MIDAS

## Municipal Information & Data Analysis System

Benchmarking

It's an important part of municipal management, but often time consuming and resource intensive.

MIDAS

The Municipal Information & Data Analysis System is a web-based tool that instantly converts the raw Financial Information Return data of Ontario municipalities into meaningful reports, making benchmarking exercises convenient and fast. Report results can also be visually interpreted through a powerful Geographic Information System.

AMO
Association of Municipalities of Ontario
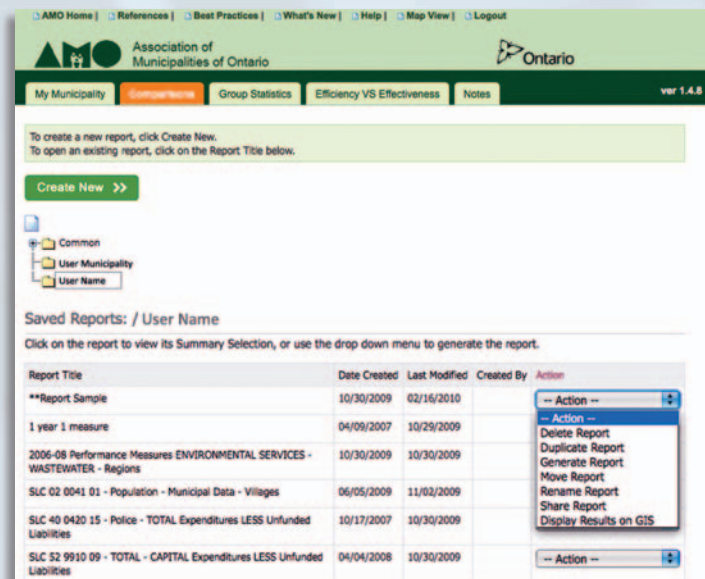
Overview
The MIDAS *Data Query & Analysis Tool* opens with the Report Wizard home page.

Quick Links
MIDAS provides links to the **AMO** website, a variety of **References**, **Best Practices**, **What's New** items, online **Help**, and quick access to the GIS component via **Map View**.

Reporting Tabs
MIDAS provides five types of reports. The currently selected reporting tab is displayed in orange and hovering over each tab will display its description.

Report Folders
There are three levels of reporting folders: the common folder, accessed by all municipalities; the municipal folder, accessed by all users within your municipality; and your personal folder, accessed only by you.

Saved Report Actions
Reports can be deleted, duplicated, generated, moved, renamed, shared or have their results displayed on a map by selecting an action in the row of the appropriate report. Note that the options available will depend on your user role and the report folder selected.

Create New
Clicking this button starts the Report Wizard for the selected report type. Follow the step by step instructions to create a custom report.

## Report Wizard - Creating a Report

Select Year(s)
The first step in creating a report is to select the year(s). When more than one year is selected the most current year will determine the schedules, lines and columns available (in the next step) in the event there are schedule differences between the years selected.

Select Schedule(s)
The next step in creating a report is to select the desired variables and/or measures. The entire set of Financial Information Return (FIR) schedules, including the Municipal Performance Measurement Program (MPMP) data, is listed in numerical order. Each schedule can be expanded into sections, sub-sections, then rows/columns as applicable to its worksheet structure.

