

Enumeration- The 2022 Event

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Agenda

Enumeration and the Role of MPAC

Information Sources

Products

2022 Milestones

When Action is Needed

Support

Enumeration & the Role of MPAC

Municipal Elections

- In Ontario, Municipal, District Social Services Administration Boards (DSSAB) and School Board elections are held every four years (4th Monday in October)
- Municipal and School Board voting rights in Ontario are tied to a person's relationship to a property
- Persons who are Canadian Citizens, and 18 years of age on voting day are potential electors in every municipality or jurisdiction where they own or occupy property

Roles in the Enumeration and Election Process

There are four main components in Ontario's municipal and school trustee election process.
Each plays an important role.



The Provincial Government

establishes legislation to direct the municipal, DASSAB and school board election process.



The Municipal Property Assessment Corporation (MPAC)

maintains owner and occupancy information and facilitates municipal enumeration activities with the view to delivering the legislated election products to municipalities and school boards.



School Boards

governed by publicly elected board members (Trustees), maintain the school board trustee election process, determine distribution of trustees and maintain school support for respective Board



Municipalities

define ward/poll boundaries and administer the municipal and school trustee process.

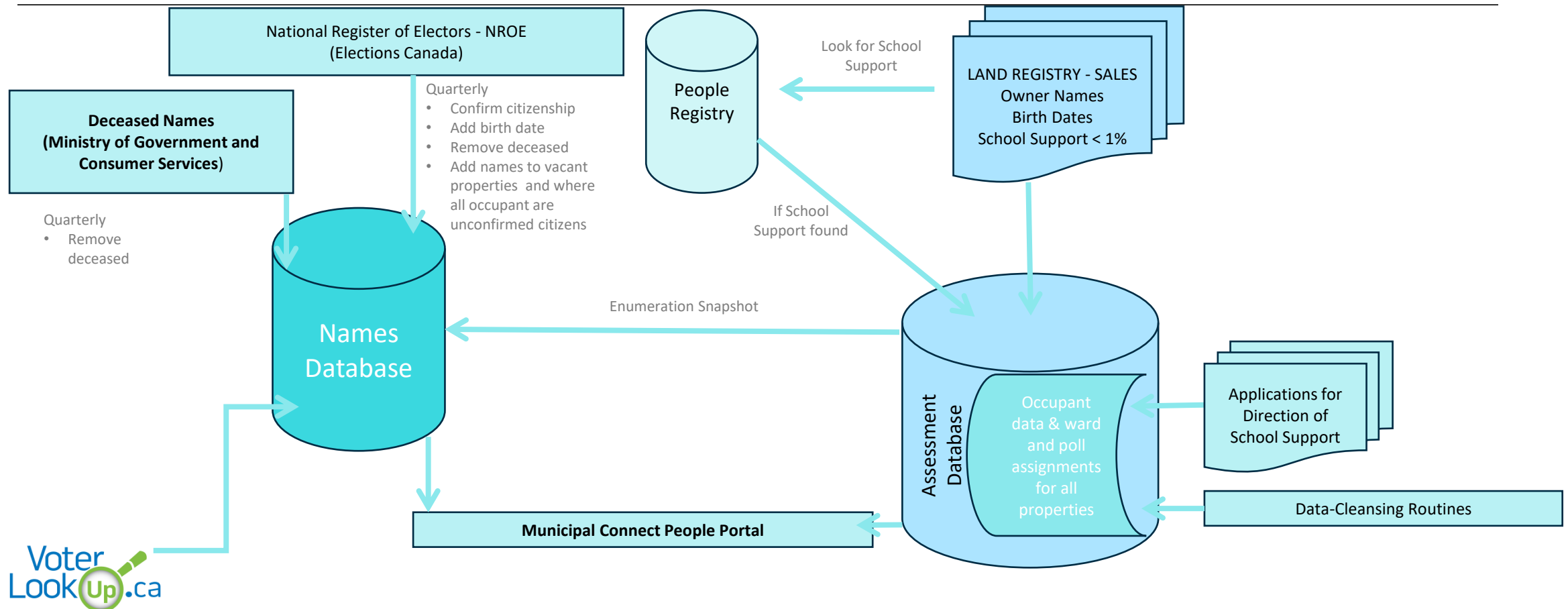
Information Sources

Information Sources

MPAC makes use of all available data sources to ensure our database is as up-to-date as possible. This includes:

