

Halifax Regional Municipality Agreed-Upon Procedures Report

2024 Municipal Election and 2024 Conseil scolaire
acadien provincial (CSAP) Election



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Agreed-Upon Procedures Report on the electronic voting system used during the advanced polling period for the Halifax Regional Municipality 2024 Municipal Election and 2024 Conseil scolaire acadien provincial (CSAP) Election

To the Returning Officer of Halifax Regional Municipality

Scope and purpose

We have performed the procedures enumerated below in Appendix A, which were agreed to by Halifax Regional Municipality (HRM) (the "Engaging Party"), solely to assist you in providing transparency and clarity over the voting results extracted from the electronic voting system used during the advanced polling period for the Halifax Regional Municipality 2024 Municipal Election and 2024 Conseil scolaire acadien provincial (CSAP) Election (between 8:00 a.m. on October 8, 2024, and 7:00 p.m. on October 16, 2024), and may not be suitable for another purpose.

Restriction on use

This Agreed-Upon Procedures report (AUP Report) is intended solely for the information and use of the Engaging Party. Our AUP Report is not intended to be and should not be used by anyone else. Our report has not considered issues relevant to third parties and we shall have no responsibility whatsoever to any third party which obtains a copy of this report. Any use such a third party may choose to make of this report is entirely at its own risk. EY has consented to HRM posting a PDF copy of this final Agreed-Upon Procedures report in its entirety and unmodified format on HRM's publicly accessible website.

Responsibilities of the Engaging Party

HRM has acknowledged that the agreed-upon procedures are appropriate for the purpose of the engagement. HRM is responsible for the Subject Matter on which the agreed-upon procedures are performed. The sufficiency of these procedures is solely the responsibility of the Engaging Party.

HRM, Intelivote Systems Inc. ("Intelivote"), and Simply Voting Inc. ("Simply Voting") (together, the "Responsible Parties"), as identified by HRM, are responsible for the Subject Matter on which the agreed-upon procedures are performed. The sufficiency of these procedures is solely the responsibility of HRM (the Acknowledging Party).

Responsibilities of the Practitioner

We have conducted the agreed-upon procedures engagement in accordance with the Canadian Standard on Related Services (CSRS) 4400, Agreed-upon Procedures Engagements. An agreed-upon procedures engagement involves our performing the procedures that have been agreed with HRM, and reporting the findings, which are the factual results of the agreed-upon procedures performed. We make no representation regarding the appropriateness, or the sufficiency of the agreed-upon procedures described below either for the purpose for which this AUP Report has been requested or for any other purpose.

This agreed-upon procedures engagement is not an assurance engagement and does not constitute an audit of the HRM 2024 Municipal Election and Conseil scolaire acadien provincial (CSAP) Election or the

results of either election. Accordingly, we do not express an opinion or an assurance conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported.

Our independence and quality management

In performing the Agreed-Upon Procedures engagement, we complied with the relevant independence and ethical requirements in the rules of professional conduct / code of ethics applicable to the practice of public accounting issued by the various professional accounting bodies.

Our firm applies Canadian Standard on Quality Management 1, *Quality Management for Firms that Perform Audits or Reviews of Financial Statements, or Other Assurance or Related Services Engagements*, which requires us to design, implement and operate a system of quality management including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Description of procedures performed

We have performed the procedures described in Appendix A below, which were agreed upon with HRM, on the electronic voting system used during the advanced polling period for the Halifax Regional Municipality 2024 Municipal Election and 2024 Conseil scolaire acadien provincial (CSAP) Election.

The specified procedures described in Appendix A were not performed for the needs of any third party. No other party acknowledged the appropriateness of the procedures, and we did not perform any procedures other than those set out in Appendix A.

Explanatory Paragraph

HRM, Intelivote, and Simply Voting are responsible for the source documents that are described in Appendix A below. We were not engaged to perform, and we have not performed, any procedures other than those listed in Appendix A. We have not performed procedures to test the accuracy or completeness of the information provided to us except as indicated in our procedures. Furthermore, we have not performed any procedures with respect to the preparation or verification of any of the source documents. We have no responsibility for the verification of any underlying information upon which we relied in forming our findings.

