

Appendix A - Measurement Criteria for the Risk Assessment Tool - DRAFT - May 21, 2024

Probability						
Rating - Descriptor	1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain	
Description - Frequency or approximate probability	May only occur in certain conditions. Every 10 + years or 0% to 10%	Could occur some time. Every 5 to 10 years or 10% to 40%	Might occur at some time. Every 3 to 5 years or 40% to 60%	Will probably occur in most circumstances. Every 2 to 3 years or 60% to 90%	Almost certain to occur. Annually or more frequently or 90% to 100%	
Consequence						
Rating - Descriptor	1 - Minimal	2 - Minor	3 - Moderate	4 - Major	5 - Severe	
H&S	Health & Safety - injuries to staff, public or vendors	No treatment required	Minor injury requiring medical treatment	Serious injury requiring medical treatment	Permanent disability or widespread illness	Death
Damages & Liability	Legal Liability - incur \$ (claims, lawsuits etc)	< \$25K	\$25K-100K	\$100K-250K	\$250K-1M	> \$1M
	Physical Assets - replacement of	Replaceable worth < \$25k	Replaceable worth \$25k-100k	Replaceable worth \$100k-250k	Replaceable worth \$250k-1M	Replaceable worth over \$1M or significant asset is irreplaceable
	Environment - damage to	Negligible event, non-permanent impact requiring no clean-up measures	Minor event, non-permanent impact requiring very little clean up effort @ \$25K-100K	Major event, some permanent impact requiring moderate clean-up effort @ \$100K-250K	Major event, some permanent impact requiring extensive clean-up effort @\$250K-1M	Severe event, permanent impact requiring significant clean-up @ > \$1M
Operational Impact	Quality - Impact or disruptions to overall quality of service delivered **	Limited impact to quality of discretionary service	Moderate or localized impact to quality of discretionary service OR Limited impact to quality of <u>essential</u> service or a <u>major</u> project	Serious disruption to quality of discretionary service OR Moderate or localized impact to quality of <u>essential</u> service or a <u>major</u> project	Inability to provide an <u>discretionary</u> service OR Significant, sustained impact to quality of <u>essential</u> service or a <u>major</u> project	Inability to provide an <u>essential</u> service or complete a <u>major</u> project.
	Budget - cost overruns for service or project	< \$25K	\$25K-100K	\$100K-250K	\$250K-1M	> \$1M
	Funding - loss of <u>external</u> funding (eg grants, leasing revenue, user fees)	< \$25K	\$25K-100K	\$100K-250K	\$250K-1M	> \$1M
Regulation & Reputational Impacts	Public Trust / Media Attention - negative attention	Limited attention by media	Local media coverage, department official fielding media questions	Regional media coverage, significant impact on public confidence that damages Town's image	National or Provincial media coverage, external agency inquiry, major impact on public confidence that is difficult to regain	Significant National or Provincial media coverage, external agency criminal investigation, sustained serious loss of confidence in management of Town
	Governance - management oversight	Some unfavourable comments by governing body (I.e. Management or Council)	Criticism by governing body (I.e. Management or Council)	Request for change recommendations by governing body (I.e. Management or Council)	Senior governing body demanding immediate changes to status quo (I.e. Federal or Provincial)	Senior governing body imposing temporary leadership (I.e. Federal or Provincial)
	Legislative - violation of legislation	Infraction of legislation with limited penalties (under \$25k)	Minor infraction of legislation (\$25K-100K)	Moderate infraction of legislation (\$100K-250K)	Major violation of legislation with significant penalties (\$500k-\$1M), high profile trial	Multiple major violations of legislation with significant penalties (over \$1M), public inquiry & high profile trial

****Note:** Evaluate small & med. project risks based on impact to affected discretionary or essential service.