- Regular updates from the National Register of Electors
 - used to confirm unconfirmed citizenship and to add names to properties that are vacant or populated by unconfirmed citizens
- Updates from Elections Ontario and the Permanent Register of Electors (as applicable)
- Updates from Ministry of Government Services on deceased persons
- Ongoing updates of data from MPAC's property assessment system
- Information collected through voterlookup.ca
- Application for Direction of School Support Forms
- Occupancy updates completed by the Customer Contact Centre

DATA Processes



**Maintenance of the Names Database with NROE, MGCS, voterlookup.ca and assessment data occurs regularly in support of by-elections*

More on VoterLookup



Am I on the Preliminary List of Municipal & School Board Electors?

Enter your name, date of birth and municipality in which you own or occupy property. A name will not be found unless it is an exact match to our records.

Municipality (town, city, village) ⓘ

First Name Middle Name Last Name ☐ Single Name

Date of Birth
YEAR MONTH DAY

Property Location/Address

Street Number Unit Number

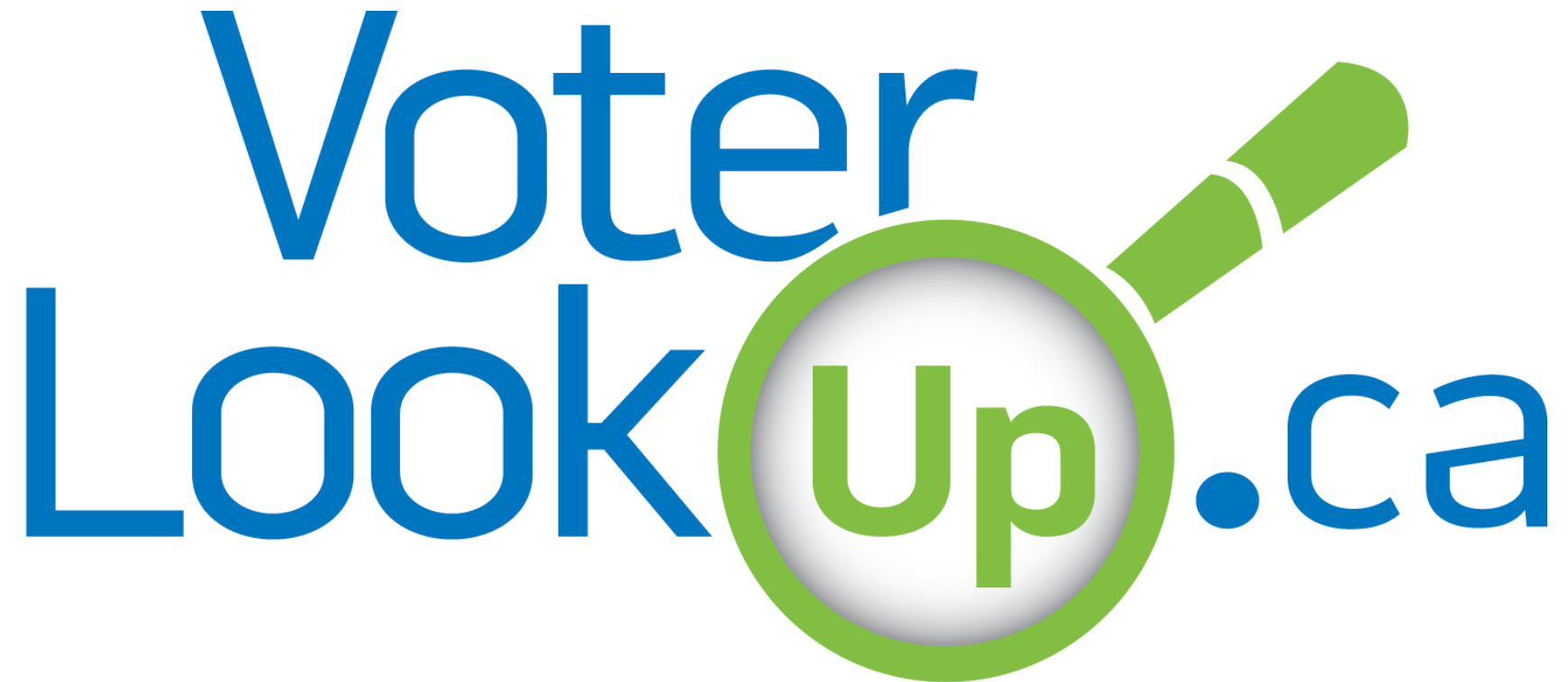
Street Name

OR

Roll Number
Your property's 19 digit Roll Number can be found on your Property Assessment Notice or your municipal tax bill.

VoterLookup Demo

- [Demo](#)



Beyond 2022: What We Know So Far

2022/2023