Ernst & Young LLP

Chartered Professional Accountants
January 28, 2025
Halifax, Nova Scotia

Overview

Background

The Halifax Regional Municipality (“HRM”) engaged a third-party vendor, Intelivote Systems Inc. (“Intelivote”), to administer the electronic voting process using the Simply Voting application (“Simply Voting”), the software service provider, during the polling period of the HRM 2024 Municipal Election and 2024 Conseil scolaire acadien provincial (CSAP) Election (together, the “2024 Municipal Election”). Simply Voting is the electronic voting system that was utilized. Ernst & Young LLP (“we” or “EY”) was engaged by HRM to perform Agreed-Upon Procedures before, during and after the electronic voting portion of the polling period.

Electronic voting was available during the advanced polling period (between 8:00 a.m. on October 8, 2024, and 7:00 p.m. on October 16, 2024).

Definition of terms used in this report

For ease of reading, certain terms, acronyms and abbreviations are used within the body of the report. These are explained below:

- ▶ **Acclaimed candidate:** A candidate who is declared the councilor because no one chose to run against the candidate.
- ▶ **Ballot Proof Tool:** A tool in the Simply Voting Election Manager that displays the full configuration of the ballot, including all eligible matters available for voting, the names of all non-acclaimed candidates within each eligible matter, and all voting options available for electors.
- ▶ **Conseil scolaire acadien provincial (CSAP) Election:** The election of CSAP school board members by certain HRM residents who are eligible to vote in this matter.
- ▶ **.csv (Comma Separated Values):** Format of the files obtained for the performance of the Agreed-Upon Procedures.
- ▶ **Datafix:** A Toronto-based data processing company contracted by the HRM to organize elector data and prepare it to be loaded into Intelivote’s database.
- ▶ **.docx (Word):** Format of the files obtained for the performance of the Agreed-Upon Procedures.
- ▶ **Elector:** A person who has the right to vote in the 2024 Municipal Election.
- ▶ **Elector data:** Relevant information about the electors within HRM. This includes their first name, last name, birth date, address, age, division etc.
- ▶ **Electronic voting:** Voting via telephone or via computer.
- ▶ **HRM Live Environment:** The live production environment of Simply Voting used for the website (<https://halifax.Simplyvoting.com>). Candidates used this environment to cast their votes during the polling period.
- ▶ **Intelivote:** The service provider engaged by HRM to administer the Simply Voting application instance used for the 2024 Municipal Election.
- ▶ **Internet system:** A component of the electronic voting system used to support computer-based voting through the website (<https://halifax.Simplyvoting.com>). Test votes were also cast during the polling period using test PINs using this method, using the Test Environment.
- ▶ **IVR (Interactive Voice Response) system:** A component of the electronic voting system used to support telephone-based voting through the 1-866-535-0662 toll free number.

