



***38TH GENERAL ELECTION  
FINAL LISTS OF ELECTORS***

***USER'S GUIDE***

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# Introduction

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This user's guide explains how to retrieve the final lists of electors from the CD-ROM on which they are distributed to members of Parliament and registered political parties. Once you have retrieved the electronic files from the CD-ROM, the guide explains how to import the files into Microsoft's *Access* database program, then how best to sort and use the information they contain. It concludes with a summary of the record structure used in the electronic files.

## *System requirements:*

- IBM-compatible PC
- Minimum of 50 Mb free memory on hard disk to unzip the list for the largest electoral district
- Multisession-compatible CD-ROM XA reader
- Database software
- PDF reader software (Adobe *Reader*) – consult your helpdesk if your system does not have this software

The CD-ROM provided to the MPs and the directories in the CD-ROM provided to the political parties contain the following files (*nnnnn* is the electoral district number):

### *CnnnnnP1.exe*

Lists of electors in a compressed, self-extracting file; the file expands into one comma-delimited text file

### *nnnnnSVR.exe*

Lists of Canadian Forces electors, Canadian citizens temporarily residing outside Canada (international electors) and incarcerated electors voting under the Special Voting Rules (SVR), in a compressed, self-extracting file that expands into three comma-delimited text files: *CFnnnnn.txt* for Canadian Forces electors, *INnnnnn.txt* for Canadian citizens temporarily residing outside Canada (international electors) and *INCnnnnn.txt* for incarcerated electors

### *ELEC2000.mdb*

*Access* version 2000 skeleton database file, ready to receive the comma-delimited text files

Note: The skeleton database files contain all the tables needed for importing data from the various lists of electors, including the SVR lists.

### *ELEC2003.mdb*

*Access* version 2003 skeleton database file, ready to receive the comma-delimited text files

Guide\_Utilisateur.pdf

PDF version of this guide in French

User\_Guide.pdf

PDF version of this guide in English

Lignes\_dir.pdf

PDF version of the *Guidelines on Disclosure and Use of the Lists of Electors* in French

Guidelines.pdf

PDF version of the *Guidelines on Disclosure and Use of the Lists of Electors* in English

EDNAMES.txt

List of the numbers and corresponding names, in English and French, of the electoral districts in effect for the 38th general election; a column in this table shows the changes to the names of certain electoral districts under *An Act to change the names of certain electoral districts*, S.C. 2004, c. 19 (Bill C-20), which came into effect on September 1, 2004

LIMIT\_2004.txt (File sent only to registered political parties)

Tab-delimited file containing the estimated election expenses limits for candidates and political parties in each of the 308 electoral districts; this file can be read with any worksheet or database application and is available on the CD-ROM's root directory

## Compressed files

To minimize electronic storage requirements, lists are compressed before they are stored on CD-ROM. On the CD-ROM distributed to political parties, the compressed lists for each electoral district are stored as executable files in separate directories. When you run a self-extracting file with an .exe extension, it decompresses into one or more files that you can then use.

For example, C15001P1.exe is an executable file that contains a list of electors. When run, C15001P1.exe decompresses the list and gives it a .txt extension, e.g. C15001P1.txt. In the .txt files, all the fields (family name, given name, etc.) for each elector record are comma-delimited. Character entries are enclosed in double quotation marks; records are terminated by a carriage return and line feed. Here is an example:

```
"15001","0010",,, "1","0","0","Smith","John","James","40",,"123","Main","St/rue","W/O",,,,,,,,,,
"Crystal Bay","K2J 5T5",0,"123 - 40 Main St/rue W/O",,"Crystal Bay","ON","K2J 5T5"
```

The Special Voting Rules (SVR) data have a file name such as 15001SVR.exe. When run, 15001SVR.exe decompresses into three files, each with a different file name for each category of SVR: CF15001.txt, IN15001.txt and INC15001.txt.

## **Record structures of the lists of electors**

For a description of the record structures of the lists of electors, please refer to Table 1: Record Structure for *CnnnnnP1*. Tables 2, 3 and 4 describe the record structures of the SVR files. The tables provide suggested field names, field types, maximum width and field descriptions for the lists of electors.

## **Password**

To decompress the data files, you need a unique password provided by Elections Canada. To further ensure the security of the lists of electors, this password has been sent to you **under separate cover**.