- MPAC will continue to provide PLEs for any By-Elections to the end of 2023
- MPAC and Elections Ontario will continue to work collaboratively to ensure a smooth transition
(This process has already begun!)

2024

- Responsibility of for PLEs and election related products will shift to Elections Ontario as of January 1
- MPAC will retain responsibility for School Support
- MPAC will continue to support the enumeration process by sharing information with Elections Ontario

Products

Preliminary List of Electors (PLE)

- MPAC is required by legislation to provide the Preliminary List of Electors (PLE) to all municipal clerks in an election year or when a by-election occurs
- The PLE is a .pdf that includes each elector’s name, school support, residency and occupancy status, property and mailing addresses, and the roll number of the elector’s qualifying property
- The PLE is not the Voters’ List
- The PLE is one element of a larger process that allows each municipality to create their final Voters’ List
- Each municipality is responsible for finalizing their Voters’ List.

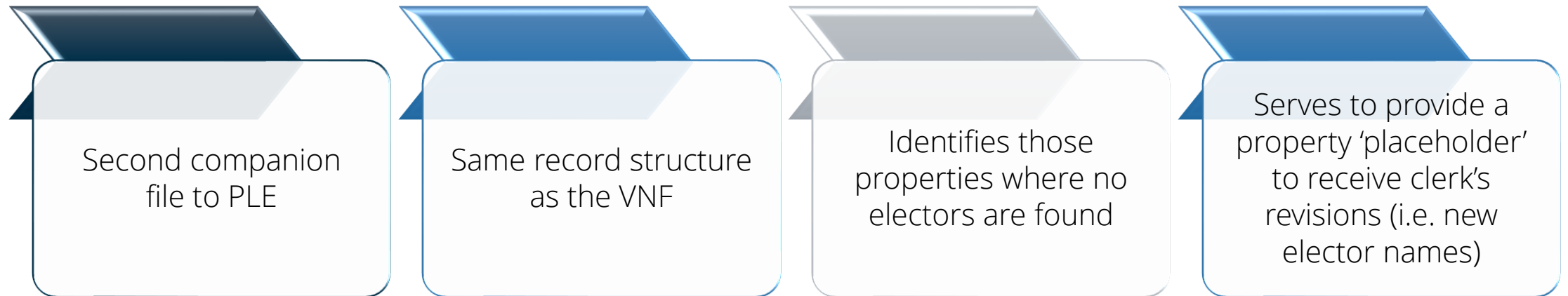
2018-AUG-21		PRELIMINARY LIST OF ELECTORS - ELECTOR NAME SEQUENCE					SBD_33B_PLE_2018AUG21	
County/Mun:	33B							
Ward:	01							
POLL:	001	SUFFIX: 0						
Name of Elector	School Support	Status Res Occ	Municipal Address (Legal Description if no Municipal Address)	Mailing Address			Roll Number	DRO's Comments

Voter Notification File (VNF)