- ▶ **Non-acclaimed candidate:** Candidates who are running for District Councilor or Mayor in the 2024 Municipal Election.
- ▶ **.pdf (Portable Document Format):** Text file format of some files obtained for the performance of the Agreed-Upon Procedures.
- ▶ **PIN/PINs (Personal Identification Number):** This number, along with the date of birth, is used to login and vote in the electronic voting system.
- ▶ **Simply Voting Application:** The Simply Voting Application is a secure online voting solution that was utilized for the 2024 Municipal Election. The Simply Voting Application is referred to as the “electronic voting system” throughout the body of this report.
- ▶ **Simply Voting Election Manager:** An administrator portal for the Simply Voting Application designed to manage and oversee the election process, including the creation, configuration, and monitoring of activity in each Election environment. Voting activity does not occur within the Simply Voting Election Manager.
- ▶ **Simply Voting “Electors” tab:** A feature within the Simply Voting Election Manager that allows election administrators to manage the list of Elector IDs for an election, including adding, editing, and removing electors.
- ▶ **Simply Voting “Election Log” tab:** A feature within the Simply Voting Election Manager that provides election administrators with a detailed record and audit trail of all activities that occurred in the Simply Voting election environment, including voter logins, ballot submissions, and administrative changes to the Election configuration.
- ▶ **Simply Voting “Election Overview” tab:** A feature within the Simply Voting Election Manager that displays the election status and key metrics such as the total number of Electors, total number of ballots cast, and voter turnout percentage.
- ▶ **Simply Voting “Reports” tab:** A feature within the Simply Voting Election Manager that contains detailed reports and analytics on the election process, such as voter turnout statistics and participation trends. This tab does not contain any reports on the Election results.
- ▶ **Simply Voting “Results” tab:** A feature within the Simply Voting Election Manager that contains election results, which are only accessible after the Election has been closed and results have been unlocked by an Administrator. This tab displays the outcomes of the election, including vote counts and percentage of total votes per non-acclaimed candidate and per eligible matter.
- ▶ **Test Environment:** The Simply Voting electronic voting environment created as a direct copy/duplicate of the HRM Live Environment, for the purposes of these Agreed-Upon Procedures. EY performed a subset of our procedures in this environment to test the functionality of the Simply Voting application.
- ▶ **.txt (Text):** Text file format of some files obtained for the performance of the Agreed-Upon Procedures.
- ▶ **USB (Universal Serial Bus):** Storage media used to store the encrypted file extract containing the election results from the electronic voting database.
- ▶ **VoterView:** VoterView is Datafix’s elector management system. VoterView is an Internet-based Application designed to provide elections officials with an electronic view of their electoral information including the ability to make corrections to the voters list and to access various voter counts needed for electoral planning as well as the capability to provide an electronic copy of all changes to the provincial authority at the end of the electoral event.
- ▶ **.xlsx (Excel):** Format of the files obtained for the performance of the Agreed-Upon Procedures.

Data files used in executing the Agreed-Upon Procedures

HRM, Intelivote, and Simply Voting provided the following data files from their information systems to support certain Agreed-Upon Procedures.

Organization	File name	File contents	As referenced in the Appendix A Agreed-Upon Procedures
HRM	Halifax_LoE_Jul03_2024.zip Halifax_LoE_Jul25_Missing.zip	The HRM Elector information, which was prepared for upload into the Simply Voting Application through Datafix. This information is as of July 03 and July 25, 2024.	Elections Nova Scotia (ENS) Elector List
	Candidate List	List of candidates from https://www.halifax.ca/city-hall/elections/voters/official-2024-candidates#mayor	List of all acclaimed and non-acclaimed candidates
Intelivote	9905_20240915_0.zip	The HRM Elector information, as listed in the Simply Voting Application, as of September 15, 2024.	Simply Voting Elector data extract
	24 - HRM - Simply Voting Application Users (PBC).csv	A user listing for all user accounts with access to the Intelivote Simply Voting database (live) production environment application.	Simply Voting application user listing for the HRM Live Environment
Simply Voting	24 - HRM - Simply Voting Database Permissions Overview.mp4 ISI servers information.docx	A screen recording displaying a system-generated listing of users at the database level of Intelivote's Simply Voting's electronic voting system.	Simply Voting database user listing for the HRM Live Environment
	24 - HRM - Simply Voting OS Permissions Overview.mp4	A screen recording displaying a system-generated listing of users at the operating system level of Intelivote's Simply Voting's electronic voting system.	Simply Voting operating system user listing for the HRM Live Environment
	PINS_halifax_237394_CONFIDENTIAL.xlsx	This file contains the Voter ID (anonymized numerical identification of voters) and the list of valid PINs present in the HRM Live Environment of the Simply Voting Election Manager platform.	PIN data extract

