



MIDAS

Municipal Information
& Data Analysis System

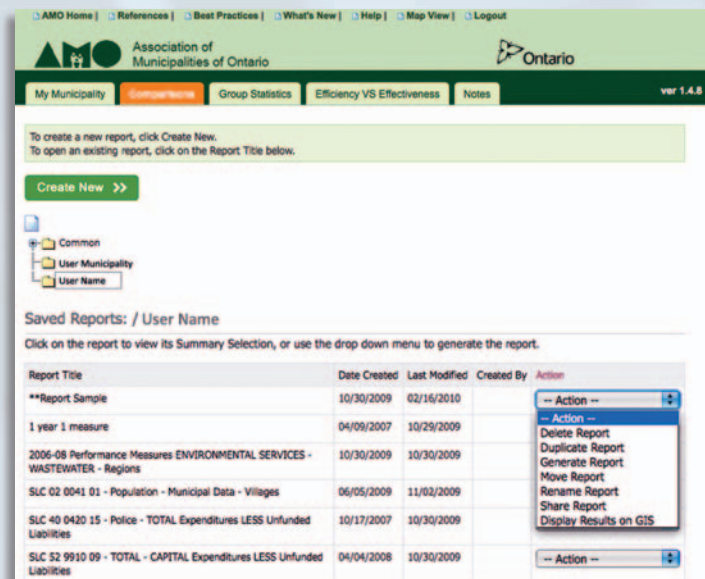


Benchmarking

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.



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

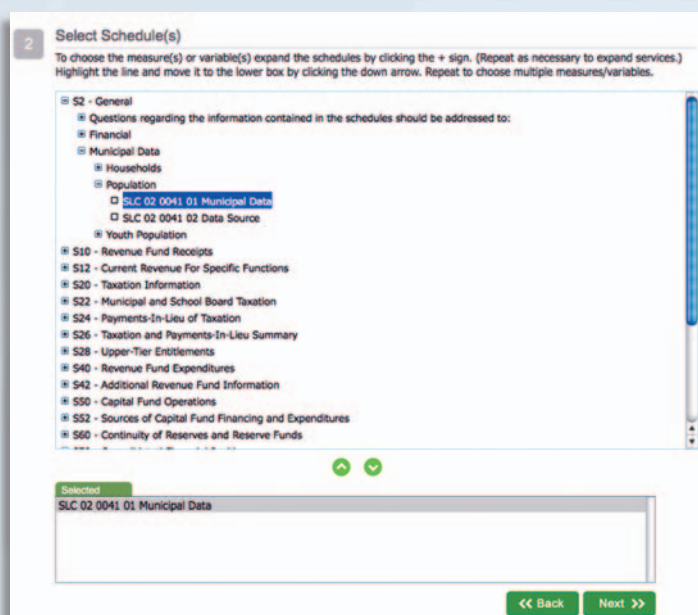
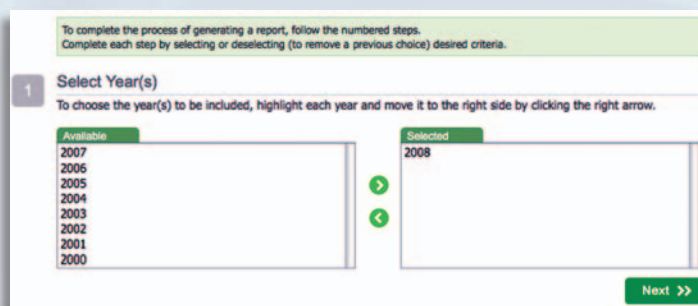
Select Year(s)

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.



3 Select Municipalities

To choose individual municipalities, highlight the municipality and click the right arrow.
 To choose **Standard Groups** or **Upper-Tiers/Districts**, click the button and apply the same selection method.
 To choose **My Groups**, first click the **My Groups** button and then either apply the same selection method or click the **Create New** option below to create a new group, or click the name of the group to be modified, then click the **Modify** option.

☐ All Municipalities ☒ Standard Groups ☐ Upper-Tiers/Districts ☐ My Groups

Available

- Geographic
- North
- South
- Central
- East
- Northeast
- Northwest
- Southwest
- Tier Category**
- Lower Tier
- Single Tier
- Upper Tier
- Municipal Type**
- Cities
- Counties
- Municipalities
- Regions
- Regions & Former Regions
- Separated Towns
- Towns
- Townships
- Villages

Select From Map

Selected

> <

<< Back

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**.

Add/Modify a Group

Select the desired conditions and click the Search button to find all the municipalities that match your criteria. You may then further refine the municipality selections for your group. Specify a group name and click the Save button.
Note: Search results are based upon the most recent year selected. If a group is being modified under a different year than it was created/last saved, results will differ.