- One of the PLE’s two companion files
- VNF (Voter Notification File) is an electronic data file equivalent to PLE and is provided in .xml or .xlsx format
- Contains more detailed information about each elector and their qualifying property than found in PLE
- Typically used to populate voter list management applications, and vote-by-mail telephone and internet systems

	first_name	middle_names	last_name	person_name_line	citizenship	gender	birth_year	birth_month	birth_day	religion_code	french_lang_educ_rights	oc
67	JL	Ch	BE	BE	C	M					N	O
68	R		BE	BE	C	M	19		05	R	N	B
69	R	GI	BE	BE	C	F	19		26		N	O
70	R	M	BE	BE	C	M	19				N	O
71	JA		BE	BE	C	M	19		29		N	O
72	CI		BH	BH	C	F	19		29	R	N	O

Voter Notification File - No Electors (VNF-NE)



Enumeration Challenges

Preliminary List of Electors	2018	2014
Total number of eligible included on the Preliminary List of Electors	9,407,285	9,450,351
Voter Turnout	38.29%	43.12%
Total number of revisions received	1,043,772	1,200,994
Preliminary List of Electors Accuracy for Owners	92.76%	92.80%
Preliminary List of Electors Accuracy for non-owners (tenants)	82.83%	79.20%
Overall Preliminary List of Electors quality	88.90%	87.29%

Strategies to Improve PLE Accuracy for 2022

Partnerships

Elections Ontario
& Elections
Canada

Elections Working
Group

Education

Communications
Strategy

Toolkit for
Municipalities

Technology

New Ways to
Collect and
Cleanse Data

Voterlookup.ca

Voterlookup Results

voterlookup.ca Results:	2018	2014	% increase
Total Searches	235,500+	128,497	83.31%
Total Elector Names Added	24,900+	9,641	158.81%
Total Elector Record Revisions Captured	20,400+	14,412	41.68%



Population of Electoral Groups (PEG)

- The PEG report must be provided to the Ministry of Education, School Board Election Clerks (i.e. municipal clerks), and Secretaries of each School Board by the 15th of February of an election year (O.Reg 412/00)
- This report may be used to determine the distribution of trustees within each school board jurisdiction and can be used by boards if appealing their allotment of School Board Trustees to the Minister
- It is important to note that the population counted includes all individuals, regardless of voter eligibility, and therefore is not an indication of the number of electors

*Municipalities are encouraged to submit ward changes by end of January
to ensure they are reflected in the PEG report*

Exceptions Files

- Exceptions Voter Notification File (EVNF) and Exceptions Voter Notification File -No Electors (EVNF-NE) / Elector Differences Found Report (EDFR)
- Provided to municipal clerks following the initial Preliminary List of Electors (PLE)/ Voter Notification File (VNF and VNF-NE) delivery and serves to highlight those changes (additions, deletions, changes) that have been processed at MPAC since the original delivery of the PLE/VNF
- Municipal Clerks should use this information to revise the municipal Voters' List to avoid many of the same changes being submitted to MPAC, following the Election as "Voters' List Revisions"

Current Data(September 2022) – PLE & VNF Data = Exceptions Files

Ontario Population Report (OPR)

- Delivered with Exceptions Files
- A .pdf product containing municipal population counts by age, age group, and school support
- Created for planning and other legislative purposes, but not widely used