Organization	File name	File contents	As referenced in the Appendix A Agreed-Upon Procedures
	Raw Results.csv	A downloadable file available after the close of the advanced polling period within the Results Tab of the Simply Voting Election Manager. This report provides a raw data export of the full election results in .csv format. It includes the record of candidate selections, by eligible matter, for each individual ballot cast.	Raw Results CSV
	Segmented Results.csv	A downloadable file available after the close of the advanced polling period within the Results Tab of the Simply Voting Election Manager. This report provides a detailed export of the election results segmented by District, in .csv format. It includes an election-wide view on vote counts and percentage of votes cast for each non-acclaimed candidate and each eligible matter, segmented by District.	Segmented Results CSV
	Segmented_Summary_Results.csv	A downloadable file available after the close of the advanced polling period within the Results Tab of the Simply Voting Election Manager. This report provides a summarized export of the election results, segmented by District, in .csv format. It includes a summarized view of vote counts and percentage of votes cast for each non-acclaimed candidate and each eligible matter within each District, without aggregation at the overall Election level.	Segmented Summary Results CSV
	Unofficial Results.pdf	A downloadable file available after the close of the advanced polling period within the Results Tab of the Simply Voting Election Manager. This report provides a summarized view of vote counts and percentages for each non-acclaimed and each eligible matter, in .pdf format.	Unofficial Results PDF

Organization	File name	File contents	As referenced in the Appendix A Agreed-Upon Procedures
	Unofficial Summary_Results.csv	A downloadable file available after the close of the advanced polling period within the Results Tab of the Simply Voting Election Manager. This report provides a summarized view of vote counts and percentages for each non-acclaimed and each eligible matter, in .csv format.	Unofficial Results CSV

We relied on HRM, Intelivote, and Simply Voting to provide us with complete, accurate and reliable data files, as described above, on which we performed the Agreed-Upon Procedures. For any information that was not provided by HRM and Intelivote, we were given view only access to the Simply Voting Application and were able to obtain this information directly from the Simply Voting Application. We did not verify the completeness, accuracy or integrity of this data against any independent source other than as described in the Agreed-Upon Procedures.

Appendix A - Agreed-Upon Procedures on the electronic voting system used during the polling period for the HRM 2024 Municipal Election and 2024 Conseil scolaire acadien provincial (CSAP) Election and the results of the Agreed-Upon Procedures

Procedure#	Agreed-Upon Procedures	Results	Environment ¹	Timing and occurrence of Agreed-Upon Procedures ²		
				Before	During	After
1	<p>Obtain the Elector List (from Elections Nova Scotia) and the Elector List (from the Simply Voting Election Manager platform).</p> <p>Sub-Procedure A: Compare the total record count (including totals for Name, Address, Date of Birth and District) for all records in the two data extracts.</p> <p>Sub-Procedure B: Enquire with the Halifax Regional Municipality as to the reason for any discrepancies, for a sample of 25 discrepancies.</p>	<p>Sub-Procedure A: The total number of records in the Elector List was 337,616. The total number of records in the Simply Voting Elector List was 333,672.</p> <p>Sub-Procedure B: EY inquired with the HRM Team Lead, Election Contact Centre for 25 discrepancies and ascertained that these discrepancies were due to a combination of:</p> <ul style="list-style-type: none"> • New voters who were added to Simply Voting as they moved into HRM or reached the age of majority. • Ineligible voters who no longer reside in HRM or deceased voters who were deactivated in Intelivote. 	HRM Live Environment	X		
2	<p>Sub-Procedure A: Using the Elector List (from Elections Nova Scotia) from Procedure 1, randomly select a sample</p>	<p>Sub-Procedures A and B: Name, Address, Date of Birth and District were consistent between the two data extracts for the</p>	HRM Live Environment	X		

¹ The Agreed-Upon Procedures were carried out in a specific environment, either the HRM Live Election environment or the Test Election environment, as indicated in the Results tables and the results apply only to the particular environment indicated.

² Electronic voting was available between 8:00 a.m. October 8, 2024, and 7:00 p.m. October 16, 2024. The “Before” period is defined as the period between October 1, 2024, and the start of the electronic advanced voting period. The “During” period is defined as the period where electronic voting was available. The “After” period is defined as the period between the end of the electronic advanced voting period and November 19, 2024. The Agreed-Upon Procedures were carried out at various times during these periods, as indicated in the Results tables and the results apply only to the particular time(s) indicated.