A group will be created upon these conditions:

☐ Total Property Assessment between and
☒ Population entered by municipality between 25,000 and 100,000
☐ Household Count between and

Services - Total Expenditures less Unfunded Liabilities (Greater than zero)
 Checking a Service will include it in the search criteria.

☐ Ambulance Dispatch
☐ Ambulance Services
☒ Fire Services
☐ Police Services
☐ Sanitary Sewer System
☐ Social Housing
☐ Solid Waste Collection
☐ Solid Waste Disposal
☐ Transit Services
☐ Waterworks System

Search

Available

Entire group

- Ajax T
- Belleville C
- Brant County
- Brantford C
- Caledon T
- Centre Wellington Tp
- Clarington M

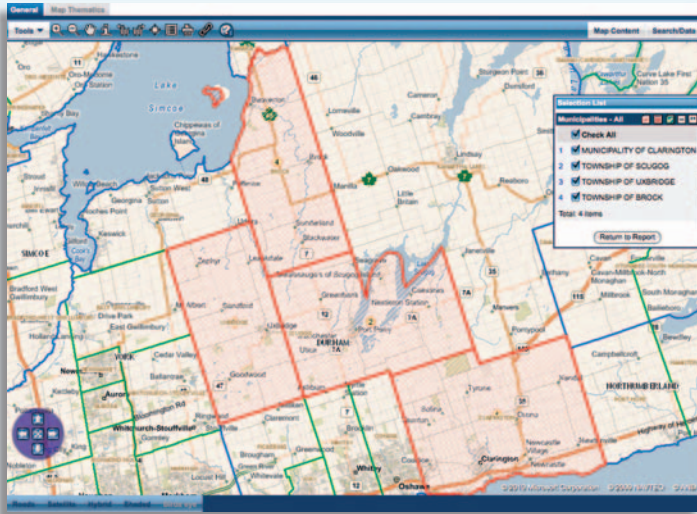
Group Name

Selected

> <

<< Back 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.

4

Selection Summary

Please note: The most recent year selected determines what measures/ variables are available for selection. When modifying your choices, please select year first.

Year

2007

Modify

Measures/Variables

SLC 02 0041 01 - Population - Municipal Data

Modify

Municipality

Brock Tp

Clarington M

Scugog Tp

Uxbridge Tp

Modify

View Map

5

Sort

Click the drop down arrow to specify up to three sort levels, and the radio buttons to the right to display results in ascending or descending order for each sort level chosen.

Sort by:

Ascending

Descending

then by:

Ascending

Descending

then by:

Ascending

Descending

6

Display Provincial Statistics

Enable either button for the statistic to be included. If you have selected more than one measure/variable, as you enable each button the measure(s)/variable(s) will appear so that you can choose which to apply the statistic.

Provincial Average

Provincial Median

Advanced Options

Report

Select the type of graph with which to display data. Specify the title of the file as it will be saved and viewed in the report folder. This title will also be used on the report output.

Graph Type:

PIE

Report Title:

**Report Sample

Report Subtitle:

Available from Map View:

☒

Display Map on Report:

☒

Save Report Query

Display Results on GIS >>

Generate Report >>

Municipality
 Brock Tp
 Clarington M
 Sougog Tp
 Uxbridge Tp

Modify

5 Sort

Click the drop down arrow to specify up to three sort levels, and the radio buttons to the right to display results in ascending or descending order for each sort level chosen.

Sort by: ☐ Ascending ☐ Descending

then by: ☐ Ascending ☐ Descending

then by: ☐ Ascending ☐ Descending

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.

Advanced Options

7 Display Report Statistics

Enable any checkboxes for the statistics to be included. If you have selected more than one measure/variable, as you enable each checkbox it will expand so that you can choose the measure/variable to which the statistic applies.

☐ Median
☐ Average (Mean)
☐ Range
☐ Count

8 Select Predefined Condition(s)

Listed below are any predefined conditions for the measure(s) selected (many have been used in the MAH Summary report). You can exclude any/all by disabling the Include checkbox on the right. Please note that a zero (0) value is not the same as a null value. Null means no value, not a zero value.

Measure(s) / Variable(s)	Formula	Include
SLC 02 0041 01 - Population - Municipal Data	SLC 02 0041 01 - Population - Municipal Data is not null	<input checked="" type="checkbox"/>
SLC 40 0610 01 - Roadways - Salaries, Wages and Employee Benefits	SLC 40 0610 01 - Roadways - Salaries, Wages and Employee Benefits is not null	<input checked="" type="checkbox"/>

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.

9 Select User Defined Condition(s)

Listed below are any conditions you have set (or other users if it is a shared report). You can exclude any/all by disabling the Include checkbox on the right.

