide accurate, consistent responses to external inquiries	Responded in timely, consistent fashion to external inquiries for major Ontario pension plan and federal Crown corporation
Support the Chair and executives of a new federal Crown corporation in all aspects of external communication before the organization hired full-time public affairs / communication staff	Drafted the corporation's first briefing book as well as its first issues management plan, which included action plans and approaches to manage reputation risk in specific scenarios