Procedure#	Agreed-Upon Procedures	Results	Environment ¹	Timing and occurrence of Agreed-Upon Procedures ²		
				Before	During	After
	<p>of 25 records and visually compare on screen that the Name, Elector ID, Address, Date of Birth, and District is consistent with data in the Simply Voting application.</p> <p>Sub-Procedure B: Using the Simply Voting Elector List extract from Procedure 1, randomly select a sample of 25 records and visually compare on screen that the Name, Elector ID, Address, Date of Birth, and District is consistent with data in Elector List (from Elections Nova Scotia).</p>	sample of 50 records selected (25 selected per sub-procedure).				
3	Identify whether duplicate PINs exist in the HRM Live Election Environment by reviewing the PIN data extract from the Simply Voting Elections Manager platform.	There were no duplicate PINs identified.	HRM Live Environment	X		
4	<p>Within 5 minutes prior to the polling period start time, navigate to the Election Overview section of the Simply Voting Elections Manager platform and observe whether:</p> <p>Sub-Procedure A: The total number of Voted Electors is zero.</p> <p>Sub-Procedure B: The total number of Votes Cast is zero.</p>	<p>Sub-Procedure A: The total number of Voted Electors was zero.</p> <p>Sub-Procedure B: The total number of Votes Cast was zero.</p>	HRM Live Environment	X		

Procedure#	Agreed-Upon Procedures	Results	Environment ¹	Timing and occurrence of Agreed-Upon Procedures ²		
				Before	During	After
5	<p>Obtain a listing of all non-acclaimed candidates, and their districts from the municipality. Using the Ballot Proof Tool in the Simply Voting Elections Manager:</p> <p>Sub-Procedure A: Visually inspect that all non-acclaimed candidate names are set up correctly in the Electronic Voting System internet portal and are assigned to the correct district.</p> <p>Sub-Procedure B: Listen and validate that the candidate names are audible and set up correctly in the Electronic Voting System IVR (phone) line and are assigned to the correct district.</p>	<p>Sub-Procedure A: All non-acclaimed candidate names were set up and assigned to the correct district in the Internet system.</p> <p>Sub-Procedure B: All non-acclaimed candidate names were audible/set up and assigned to the correct district in the IVR (phone) system.</p>	HRM Live Environment	X		
6	Attempt to log onto the electronic voting system via IVR (phone) to attempt to cast votes prior to the polling period, in both English and French.	<p>Attempted to log onto the electronic voting system via telephone (1-844-301-8683) and observed that access was denied at the following times:</p> <ul style="list-style-type: none"> - 10:30am ADT on October 7, 2024 (English) - 10:30am ADT on October 7, 2024 (French) 	HRM Live Environment	X		
7	Attempt to log onto the electronic voting system via Internet to attempt to cast votes prior to the polling period.	<p>Attempted to log onto the electronic voting system via Internet (https://halifax.simplyvoting.com) and observed that access was denied at the following time:</p> <ul style="list-style-type: none"> - 10:28am ADT on October 7, 2024 	HRM Live Environment	X		

Procedure#	Agreed-Upon Procedures	Results	Environment ¹	Timing and occurrence of Agreed-Upon Procedures ²		
				Before	During	After
8	<p>Sub-Procedure A: Obtain the Election Log for the Test Environment and identify the record for the creation of the environment. Obtain written representation from Intelivote that the environment was created by cloning the HRM Live Environment.</p> <p>Sub-Procedure B: Obtain the Ballot Proof from the Test Environment, and visually compare these on-screen to the Ballot Proof for the HRM Live Environment obtained in Procedure 5 to confirm that the Ballot Proof are identical between environments.</p>	<p>Sub-Procedure A: Inspected the Election Log for the Test Environment and identified the record indicating that the Test Environment was created on September 30, 2024, at 2:40PM ADT, by cloning the HRM Live Environment. Written representation was obtained from Intelivote's VP Business Development on October 16, 2024, that the environment was created using the "Clone Event" feature of Simply Voting.</p> <p>Sub-Procedure B: There were no variances between the Ballot Proof from the HRM Live Environment and the Ballot Proof from the Test Environment.</p>	Test Environment	X		
9	<p>In the Test Environment of the Simply Voting Election Manager, perform pre-defined voting selections and attempts for a population of test voters.</p> <p>Sub-Procedure A - Validate the results match those that were expected from the pre-defined voting selections for the population of test voters.</p> <p>View the details of each test ballot to verify the vote was counted as cast.</p> <p>Sub-Procedure B - Validate that blank ballots cast did not enter into the test election results as valid votes but as spoiled ballots.</p>	<p>Sub-Procedure A - Election results matched those that were expected from the pre-defined voting selections for the population of test votes.</p> <p>Before voting, 321 votes were counted as cast.</p> <p>During voting, 321 votes were counted as cast.</p> <p>Sub-Procedure B - For all eligible matters, blank ballots could not be cast using either the Internet or the IVR (phone) systems.</p>	Test Environment	X		