## **Technical support**

If you encounter any technical difficulties with the CD-ROM, please contact the Revision Systems and Special Voting Rules Division of Elections Canada's Operations Directorate at 1 800 463-6868.

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## **IMPORTANT NOTICE**

It is of the utmost importance to provide a secure location in your office for the lists of electors.

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# Instructions for Retrieving Data

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Using Microsoft *Windows* programs is the simplest way to set up a new directory (folder) for the compressed files containing the lists of electors, and to decompress them into usable files.

## Using *Explorer* to extract the data

To create data files from the lists of electors data on the CD-ROM, follow these steps:

1. Insert the CD-ROM into the drive.
2. If you are using Windows XP, a Windows *Explorer* window will automatically open, displaying the content of the CD-ROM. For other operating systems, open *Explorer* by right-clicking the mouse on the **Start** button, then **Explore**.
3. The left window in *Explorer* displays all drives available to your computer. For example, 3½ Floppy [A:] typically refers to your floppy disk drive, [C:] refers to your local hard drive and [D:] or another letter refers to your CD-ROM drive. For Windows XP, if the available drives do not display, click on **View, Explorer Bar, Folders**.
4. In the left window, click once on the letter for your CD-ROM drive. Then, in the right window, double-click the desired nnnnn folder.

**Note:** if you are using the CD-ROM for political parties, a certain number of folders named *nnnnn* (*nnnnn* representing the electoral district number) will appear in the right window. An **EDNAMES.TXT** file containing the electoral district names and numbers is located in each of the CD-ROM's directories.

5. In the right window, you can now view all the files in the CD-ROM for MPs or in the selected folder of the CD-ROM for political parties. Here is a sample list:

CnnnnnP1.exe  
nnnnnSVR.exe  
EDNAMES.txt  
ELEC2000.mdb  
ELEC2003.mdb  
User\_guide.pdf  
Guide\_utilisateur.pdf  
Lignes\_dir.pdf  
Guidelines.pdf

**Note:** If the file types are not displayed, modify the view under *Explorer*. To do so, click on **Tools, Folder options....** Then under **View**, click to remove the checkmark for the setting **Hide extensions for known file types**.

6. Double-click on the self-extracting .exe file (**CnnnnnP1.exe**). The **WinZip Self-Extractor** window will open, with a prompt to unzip the file to **C:\ELEC38** (or the equivalent to C: indicating your local hard drive). Click **Unzip**.
7. You will be prompted to enter your password. Enter the alphanumeric **password (letters must be capitalized)** supplied by Elections Canada (under separate cover) and click **OK**. Close the window when decompression is finished.
8. Double-click on **[C:]** in the left window. The right window displays your new **ELEC38** folder. Repeat the steps above to decompress the file **nnnnnSVR.exe**.
9. If you intend to use the skeleton structure provided on the CD-ROM to handle the data, the **ELEC2000.mdb** or **ELEC2003.mdb** file will need to be copied to your **C:\ELEC38** folder. If you are using Microsoft *Access* 2000, copy the **ELEC2000.mdb** file; if you are using *Access* 2003, copy the **ELEC2003.mdb** file.
10. If you are using the Windows XP operating system, please go on to the next section. For other operating systems, you must remove the **Read-only** attribute before using the **ELEC2000.mdb** or **ELEC2003.mdb** file. To do this, select the skeleton structure you copied into the folder and **right-click** on it. A window will open. Click on **Properties**. The **Properties** window will open. At the bottom of this window, the file attributes are set to read-only. You must remove this attribute before you can use the file. To do so, click on the **checkmark** and then on the **OK** button. The skeleton structure is now ready to use.