Create New >>

Create/Modify User Defined Condition

To create criteria follow steps a) through c) to choose the measures, operator and value. To create another criteria click the Continue Advanced Condition button to start again. When all criteria have been defined, click the End Condition button to continue with the report generation process.

a) Select measure(s)/variable(s)

☒ From Report Selections

☐ SLC 02 0041 01 - Population - Municipal Data

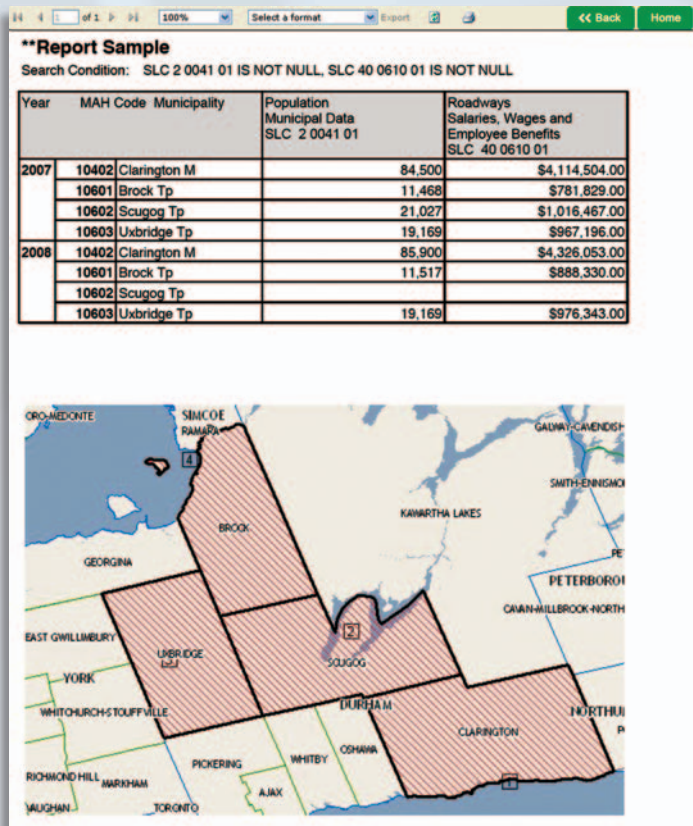
☐ SLC 40 0610 01 - Roadways - Salaries, Wages and Employee Benefits

☐ From Schedule Line(s)

b) Selection Operator

c) Enter Value

Continue Advanced Condition << Back End Condition >>



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**.

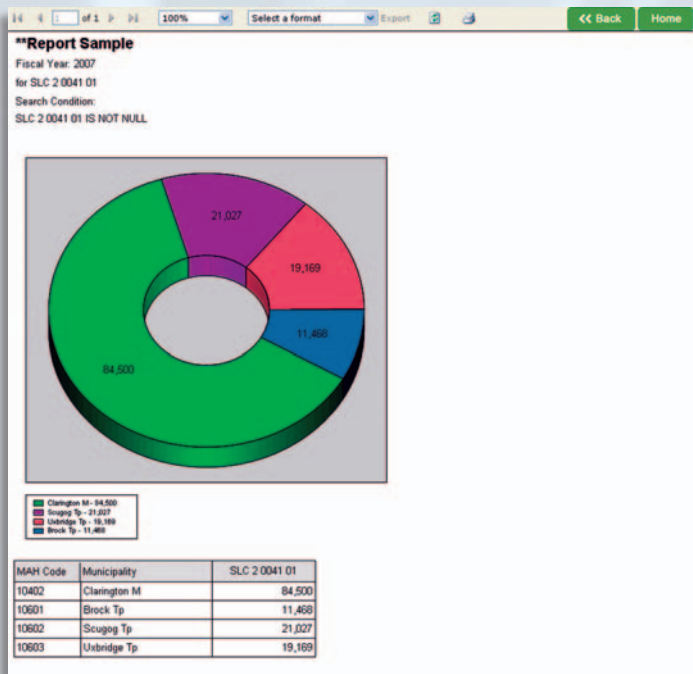
Setting Zoom

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

Sorting Arrows

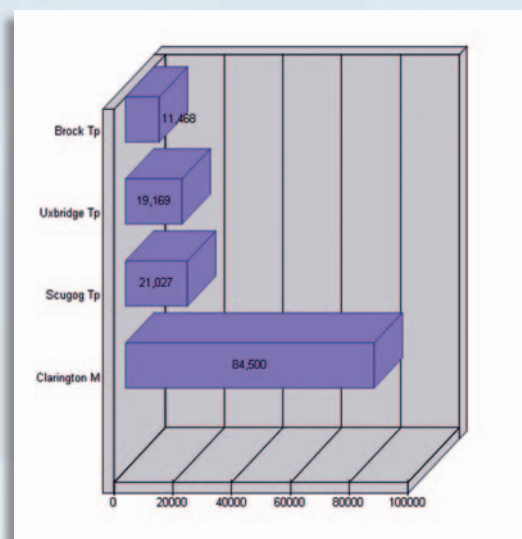
When arrows are seen next to column headers the report can be sorted by column in preview mode. Click these arrows to toggle between ascending and descending order.