Procedure#	Agreed-Upon Procedures	Results	Environment ¹	Timing and occurrence of Agreed-Upon Procedures ²		
				Before	During	After
10	In the Test Environment, cast a vote for each non-acclaimed candidate using the Internet system. Observe that a vote could be cast for each non-acclaimed candidate.	A vote could be cast for each non-acclaimed candidate in the electronic voting system via the Internet system.	Test Environment	X		
11	For a voter PIN for which a vote has already been cast, observe whether additional votes can be cast and recorded in the Electronic Voting System, using both the internet and IVR (phone), with the same voter PIN. Sub-Procedure A: Attempt to log on and vote to the same candidate as the original vote. Sub-Procedure B: Attempt to vote for a different candidate in the same matter.	Sub-procedure A: Additional votes for the same candidate as the original vote could not be cast in the electronic voting system for a voter PIN that had already been used to cast a vote. Sub-procedure B: Additional votes for a different candidate could not be cast in the electronic voting system for a voter PIN that had already been used to cast a vote.	Test Environment	X		
12	Using a computer that was already used to cast a complete electronic voting session, conduct two additional complete electronic voting sessions from the same computer using unused voter credentials. Observe whether the Internet system will record electronic votes from unique voter PINs when using the same device.	The electronic voting system, via the Internet system, recorded unique electronic votes from the 258 voter PINs used to cast votes in the Test Environment via the internet voting system. Three different computers were used to cast these votes, with each computer casting 97, 96, and 65 votes, respectively.	Test Environment	X		
13	Begin a voting session by voting for each eligible matter and obtain confirmation of that vote using the IVR (phone).	The voter PINs that were used to complete an electronic voting session via IVR (phone) could not be used to log on to the electronic voting system via the Internet.	Test Environment	X		

Procedure#	Agreed-Upon Procedures	Results	Environment ¹	Timing and occurrence of Agreed-Upon Procedures ²		
				Before	During	After
	Using the same voter PIN, attempt to use the Internet system to vote for each eligible matter. Observe whether additional votes can be cast using the same voter PIN	The same PIN could not be used to cast more than one vote.				
14.1	Begin a voting session (internet). Move through the system prompts, including selection of a candidate, but not all the way through completion (i.e. submitting the vote on the final screen). Determine whether a vote was cast or not.	The electronic voting session via the Internet system did not cast a vote prior to the submission of the vote on the final screen.	Test Environment	X		
14.2	Begin a voting session (IVR (phone)). Move through the system prompts, including selection of a candidate, but not all the way through completion (i.e. submitting the vote on the final prompt). Determine whether a vote was cast or not.	The IVR (phone) voting session did not cast a vote prior to the submission of the vote on the final prompt.	Test Environment	X		
15.1	Begin a voting session (internet). Keep the session active. Using a different physical computer, attempt to log onto the system using the same set of credentials and observe whether the system will allow the log on. If allowed, attempt to cast a vote in each session. Observe whether only one vote has been counted.	The electronic voting session via the internet system allowed multiple simultaneous voting sessions to be active for the same Voter PIN. Only the first vote submitted for this Voter PIN was successfully cast and recorded in the logs and votes subsequently submitted by the remaining active sessions were not counted.	Test Environment	X		
15.2	Begin a voting session IVR (phone)). Keep the session active. Using a different IVR, attempt to log onto the	The electronic voting session via the telephone system allowed multiple simultaneous voting sessions to be active	Test Environment	X		