**To import data into the skeleton structures, refer to the section on *Importing and Sorting the Lists with Access 2000 or Access 2003*.**

# Importing and Sorting the Lists with *Access 2000* or *Access 2003*

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**To import the lists of electors into *Access*, follow these steps:**

1. Start *Access 2000* or *Access 2003*.
2. Close all dialogue boxes, help screens and cue cards.
3. In *Access 2000* or *2003*: In the main window, click **File** and then click **Open**.
4. Type **C:\ELEC38** in the file-name box and click **Open**.
5. For *Access 2000*: click **ELEC2000 (.mdb)**, then click **Open**.  
For *Access 2003*: click **ELEC2003 (.mdb)**, then click **Open**.
6. In the main window, click **File**, click **Get External Data** and click **Import**.
7. In the “Import” interface, change the “Files of Type” drop-down list to **Text Files** in Windows XP and to **Text Files (\*.txt; \*.csv; \*.tab; \*.asc)** in the other versions of Windows.
8. Click the text file name of the lists of electors data file you want to import (for example, C15001P1.txt) and click **Import**.
9. In the “Import Text Wizard” dialogue box, select the **Delimited** radio button and click **Next**.
10. Select the **Comma** radio button as the delimiter that separates the fields and verify that double quotation marks (") are used as a text qualifier.
11. Click **Advanced**.
12. In the “Import Specification” dialogue box, select **English** from the “Language” drop-down list and **Western European (Windows)** from the “Code Page” drop-down list. Verify that the decimal symbol is a period (.), then click **OK**.
13. Click **Next**.
14. Select the **In an Existing Table** radio button and **Electors–English** from the drop-down list (or one of the **SVR** tables) and click **Next**.
15. Click **Finish**.

16. In response to the message:

“Finished Importing File C:\ELEC38\... to table Electors–English,” click **OK**.

17. The selected table will be highlighted. Click **Open** or double-click on the table title to open it.

Repeat steps 6 through 17, as required, for all files with the same electoral district number.

The **SVR-CF** table is for Canadian Forces electors, the **SVR-IN** table is for Canadian electors temporarily living outside Canada, and the **SVR-INC** table is for incarcerated electors.

Each data file must be imported to a specific table, as follows:

CnnnnnP1.txt (import to the Electors–English table)

CFnnnnn.txt (import to the SVR-CF–English table)

INnnnnn.txt (import to the SVR-IN–English table)

INCnnnnn.txt (import to the SVR-INC–English table)

### **Sorting data in *Access 2000* or *Access 2003***

Once you have imported data into *Access*, you can sort it by column:

1. Open the table you want by double-clicking it.
2. Click the column header to select the entire column.
3. In the menu bar, click **Records**, click **Sort** and then click **Sort Ascending** or **Sort Descending**.

## **Tips on Using Lists of Electors for Mailings**

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For many users, the annual lists and final lists of electors are primarily useful for mailings. **Please note that failure to follow these instructions may jeopardize the delivery of your mailings.**

- To make delivery easier, always use the mailing address data fields.
- The mailing address data fields are listed in the record structures at the end of this guide. For instance, in the main list of electors, the following fields should be used:

MAIL_ADDR1	[Mailing address line 1]
MAIL_PLACE	[Mailing address place name]
MAIL_PROV	[Mailing address province code]
MAIL_POST	[Mailing address postal code]

# Record Structures of the Lists of Electors

**Table 1 – Record Structure for CnnnnnP1**

Field name	Field type	Size	Field description
ED_CODE	Character	5	Electoral district number
POLLNUM	Character	4	Polling division number
FROM_TO_PD	Character	4	Polling division elector moved from or to, during revision (blank on the final lists of electors)
FROM_TO_ED	Character	5	Electoral district elector moved from or to, during revision (blank on the final lists of electors)
SEQ_NUM	Character	4	Electoral sequence number by polling division
ELECTOR_STATUS	Character	1	Indicates when elector record was created/modified (set to zero on the final lists of electors)
VOTING_STATUS	Character	1	Indicates voting method if elector voted before election day (set to zero on the final lists of electors)
FAMILY_NME	Character	50	Family name
GIVEN_NME	Character	18	Given name
MIDDLE_NME	Character	18	Middle name
BLDGNUM	Character	6	Building number
BLDGNUM_SFX	Character	1	Building number suffix
UNITNUM	Character	6	Unit or apartment number
STREET_NME	Character	50	Street name
STREET_TYP	Character	9	Street type
STREET_DIR	Character	5	Street direction
RPA_INDICATOR	Character	1	Indicates the type of rural physical address: 0 = No rural physical address 1 = Free format rural physical address 2 = Section/Township/Range/Meridian (S/T/R/M) rural physical address 3 = Lot/Concession rural physical address
RURAL_SECTION	Character	5	The Section field of S/T/R/M
RURAL_TOWNSHIP	Character	3	The Township field of S/T/R/M
RURAL_RANGE	Character	2	The Range field of S/T/R/M
RURAL_MERIDIAN	Character	2	The Meridian field of S/T/R/M
RURAL_LOT	Character	4	The Lot field of Lot/Concession
RURAL_CONCESSION	Character	4	The Concession field of Lot/Concession
RURAL_PHYSICAL_ADDR	Character	250	Rural physical address: that is, Lot/Concession, Section/Township/Range/Meridian, free-format text
TOWN	Character	100	City, town or municipality name
POSTCODE	Character	7	Civic postal code
MAIL_FLAG	Numeric	1	Indicates whether MAIL_ADDR1, MAIL_ADDR2, MAIL_PLACE and MAIL_POST contain a mailing address or a civic address: (1 = Mailing address and 0 = Civic address)
MAIL_ADDR1	Character	100	Mailing address line 1 (if MAIL_FLAG=1), or the building number, building number suffix, unit number, street name, street type and street direction (if MAIL_FLAG=0)
MAIL_ADDR2	Character	100	Mailing address line 2 (if MAIL_FLAG=1) or null (if MAIL_FLAG=0) (blank on these lists)