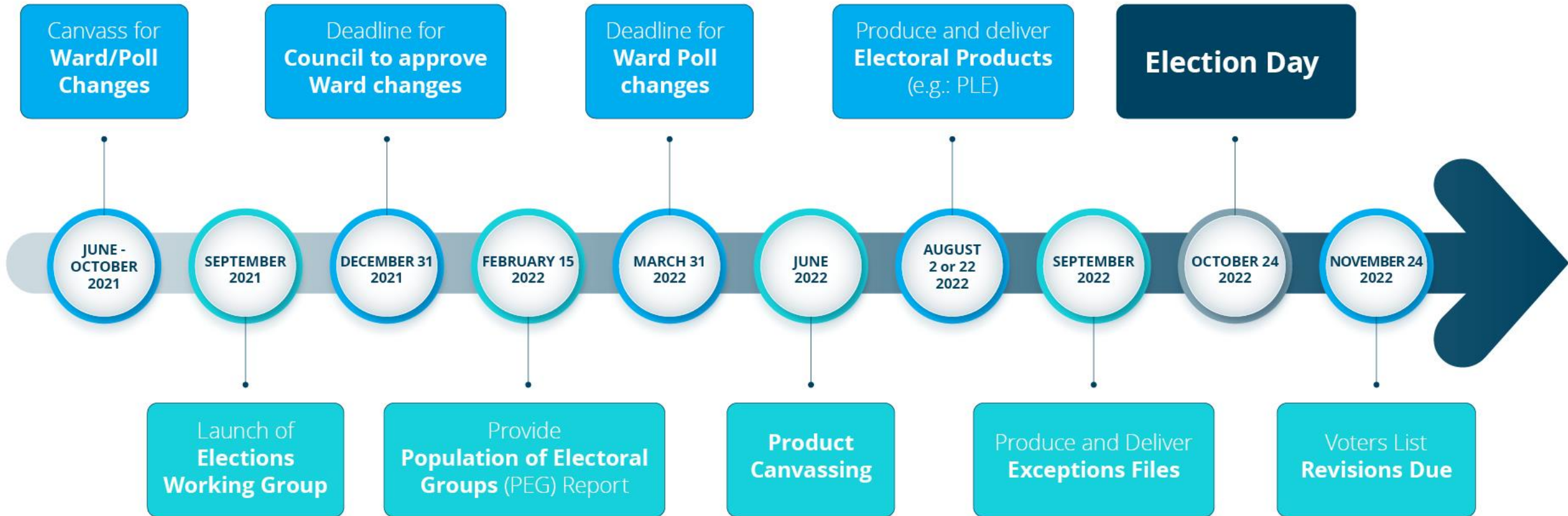
MUNICIPAL PROPERTY ASSESSMENT CORPORATION

School Board ID:

Age Group	Grand Total	-----Totals-----		-----English Public-----			-----French Public-----			----English Separate----			----French Separate----			-----Prot-Sep-----			----- Other -----		
		Male	Female	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
0	29	12	17	9	14	23	0	0	0	3	3	6	0	0	0	0	0	0	0	0	0
1	80	38	42	18	23	41	0	0	0	20	18	38	0	1	1	0	0	0	0	0	0
2	121	73	48	27	20	47	0	0	0	44	28	72	2	0	2	0	0	0	0	0	0

2022 Milestones

2022 Enumeration/Election Milestones



When Action is Needed

Action Items

- Ward and Poll Changes
- Promotion of VoterLookup – now through delivery of the PLE and Exceptions files in 2022
- Product Canvassing
 - Available via Municipal Connect
- Voters List Revisions
 - Municipalities are legislated to provide all Voters' List Revisions to MPAC 30 days following the municipal election or as per the Minister's Directive (Sec. 27(2), Municipal Elections Act, 1996)
 - These changes can be submitted by municipalities using:
 - DataFix Voter View (VV) application (for those municipalities that subscribe)
 - An Excel MPAC-compliant file format
 - Voters' List Revision Forms (EL15) will not be accepted

Wards and Polls

Ward

- A local authority area, typically used for electoral purposes
- Council must pass a by-law to make changes to Wards

Poll

- A voting subdivision is a geographical area defined to group electors to assist the Clerk in managing the administration of the election
- Municipal Clerks have the authority to make changes to polls

Suffix

- Further optional division of a poll
- Municipal Clerks have the authority to make changes to suffixes

Wards and Polls

- MPAC maintains ward/poll designations on each parcel
- Some municipalities may not have wards or use polls (At-Large)
- Units on same property can have different poll numbers; but all units must have same ward number
- MPAC changes ward/poll assignments based on municipal requests

Process to Revise Ward/Poll Boundaries (PEC)

- The product needed to submit ward/poll changes is called 'Potential Elector Counts Summary Report' (PEC)
- To generate the Potential Elector Counts Summary Report:
 1. Login to Municipal Connect
 2. Choose 'People Portal' from the menu on the left hand side of the screen
 3. From the drop down menu choose 'Potential Elector Counts Summary Report'
 4. Click on 'Generate Report'