Procedure#	Agreed-Upon Procedures	Results	Environment ¹	Timing and occurrence of Agreed-Upon Procedures ²		
				Before	During	After
	system using the same set of credentials and observe whether the system will allow the log on. If allowed, attempt to cast a vote in each session. Observe whether only one vote has been counted.	for the same Voter PIN. Only the first vote submitted for this Voter PIN was successfully cast and votes subsequently submitted by the remaining active sessions were not counted.				
16.1	<p>Begin a voting session (internet). Move through the system prompts, including selection of a candidate, but not all the way through completion (i.e. submitting the vote on the final screen). Exit the voting session without casting a vote.</p> <p>Using the same voter PIN, attempt to log onto the IVR (phone) and cast a vote. Observe whether only one vote has been cast.</p>	The electronic voting session via the Internet system that was disconnected prior to submission of the ballot, did not cast a vote. The subsequent IVR (phone) voting session using the same Elector PIN successfully cast a vote. Only one vote was cast.	Test Environment	X		
16.2	<p>Begin a voting session (IVR (phone)). Move through the system prompts, including selection of a candidate, but not all the way through completion (i.e. submitting the vote on the final screen). Exit the voting session without casting a vote.</p> <p>Using the same voter PIN, attempt to log onto the internet and cast a vote. Observe whether only one vote has been cast.</p>	The electronic voting session via the IVR (phone) system that was disconnected prior to submission of the ballot did not cast a vote. The subsequent internet voting session using the same Elector PIN successfully cast a vote. Only one vote was cast.	Test Environment	X		

Procedure#	Agreed-Upon Procedures	Results	Environment ¹	Timing and occurrence of Agreed-Upon Procedures ²		
				Before	During	After
17	<p>For an Elector whose voter PIN has already been used to cast a vote, request the Simply Voting Project Manager reset the voter PIN associated with that Elector ID.</p> <p>Sub-Procedure A: Attempt to log on using the original PIN and cast a vote.</p> <p>Sub-Procedure B: Attempt to log-in using the reset PIN and cast a vote.</p>	<p>Sub-Procedure A: For an Elector ID whose PIN had been reset, a vote was unable to be cast using the original PIN.</p> <p>Sub-Procedure B: For an Elector ID whose PIN had been reset, a vote was able to be cast using the new (or reset) PIN.</p>	Test Environment	X		
18	Inspect the Results section within Simply Voting Elections Manager and validate that the election results cannot be accessed.	Election results were not accessible prior to the close of the voting period.	HRM Live Environment		X	
19	Attempt to log onto the IVR (phone) and Internet system with an Elector PIN that is disabled.	A vote could not be cast by IVR (phone) or Internet system with an Elector PIN that is disabled status.	HRM Live Environment		X	
20	<p>At the close of the electronic Alternative Polling Period (October 16, 2024, 7:00PM ADT):</p> <p>Using two separate Simply Voting accounts from two separate devices, download all 5 of the Results Reports from Simply Voting Elections Manager containing the election results (Unofficial Results PDF, Unofficial Results CSV, Segmented Summary Results CSV, Segmented Results CSV, and Raw Results CSV).</p> <p>Sub-Procedure A: Compare the downloaded reports to what is</p>	<p>Sub-Procedure A: The voting results were consistent between the reports generated and the results displayed on screen in the Simply Voting Election Manager.</p> <p>Sub-Procedure B: The voting results were consistent between the two copies of the reports generated.</p> <p>Sub-Procedure C: Encrypted and saved the voter results extract files containing the election results to two separate USB flash drives. EY entered the password during encryption and the password was not shared with anyone. Retained one of the</p>	HRM Live Environment			X

