



Responsible Use of Artificial Intelligence (AI) Policy
POLICY NUMBER P-9-2026

APPROVAL

RESOLUTION NO: 322
Council Meeting Wednesday, April 15, 2026
Moved by ### that Responsible Use of Artificial Intelligence (AI) Policy be approved as presented.

1. Purpose

The purpose of this policy is to establish guidelines for the responsible, transparent, and ethical use of Artificial Intelligence (AI) within the Summer Village of Val Quentin.

Artificial Intelligence can support municipal administration, improve efficiency, and assist with research, drafting, analysis, and communications. This policy ensures that AI is used in a manner that:

- Protects the privacy and security of municipal information
- Maintains transparency and accountability in municipal decision-making
- Ensures human oversight of all AI-supported activities
- Supports responsible governance and ethical use of technology

This policy aligns with applicable legislation including:

- Municipal Government Act (RSA 2000, c. M-26)

2. Scope

This policy applies to:

- Council members
- Municipal staff
- Contractors and consultants acting on behalf of the Municipality
- Any artificial intelligence tools used in municipal administration

This includes but is not limited to:

- Generative AI tools (e.g., ChatGPT, Copilot, Gemini, Claude)
- AI writing or summarization tools
- Data analysis tools using machine learning
- Automated decision-support systems
- AI tools used in communications, reporting, or planning.

3. Definitions

Artificial Intelligence (AI)

Software systems or algorithms that simulate human intelligence to perform tasks such as analysis, prediction, recommendation, drafting, or decision support.

Generative AI

AI systems that generate text, images, code, or other content based on user prompts.

Municipal Data

Any information collected, created, stored, or managed by the Municipality in the course of municipal operations.

Personal Information

Information about an identifiable individual as defined under the **Freedom of Information and Protection of Privacy Act (FOIP)**.

Decision-Making

Any recommendation, determination, or action that affects residents, employees, stakeholders, or municipal operations.

4. Guiding Principles

The Municipality supports the responsible use of AI based on the following principles.

Transparency

Residents and stakeholders will be informed when AI tools are used in municipal processes or decision-support activities where appropriate.

Human Oversight

Artificial Intelligence may assist with research, analysis, and drafting but must not replace human judgment or decision-making.

Municipal staff or Council remain responsible for all final decisions.

Privacy Protection

AI tools must not be used in a way that violates privacy legislation. Personal information must not be entered into public AI systems unless authorized and protected.

Security and Data Protection

Municipal data must be safeguarded when using AI tools. Sensitive or confidential information must not be entered into external AI systems without approval.

Fairness and Bias Mitigation

AI-generated information will be reviewed for potential bias or inaccurate conclusions.

Responsible Governance

AI will be used to support municipal objectives and public service delivery, not to replace professional or elected decision-making.

5. Acceptable Uses of AI

AI tools may be used to assist municipal administration in areas such as:

- Drafting communications, reports, and correspondence

- Summarizing documents or meeting notes
- Conducting preliminary research or policy review
- Creating templates or administrative documents
- Supporting planning or analytical work
- Generating ideas or brainstorming solutions

All outputs will be reviewed and verified by municipal staff before use.

6. Prohibited Uses

Artificial Intelligence will not be used to:

- Replace human decision-making in legal, regulatory, or enforcement matters
- Issue official municipal decisions without human review
- Collect or process personal information in violation of PIPA
- Upload confidential municipal data into public AI platforms
- Produce official communications without verification by municipal staff
- Generate misleading or inaccurate public information

7. Data Protection Requirements

When using AI tools, the following safeguards will be followed:

Municipal staff will not input the following information into public AI systems:

- Personal information about residents or employees
- Confidential legal or contractual information
- Sensitive municipal operational data
- Financial or procurement information not publicly released

Where AI systems are used internally, appropriate privacy and security protections will be maintained.

8. Approval and Oversight

Implementation of AI tools requires oversight to ensure responsible use.

1. The Chief Administrative Officer (CAO) will approve the use of AI tools in municipal administration.
2. Where AI tools significantly affect municipal operations, Council may be informed or consulted.

9. Accountability and Verification

AI-generated information will be reviewed for:

- Accuracy

- Bias or misleading content
- Compliance with municipal policies
- Alignment with legislation

Municipal staff remain fully responsible for any work products produced using AI.

10. Training and Awareness

Administration may provide training or guidance to Council on:

- Responsible AI use
- Privacy considerations
- Data protection
- Verification of AI outputs

11. Monitoring and Review

The CAO and Council will periodically review:

- AI tools used within municipal operations
- Compliance with this policy
- Emerging risks or opportunities

12. Responsibilities

Council

- Provides governance oversight and approves the policy.

Chief Administrative Officer

- Ensures compliance with this policy.
- Approves the use of AI tools within municipal operations.
- Use AI tools responsibly and in accordance with this policy.
- Ensure verification of all AI-generated outputs.

SCHEDULE A

AI Use Quick Reference Checklist

Step 1 – Identify Purpose

- Define purpose of AI tool
 - Administrative / research / drafting support
-

Step 2 – Check Data

- No personal information included
 - No confidential municipal information entered
-

Step 3 – Risk Review

- Potential bias reviewed
 - Privacy considerations assessed
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Step 4 – Human Review

- Output verified by staff
 - Final decision made by a person
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Step 5 – Documentation

Tool/System: _____

Purpose: _____

Reviewer: _____

Notes: _____

Step 6 – Approval

- CAO approval obtained where required
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Reviewer Signature: _____

Date: _____