Select the variable/measure then use the down arrow to move it into the **Selected** box. Repeat until all desired lines are selected then click **Next** to proceed.
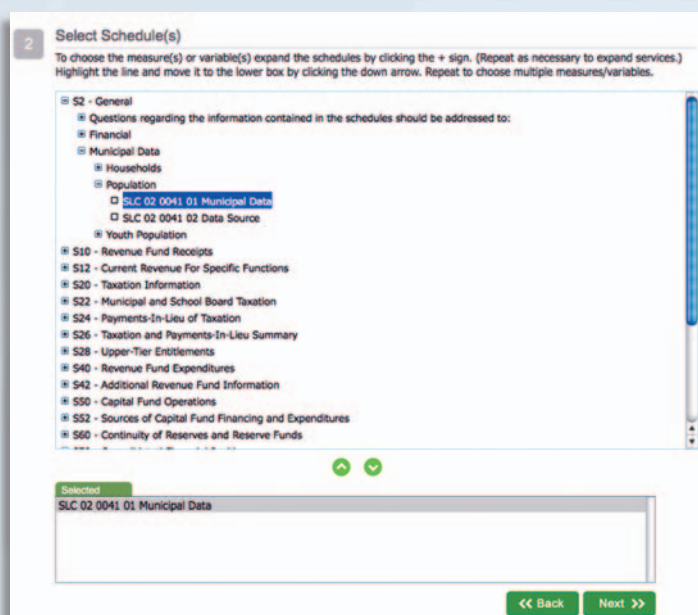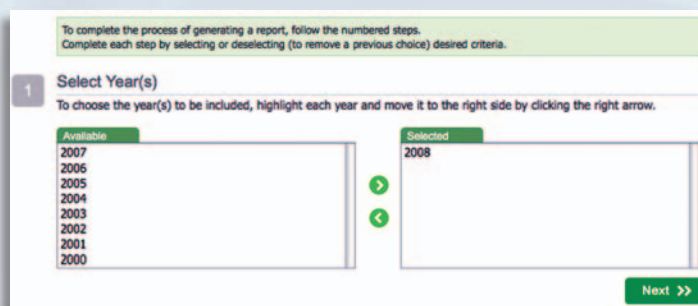
MIDAS is a powerful municipal management reporting tool. It delivers relevant information, compares performance measures to user-defined peer groups and saves time and resources with benchmarking exercises. Gathering, analyzing and presenting data are made easy with MIDAS.

It's all at your fingertips with MIDAS.

Municipality Groupings

Municipality groupings apply to all types of reports except *My Municipality*. It is important to understand how to select municipalities and groups of municipalities.

Select Municipalities

Depending on the report type being used, there are up to four choices for municipality groupings:

All Municipalities

An alphabetic list of the municipalities in Ontario.

Standard Groups

Includes three categories: *Geographic, Tier Category* and *Municipal Type*. Selecting any of these groups will display a full list of municipalities within the group.

Upper-Tiers/Districts

Selecting an upper-tier or district will display a list of its lower tier municipalities and the upper-tier/district itself.

My Groups

Allows users to define and save custom groups. See the next section for more details.

Select From Map

Use to view or make municipality selections from the GIS tool.

With all options, to choose or modify selections, click the green arrows, then click Apply.

Municipality Groupings - User Defined Groups

User Defined Groups are a key feature of the MIDAS reporting tool. This feature allows municipal users to create a list of their 'peers' for the purpose of reporting comparisons that are fair and useful.

Creating a New User Defined Group

To create a new **User Defined Group**, from the *Select Municipalities* page, select **My Groups** then click **Create New**. The *Add/Modify a Group* page is displayed.

Property Assessment, Population and Households

To search for municipalities whose property assessment and/or population and/or household count is within a specific range, enable the desired checkbox(es) and enter the range in the fields provided.

Services

To search for municipalities offering specific services, enable the desired service checkbox(es).

Search

Click the **Search** button and the list of municipalities matching the selected criteria will be displayed in the **Available** box.

Simply move municipalities into the **Selected** box by using the right arrow. Use **Entire Group** to move all at once. When the desired selections have been made, specify a **Group Name** and click **Save**.
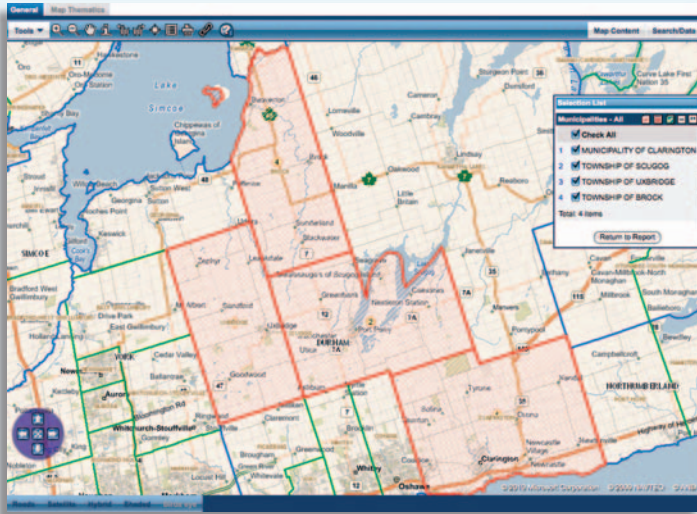
Municipality Groupings - Select From Map

When the **Select From Map** button is used, the list and boundaries of those municipalities selected in the groupings page is displayed within the GIS tool. Use the **Return to Report** button to resume the report generation process.