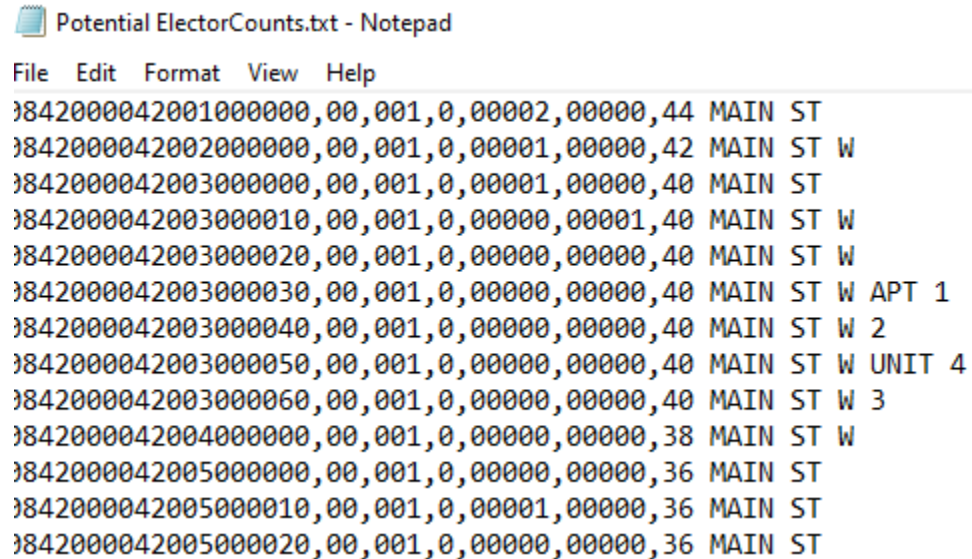
PEC Summary

Ward	Poll	Poll Suffix	Property/Unit Count	Residents	Non-Residents
01	001	0	590	326	244
01	002	0	505	263	274
Total for ward: 01			1095	589	518
02	001	0	885	275	752
Total for ward: 02			885	275	752
03	001	0	745	509	243
Total for ward: 03			745	509	243
04	001	0	286	84	241
Total for ward: 04			286	84	241
Total for municipality: 5724			3011	1457	1754

Data can be exported as Text from the 'Export Data' drop down

Process to Revise Ward/Poll Boundaries (PEC)

- File contains a record for every 19 digit roll number and the corresponding 2 digit ward #, 3 digit poll #, 1 digit poll suffix #, # of resident electors, # of non-resident electors and civic address