<b>Field name</b>	<b>Field type</b>	<b>Size</b>	<b>Field description</b>
MAIL_PLACE	Character	100	Mailing address place name (if MAIL_FLAG=1), or civic address town name (if MAIL_FLAG=0)
MAIL_PROV	Character	2	Mailing address province code
MAIL_POST	Character	7	Mailing address postal code (if MAIL_FLAG=1), or civic address postal code (if MAIL_FLAG=0)

## Special Voting Rules Record Structures

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**Table 2 – Record Structure for Canadian Forces Electors –  
File CFnnnnn.txt**

Field name	Field type	Size	Field description
ED_CODE	Character	5	Electoral district number
FAMILY_NME	Character	20	Family name
GIVEN_NME	Character	14	Given name
INITIALS	Character	4	All initials
<b>Address for voting purposes</b>			
CIVIC_ADDR	Character	68	Civic address for voting purposes
<b>Mailing address</b>			
MAIL_ADDR1	Character	40	Unit name
MAIL_ADDR2	Character	40	Unit mailing address
MAIL_TOWN_PROV	Character	35	City, town or municipality; province and country
MAIL_PCODE	Character	10	Postal code

**Table 3 – Record Structure for Canadian Citizens Temporarily  
Residing Outside Canada (International Electors) – File INnnnnn.txt**

Field name	Field type	Size	Field description
ED_CODE	Character	5	Electoral district number
FAMILY_NME	Character	30	Family name
GIVEN_NME	Character	25	Given name
MIDDLE_NME	Character	20	Middle name
<b>Last Canadian residence</b>			
APT_NUM	Character	5	Unit or apartment number
BLDG_NUM	Character	5	Building number
STREET_NME	Character	35	Street name
STREET_TYP	Character	2	Street type
STREET_DIR	Character	2	Street direction
TOWN	Character	30	City, town or municipality
PROV	Character	2	Province
POSTCODE	Character	6	Postal code
<b>Mailing address</b>			
MAIL_ADDR	Character	65	Current mailing address
MAIL_TOWN	Character	40	City, town or municipality
MAIL_STATE_PROV	Character	40	State or province
MAIL_COUNTRY	Character	60	Country
MAIL_PCODE	Character	10	Postal code

**Table 4 – Record Structure for Incarcerated Electors –  
File INCnnnnn.txt**

<b>Field name</b>	<b>Field type</b>	<b>Size</b>	<b>Field description</b>
ED_CODE	Character	5	Electoral district number
FAMILY_NME	Character	30	Family name
GIVEN_NME	Character	25	Given name
BOX_RR	Character	13	Post office box or rural route
BLDG_NUM	Character	6	Building number
UNIT_NUM	Character	6	Unit or apartment number
STREET_NME	Character	35	Street name
STREET_TYP	Character	9	Street type
STREET_DIR	Character	10	Street direction
TOWN	Character	30	City, town or municipality
PROV	Character	25	Province
POSTCODE	Character	7	Postal code