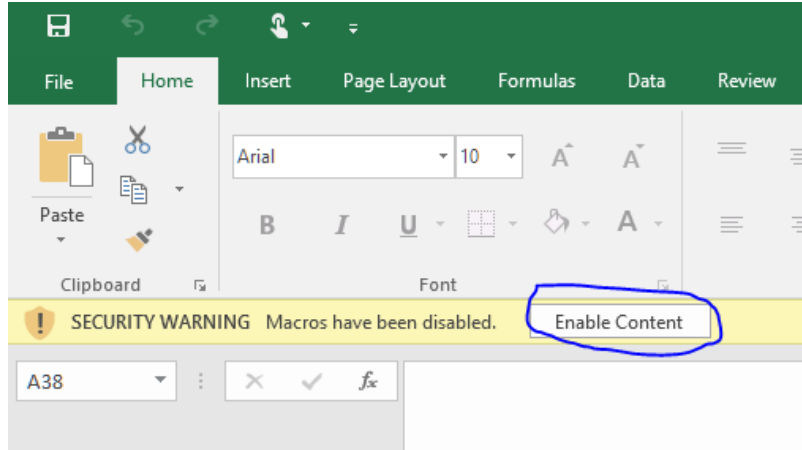


Guide to Using the 2017 Statistical Information Return (SIR) Template

The 2017 SIR template includes a number of modifications over the 2016 template. This brief guide is to provide you with a quick overview of the enhancements. In order for these enhancements to work correctly, macros must be enabled. To enable Macros, click the “Enable Content” when the SIR template is loaded.

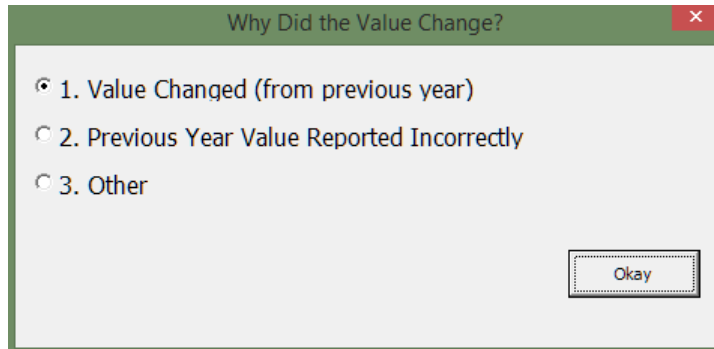


List of 2017 SIR Enhancements

1. The **General Statistics** portion of the SIR is now prepopulated with information that your municipality provided Municipal Affairs for the previous reporting year. This will make it easier for you to update only those values that have changed since the last reporting period.

2017 GENERAL STATISTICS		Schedule ST
Total Full-time Positions	5500	7
Total Area of Municipality (Hectares)	5510	81,017.00
Number of Hamlets (For Specialized Municipalities and Municipal Districts Only)	5515	1
Length of all Open Roads Maintained (km)	5520	552.00
Length of Water Mains (km)		
Municipality Owned Systems	5555	10.00
Service Providers	5556	0.00
Co-ops	5557	0.00
Regional Systems	5558	36.00
Other	5559	20.00
	Total	66.00
Length of Wastewater Mains (km)		
Municipality Owned Systems	5565	4.00
Service Providers	5566	0.00
Co-ops	5567	0.00
Regional Systems	5568	0.00
Other	5569	0.00
	Total	4.00
Length of Storm Drainage Mains (km)	5580	0.00
Number of Residences (For Summer Villages Only)	5590	0
Number of Dwelling Units	5595	233

- When a value is changed under **General Statistics**, you will be asked to provide the reason for the change (below). Providing clarification at this point will increase efficiency and reduce the need for the Municipal Affairs staff to follow-up after receiving the submission.

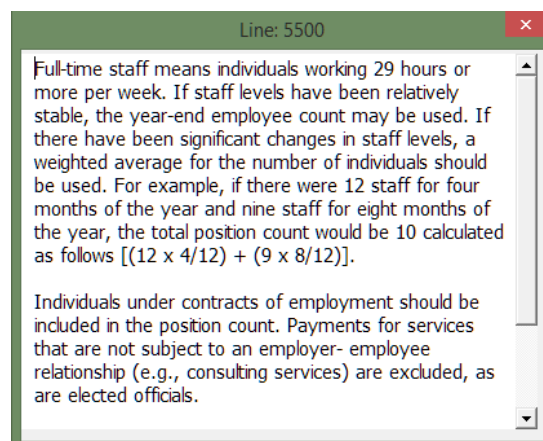


- Value Changed (from previous year)** – to be used when a new/updated value is to be recorded for the 2017 submission (no change in previous year).
- Previous Year Value Reported Incorrectly** – this is to be used when you want to correct a value from the 2016 year. By selecting option 2, you will be prompted to enter the value that should have been record for the 2016 year.
- If neither of option 1 or 2 apply, selecting option 3 will provide a text box where comments can be provided.

Once a change has been recorded, the box will highlight in yellow and the font will change to be red.

- SIR Instructions are now included in the template for easy access. By selecting one of the blue line numbers, a dialogue box will appear displaying instructions for that line.

Schedule ST	
5500	7
5510	81,017.00
5515	1
5520	552.00
5555	10.00
5556	0.00
5557	0.00
5558	36.00
5559	20.00
5560	66.00



4. A summary list of potential errors is provided at the bottom of the document and should be reviewed prior to submitting.

<i>PLEASE REVIEW AND CORRECT ANY ERRORS LISTED BELOW BEFORE SUBMITTING</i>					
Line 5596 - Total Assessment Services Cost must be greater than zero.					
Line 5800 - Residential/Farm land Tax Rate Must be greater than zero.					
Line 5800 - Non-Residential Tax Rate must be greater than zero.					
Line 5658 - Please confirm date is entered correctly (yyyy/mm/dd)					

5. A completed 2017 Statistical Information Return must include the following 3 documents:
- the completed 2017 SIR Template (in xlsx format),
 - a signed and dated pdf copy of the 2017 SIR Template, and
 - a copy of your municipality’s 2018 Tax Rate Bylaw

These documents are to be submitted using the unique link that was emailed to all Chief Administrative Officers on May 24, 2018. Clicking on the link will redirect you to the submission page.

By attaching the required documents, completing the remainder of the form and clicking “submit” you will receive an email confirming your SIR documents were submitted.