Use the various GIS functions to manipulate the map:

Tools
These options can be used to alter map selections and display attributes.

Icons
- Zoom in/out
- Move map
- Display information about a particular municipality
- Display previous or next map viewed
- Display an overview map
- Display a legend
- Print the map
- Generate a web link (URL) for the map
- Use Help

Map Content
Turn on/off layers including the Virtual Earth map views.

Search/Data
Find municipalities by name or by advanced search options.

Report Wizard

Selection Summary
The *Selection Summary* option shows your current selections for year(s), measure(s)/ variable(s) and municipalities (except within *My Municipality* reports). To modify selections, click the blue arrows. Since not all measures/variables exist for all years, it is recommended that years be changed first, then measures/variables. (See the 'Municipality Groupings' section for details on selecting municipalities). Use the **View Map** button to preview results geographically.

Sort
Use the **Sort by** drop-downs to choose, based on your report selections, a sort method. Sort each selection in either **Ascending** or **Descending** order. The sort options are applied in a 'first by, then by, then by' manner from top to bottom.

Display Provincial Statistics
Choose whether to include either the provincial average or median on the report. More statistics are available in *Advanced Options.*

Advanced Options
Click this button to display advanced options for this report. Advanced options are different depending on the reporting tab selected. (See the 'Advanced Options' and 'User Defined Conditions' sections for details.)

Graph Type
Graphs and charts can be included with your report. Make a selection from the drop-down provided.

Titling, Saving and Generating the Report
A title and subtitle can be added to the report. To make the report available in the GIS tool, click **Available from Map View**. To include a map on the report, click **Display Map on Report**. Click the **Save Report Query** button to save the report. Use the **Display Results on GIS** button to view the report results on a map. Click **Generate Report** to see your custom report.

Report Wizard - View Map

Using the **View Map** button shows a preview of the selected municipality locations on a basic map within the Report Wizard. To use full functionality within the **GIS tool**, use either the top link **Map View** or the **Display Results on GIS** button on the report options area.

> The Report Wizard presents end users with an intuitive step-by-step process for creating meaningful financial reports. With a variety of options to utilize, producing customized and relevant reports is easy with the Report Wizard. The comprehensive online Help feature is accessible at any time to provide more detail if required.

Advanced Options

These Advanced Options allow users to further customize their reports.

Display Report Statistics
Can include the median, average, range or count for one or more measures/variables for all municipalities selected in the report.

Predefined Conditions
Some conditions are predefined. That is, they are applied by default to all reports. For example, measures or variables that are 'null' are excluded. Deselect the **Include** checkbox to exclude a predefined condition.

User Defined Conditions

To create a user defined condition, click the **Create New** button. The *Create/Modify User Defined Condition* window is displayed.

User defined conditions can be created **From Report Selections** or **From Schedule Line(s)**. First select the measure(s)/variable(s) then select the operator (greater than, less than, etc.) and finally enter a value.

Multiple criteria lines can be added by clicking **Continue Advanced Condition**. Clicking **End Condition** will complete the conditions and close the *Create/Modify User Defined Condition* window.

When the report is generated, it is filtered through the defined condition(s).

Tip → Be sure to save your report to ensure your conditions are saved.

Report Options Toolbar

Home

Click the **Home** button to return to the list of saved reports for the selected reporting tab.

Back

Click the **Back** button to return to the selection summary for the current report.

Printing Reports

Click the print icon to print the previewed report.

Refreshing a Report

Click the refresh icon to refresh the report preview.

Exporting a Report

To export a report, select a format from the drop-down provided, then click **Export**.

