

# Risk Assessment Process Framework

## 1 Vulnerability Assessment

This was completed through an online questionnaire before the risk workshop to determine any low-vulnerability impacts that could be removed, and to identify any missing impacts or gaps. The impacts that move forward from the vulnerability assessment are brought to a risk assessment workshop.

## 2 Risk Assessment Workshop

This workshop brings together a variety of internal stakeholders and community partners to collectively assess risk (through a function of likelihood and consequence). The purpose of this broad and inclusive risk assessment is to bring together a variety of perspectives with a variety of expertise working across all urban systems (built, natural, social, economic).

## 3 Post-Workshop Analysis

The completed worksheets from the risk assessment workshop are reviewed by ICLEI staff. Any impacts that were not reviewed by a table require further attention, as well as any impacts that received a score of 1 or 5 (lowest or highest) in any category. Often these are impacts that received a low score in the "environmental criteria" portion of the consequence tables.

## 4 Identifying Subject-Matter Experts

ICLEI works with our local contact to determine who we should contact for more information on the impacts/risks that require further attention. This may be someone within the municipality who understands that impact and the consequences it might have, or it may be someone working locally or within the broader region or province with an understanding of a particular issue.

## 5 Additional Risk Assessment Meetings

ICLEI staff will then connect with the identified subject matter experts to discuss the identified impacts/risks. These meetings will be an opportunity to present how the risk was analyzed to date and what outstanding questions remain relative to the impact. The expert will weigh in on the consequence of that impact from their perspective and offer their opinion on what the consequence ranking of that impact could be.

## 6 Analysis of Risk Assessment Findings

ICLEI staff will combine the results of these additional meetings with those from the initial risk assessment workshop. This will be done in concert with the municipal partner who can weigh in on whether anyone else should be consulted before determining the final risk score. Another round of risk assessment meetings can occur at this point if there are still outstanding questions or concerns related to the risk ranking or consequence scores.

## 7 Final Presentation of Risk Ratings

The final risk rankings will be compiled in a report that highlights the highest ranking risks, and includes a full list of risk ratings. The highest ranking risks will move forward into the planning stage, which will take place in the fall.