Potential ElectorCounts.txt - Notepad

File Edit Format View Help

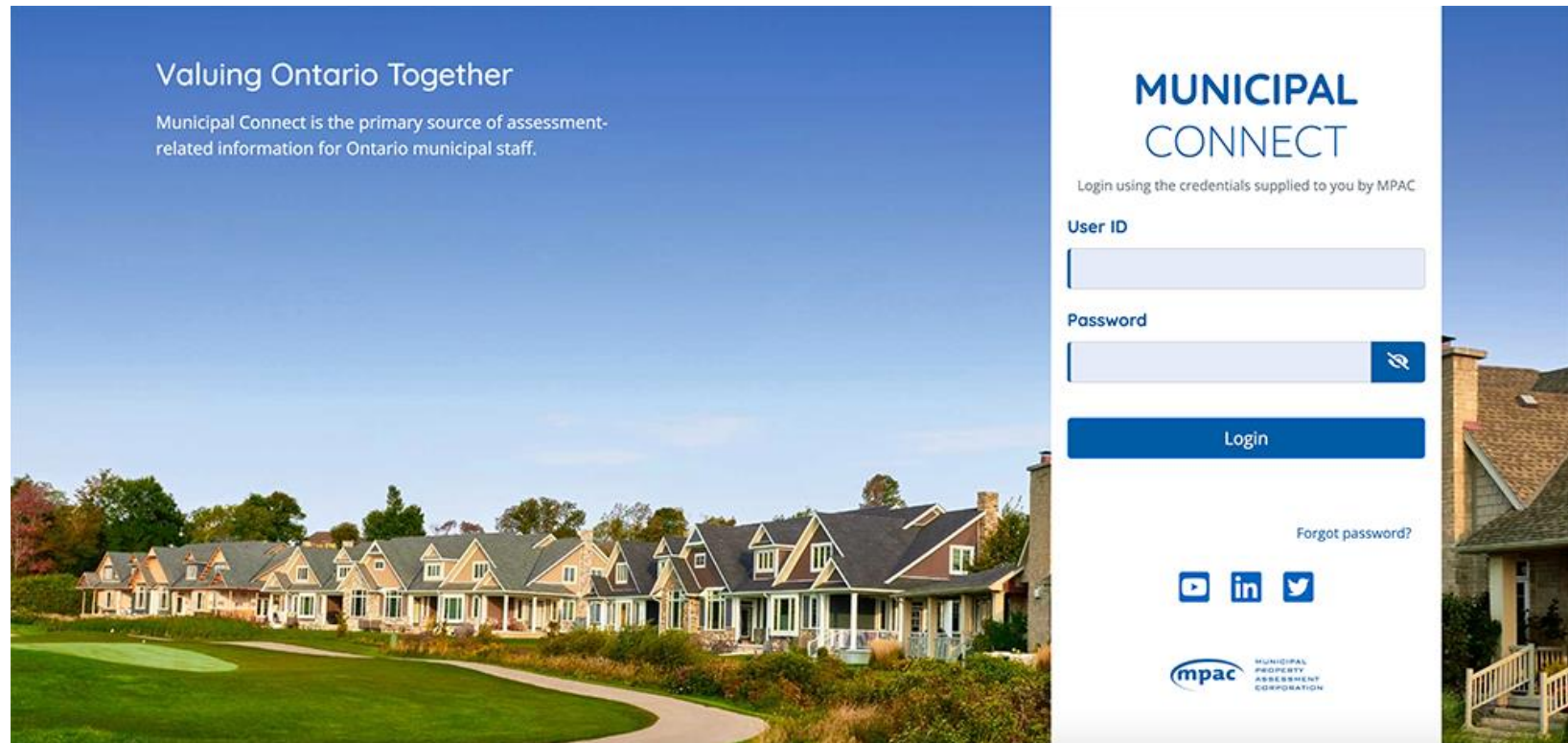
1842000042001000000,00,001,0,00002,00000,44 MAIN ST
1842000042002000000,00,001,0,00001,00000,42 MAIN ST W
1842000042003000000,00,001,0,00001,00000,40 MAIN ST
1842000042003000010,00,001,0,00000,00001,40 MAIN ST W
1842000042003000020,00,001,0,00000,00000,40 MAIN ST W
1842000042003000030,00,001,0,00000,00000,40 MAIN ST W APT 1
1842000042003000040,00,001,0,00000,00000,40 MAIN ST W 2
1842000042003000050,00,001,0,00000,00000,40 MAIN ST W UNIT 4
1842000042003000060,00,001,0,00000,00000,40 MAIN ST W 3
1842000042004000000,00,001,0,00000,00000,38 MAIN ST W
1842000042005000000,00,001,0,00000,00000,36 MAIN ST
1842000042005000010,00,001,0,00001,00000,36 MAIN ST
1842000042005000020,00,001,0,00000,00000,36 MAIN ST

- Any ward/poll changes should be made directly on this report and submitted back to MPAC