Setting Zoom

Select a zoom factor from the drop-down provided to zoom in or out on the preview.

Sorting Arrows

When arrows are seen next to column headers the report can be sorted by column in preview mode. Click these arrows to toggle between ascending and descending order.

A map can be included on the report by selecting the **Display Map on Report** checkbox prior to generating the report.
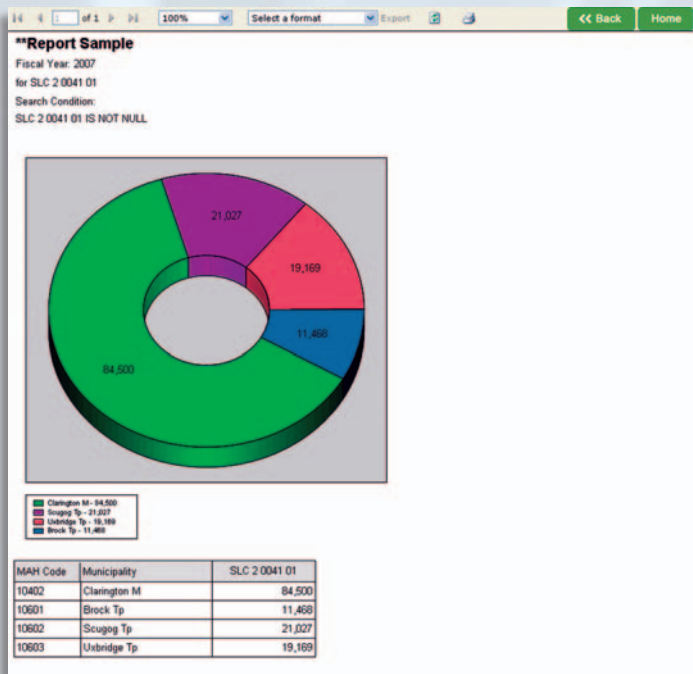
Report Graph Samples

For reports whose parameters are not too complex, i.e. do not include multiple years with multiple variables/measures and/or multiple municipalities, the Report Wizard **Graph Type** option is available and offers a number of formats to display data graphically. The graphs are included on the report with the tabular, and optionally, map data. The formats include area, bar, column, doughnut, line and pie charts - opposite (left) and below are a couple of samples.
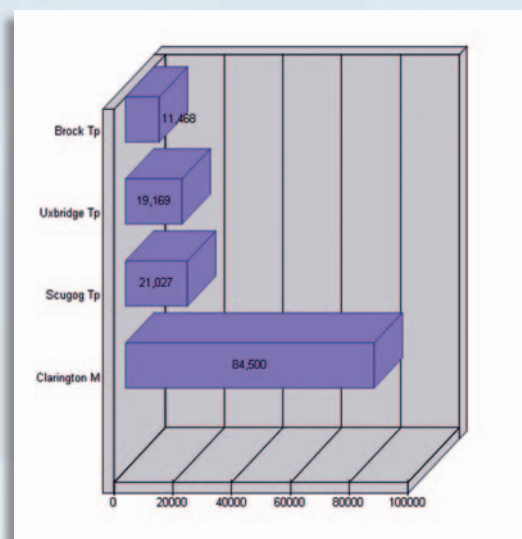
Report Options - GIS

When the **Display Results on GIS** button is used the report results can be viewed and manipulated within the GIS tool.

Within the municipality selection list window, use the **View Reports** button to see a list of reports that were saved with the **Available from Map View** checkbox enabled.

Within the **Saved Reports** list, use the **Action** drop down list to manipulate or generate the report.

Refer to the 'Municipality Groupings – Select From Map' section for detailed information on using GIS functionality.

GIS - Thematics

Map Thematics functionality allows users to display specific attributes by colour-coded ranges on the various map layers, providing a clear, visual representation of which municipalities fall into which attribute categories.

The **Legend** icon is used to explain the range levels appropriate to the selected theme/attribute.