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.

The screenshot displays the GIS application interface. On the left, the 'Saved Reports' window is open, showing a table of reports. The table has columns for Report Title, Date Created, Last Modified, Created By, and Action. The reports listed are:

Report Title	Date Created	Last Modified	Created By	Action
2006-07 SLC 40 0240 01 Salaries Wages and Employee Benefits	10/30/2009	10/30/2009		-- Action --
SLC 40 0610 01 - 2000-2008 - Roadways - Salaries Wages and Employee Benefits	11/02/2009	11/02/2009		-- Action --
SLC 80 1010 01 - 2008 Total construction contracts awarded - Number of Contracts SLC 02 0020 01 - Name	10/28/2009	11/02/2009		-- Action --
SLC 82 0299 03 Municipal User Charges General Government Current Year (from S12)	10/30/2009	10/30/2009		-- Action --

Below the table, there is a 'Selection List' window showing a list of municipalities with checkboxes next to them: ☒ Check All, ☒ MUNICIPALITY OF CLARINGTON, ☒ TOWNSHIP OF SOGOG, ☒ TOWNSHIP OF UXBRIDGE, and ☒ TOWNSHIP OF BROCK. A 'View Reports' button is also present.

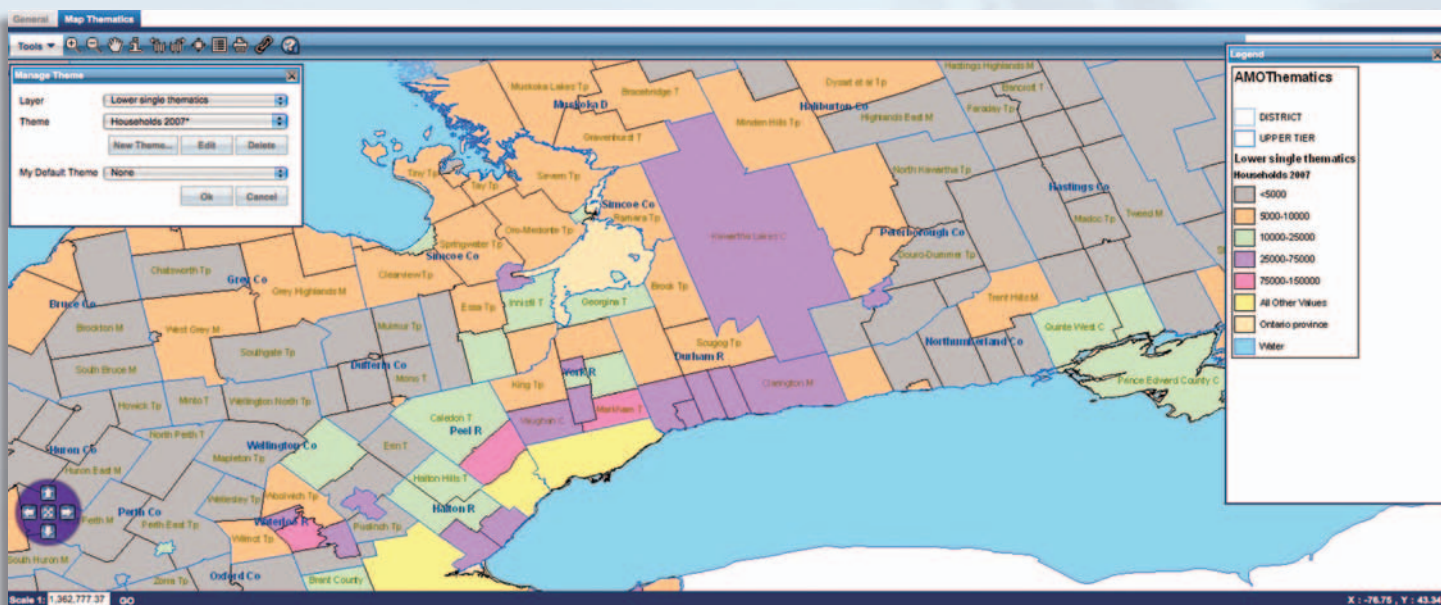
The main map area shows a map of the Greater Toronto Area with various municipalities labeled. A 'Report' window is open in the bottom right corner, showing a form to specify the title of the file as it will be saved and viewed in the report folder. The form includes fields for Report Title, Report Subtitle, and checkboxes for 'Available from Map View' and 'Display Map on Report'. The 'Generate Report' button is highlighted in green.

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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& Data Analysis System

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