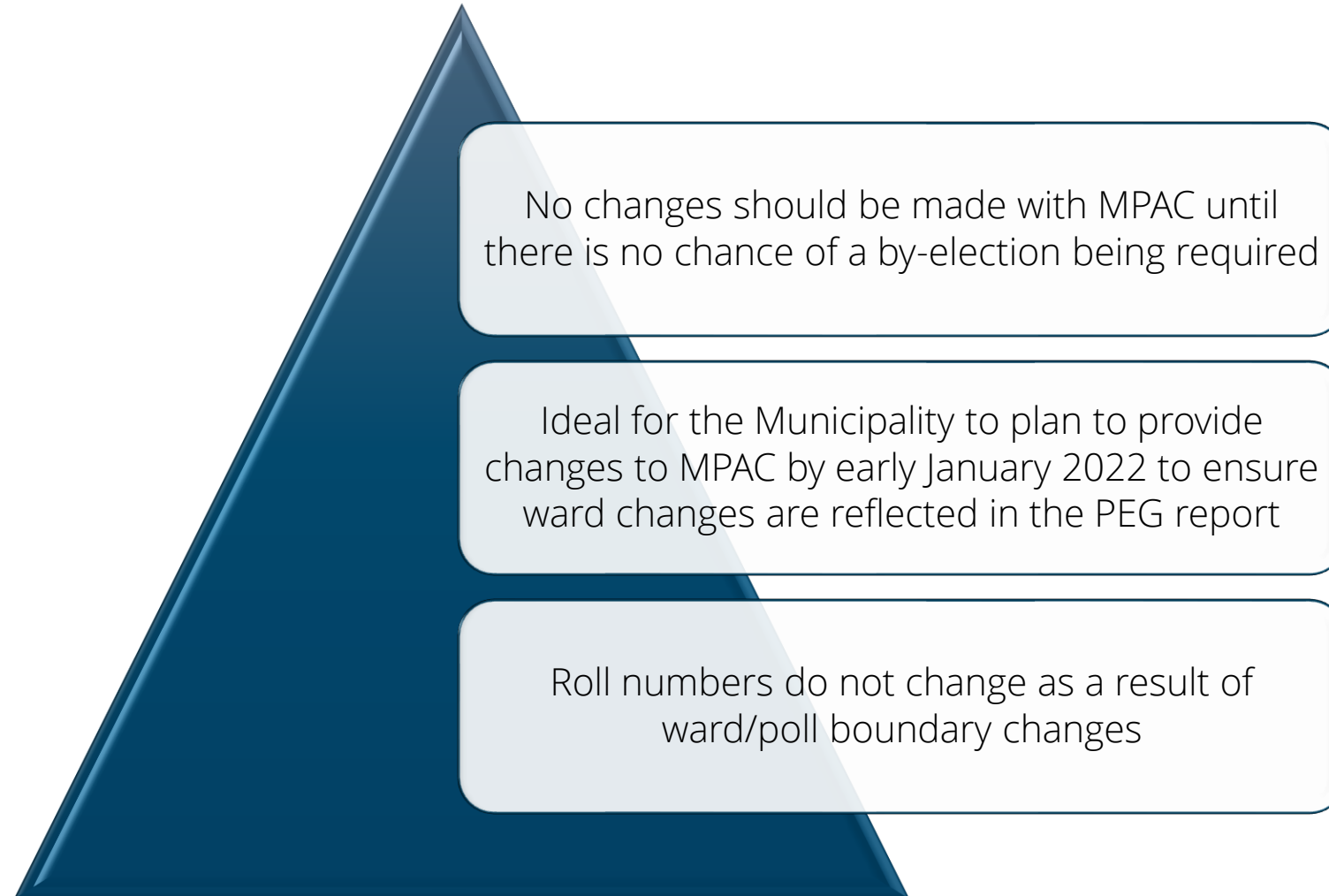
* For Ward changes, a copy of the signed by-law must also be provided*

Revising Ward/Poll Boundaries

- [Demo](#)



Recommended Timing for Ward/Poll Boundary Changes



Support

Support

- Stakeholder “Tool Kit” –information and voterlookup.ca promotional materials to support electoral processes
- Resumed the Elections Working Group
- Providing timely and relevant updates throughout the process
- Ongoing internal and external training to align with key milestones
- Timely handling of Enumeration enquiries (enumeration@mpac.ca)

Upcoming Webinars (External)

Topic	Date
Voter Look Up/Toolkit	Q1 2022
Product Canvassing, Products & Voters List Revisions	Q2 2022

Need help/Have questions?
Contact your local Account Manager or
enumeration@mpac.ca

Top 5 Takeaways

1

MPAC is committed to improving the accuracy of the Preliminary List of Electors (or PLE) for the 2022 elections and setting Elections Ontario up for success by providing them best possible dataset

2

We want everyone to use Voter Lookup!

3

Ward/poll changes should be submitted using the PEC report by early January 2022 (but after there is no chance of a by-election)

4

Watch for upcoming webinars!

5

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