The usual map tools and icons can be used to view, size and print the map. (See the 'Municipality Groupings – Select From Map' section for details.)
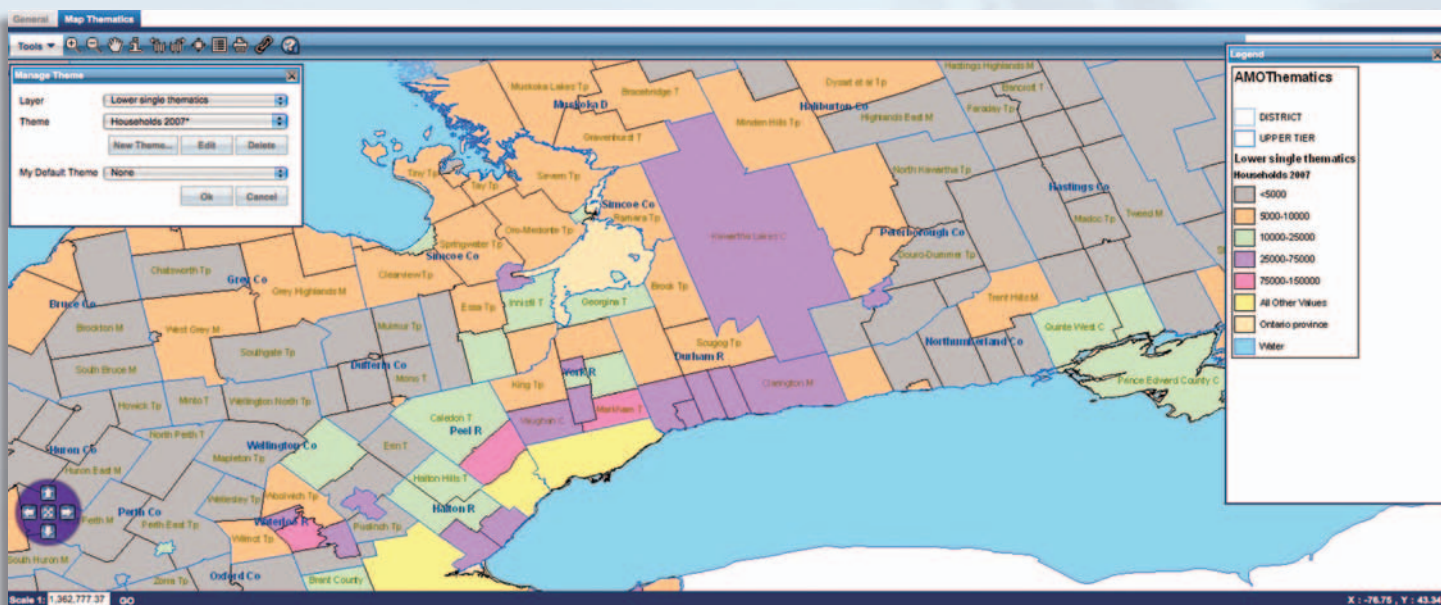
What can MIDAS do for you?

- **Query** FIR and MPMP data from municipalities across the province

- **Generate** 'true peer' comparison groups based on numerous variables including population, geography, and tier category

- **Analyze** and report on trends

- **Print** information-rich reports and graphic illustrations

- **Map** search results in a visual geographic format

- **Export** reports to desktop applications for further analysis

- **Compare** program accomplishments to costs with 'effectiveness and efficiency' reports

- **Discover** the inside story on the notes tab where municipalities explain the background for atypical results

How does MIDAS improve municipal management?

Empowers staff and council through better information and insight

Compares your performance measures to your true peer group

Saves time and resources in benchmarking

MIDAS is a program of the Association of Municipalities of Ontario (AMO), developed in conjunction with the Ontario Ministry of Municipal Affairs and Housing and with funding provided by the Ministry of Finance's Strengthening Our Partnerships (SOP) program. Access to MIDAS' FIR and MPMP data is provided free to all Ontario municipalities, creating opportunities to share information, compare data and implement best practices.

To find out more about MIDAS please visit our website, www.amo.on.ca or call us at 416-971-9856 / toll free 877-426-6527.

Help Desk support is available Monday through Friday, 8:30 am to 4:30 pm EST. For assistance, email midasadmin@amo.on.ca

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