Procedure#	Agreed-Upon Procedures	Results	Environment ¹	Timing and occurrence of Agreed-Upon Procedures ²		
				Before	During	After
	<p>displayed on screen in Simply Voting Elections Manager.</p> <p>Sub-Procedure B: Compare the two copies of the downloaded reports to one another.</p> <p>Sub-Procedure C: Encrypt and save all 5 Results Reports to two separate USB drives. Obtain one copy and observe that the other copy has been provided to the Returning Officer. The password will only be known by EY.</p> <p>Sub-Procedure D: Generate printed reports of the election results (Unofficial Results, Segmented Results, Segmented Summary Results) and place this in a sealed envelope. The signatures of the Returning Officer and EY will be applied to the seal area. This report will be provided to the Returning Officer.</p>	<p>USB flash drives and gave that the other copy to the Returning Officer.</p> <p>Sub-Procedure D: Reports of the election results were printed. Printed reports were visually compared and matched exactly against the results observed within the Simply Voting application. The reports were sealed in an envelope without revealing the results to the Returning Officer. EY and the Returning Officer signed the sealed area of the envelope. EY handed over the sealed envelope to the Returning Officer.</p>				
21.1	Attempt to log onto the IVR (phone) system to attempt to cast votes after the electronic polling period has ended.	Attempted to log onto the electronic voting system via IVR (phone) system for the live production environment on October 16, 2024, at 7:02PM ADT and observed a message indicating "Voting has ended, goodbye." and the call was automatically ended.	HRM Live Environment			X
21.2	Attempt to log onto the Internet system to attempt to cast votes after the electronic polling period has ended.	Attempted to log onto the electronic voting system for the live production environment via the internet on October 16, 2024, exactly at 7:00PM ADT and	HRM Live Environment			X

Procedure#	Agreed-Upon Procedures	Results	Environment ¹	Timing and occurrence of Agreed-Upon Procedures ²		
				Before	During	After
		observed a message indicating "Advance online and telephone voting has ended".				
22	<p>At the close of the Election (October 19, 2024, 7:00 PM ADT):</p> <p>Using two separate Simply Voting accounts from two separate devices, download all 5 of the Results Reports from Simply Voting Elections Manager containing the election results (Unofficial Results PDF, Unofficial Results CSV, Segmented Summary Results CSV, Segmented Results CSV, and Raw Results CSV).</p> <p>Sub-Procedure A: Compare the downloaded reports to what is displayed on screen in Simply Voting Elections Manager.</p> <p>Sub-Procedure B: Compare the two copies of the downloaded reports to one another.</p> <p>Sub-Procedure C: Compare the downloaded reports from October 16, 2024, obtained in Procedure 20 to the downloaded reports from October 19, 2024. The vote counts should be equal, demonstrating no additional votes were added to the system since the advanced voting period ended.</p> <p>Sub-Procedure D: Inspect the Election Log activity after the close of the</p>	<p>Sub-Procedure A: The voting results were consistent between the reports generated and the results displayed on screen in the Simply Voting Election Manager.</p> <p>Sub-Procedure B: The voting results were consistent between the two copies of the reports generated.</p> <p>Sub-Procedure C: The voting results were consistent between the reports generated on October 16, 2024, and the reports generated on October 19, 2024. The vote counts were equal, demonstrating no additional votes were added to the system since the advanced voting period ended.</p> <p>Sub-Procedure D: No internet or telephone votes were recorded after the voting kiosks were closed at 19:05 (7:05PM ADT) on October 16, 2024.</p>	HRM Live Environment			X

Procedure#	Agreed-Upon Procedures	Results	Environment ¹	Timing and occurrence of Agreed-Upon Procedures ²		
				Before	During	After
	advanced polling period determine whether additional votes were accepted by the Simply Voting application after the close of the advanced polling period.					
23	<p>Obtain a listing of all system users who could access the Simply Voting environment throughout the duration of the 2024 Municipal Election (application, operating system and database).</p> <p>Obtain representation from the HRM IT Project Manager (application), HRM Returning Officer, HRM Assistant Returning Officer, Intelivote VP Business Development, and Simply Voting President (database and operating system) that those listed users are appropriate.</p>	<p>Representations from the HRM IT Project Manager, HRM Returning Officer, HRM Assistant Returning Officer, Intelivote VP Business Development, and Simply Voting President indicated that all listed system users of the Simply Voting electronic voting system (application and module access; operating systems; and database layers) were appropriate.</p>	HRM Live Environment			X

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