

Title:	Artificial Intelligence
Policy No:	1026
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Responsible Department:	Information Systems
Review Date:	September 8, 2027
Legal References: <i>Municipal Government Act, R.S.A., 2000, c.M-26.</i> <i>Protection of Privacy Act, S.A., 2024, c.P-28.5.</i> <i>Access to Information Act, S.A., 2024, c.A-1.4.</i>	Cross References: Bylaw 22-929 Records Retention Policy 1031 Cyber Security Policy 1042 Access to Information Policy 1047 Privacy Management Program Policy 1048 Right of Access and Correction of Personal Information
Purpose: To establish a governance framework for the acquisition, implementation, and use of Artificial Intelligence within Greenview that enables innovation and operational effectiveness while ensuring Artificial Intelligence Systems are governed in a lawful, secure, and responsible manner that protects privacy, Municipal Records, information assets, and the integrity of municipal operations and decision-making. This Policy establishes the principles, safeguards, and accountabilities necessary to ensure Artificial Intelligence is used in a manner that supports sound information governance, responsible risk management, legislative compliance, and public confidence in Greenview's stewardship and use of emerging technologies.	

1. DEFINITIONS

- 1.1. **Administration** means the Chief Administrative Officer (CAO) or any employee of Greenview who is accountable to the CAO.
- 1.2. **Artificial Intelligence (AI)** means a machine-based technology or computational system that can process data, recognize patterns, learn from information, make inferences, generate outputs, or perform tasks that would otherwise require human intelligence. Artificial intelligence may generate predictions, recommendations, analyses, decisions, content, images, audio, video, software code, or other outputs that influence physical or digital environments.
- 1.3. **Artificial Intelligence System** means any software, operating platform, application, service, model, tool, technology, or integrated solution that utilizes Artificial Intelligence capabilities, including machine learning, natural language processing, predictive analytics, computer vision, Generative Artificial Intelligence, or similar technologies.
- 1.4. **AI-Generated Content** means any text, image, audio recording, video, software code, dataset, recommendation, analysis, report, summary, communication, presentation, or

other output created, modified, enhanced, or generated in whole or in part through the use of an Artificial Intelligence System.

- 1.5. **Confidential Information** means information that is confidential, sensitive, restricted, privileged, or otherwise protected from unauthorized access, use, disclosure, or distribution by legislation, contract, policy, administrative requirement, court order, or operational necessity. Confidential Information includes, but is not limited to, Personal Information, closed meeting information, legal advice, information subject to solicitor-client privilege, labour relations information, procurement information, security information, financial information, and any information protected from disclosure under applicable legislation.
- 1.6. **Council** means the Reeve and Councillors duly elected in the Municipal District of Greenview No.16 and who continue to hold office.
- 1.7. **Data Privacy** means the protection and appropriate management of Personal Information, including its collection, use, disclosure, access, storage, retention, and disposal, in accordance with applicable privacy legislation and Greenview's approved privacy policies, procedures, standards, and practices.
- 1.8. **Employee** means the person(s) employed by Greenview, in any capacity.
- 1.9. **Enterprise Controls** means the administrative, technical, operational, contractual, governance, privacy, cybersecurity, monitoring, auditing, and risk management measures established by Greenview to govern the acquisition, implementation, configuration, use, protection, retention, oversight, and ongoing management of Artificial Intelligence Systems.
- 1.10. **Generative Artificial Intelligence** means an Artificial Intelligence System capable of creating, modifying, or producing new content based on prompts, instructions, datasets, or user input, including text, images, audio, video, software code, reports, analyses, summaries, presentations, datasets, or other forms of information.
- 1.11. **Greenview** means the Municipal District of Greenview No. 16.
- 1.12. **High-Risk Use** means the use of an Artificial Intelligence System in circumstances where the output, recommendation, analysis, ranking, prediction, or decision may materially affect an individual's rights, interests, opportunities, access to services, employment, financial interests, legal position, privacy, safety, or where the use of Artificial Intelligence may create significant legal, financial, operational, reputational, cybersecurity, or governance risks for Greenview.
- 1.13. **Human Oversight** means the active review, evaluation, supervision, validation, verification, and approval of Artificial Intelligence Systems, inputs, outputs, recommendations, analyses, and decisions by an authorized individual who possesses the authority, expertise, and accountability necessary to assess the appropriateness, accuracy, reliability, and suitability of the information produced.
- 1.14. **Personal Information** means recorded information about an identifiable individual as defined by applicable legislation, including any information that can reasonably be used to identify an individual.

- 1.15. **Privacy Impact Assessment (PIA)** means a structured assessment process used to identify, evaluate, and mitigate privacy risks associated with programs, services, systems, or initiatives involving personal information.
- 1.16. **User** means any member of Council, board member, committee member, Employee, contractor, consultant, volunteer, service provider, or other individual authorized to access, implement, administer, manage, or use an Artificial Intelligence System on behalf of Greenview.

2. POLICY STATEMENT

- 2.1. Artificial Intelligence Systems may be acquired, implemented, and used only where such use is authorized by Greenview, supports a legitimate municipal purpose, and can be administered in accordance with this Policy and applicable legislative, privacy, cybersecurity, records management, and information governance requirements.
- 2.2. Artificial Intelligence Systems are tools intended to support, and not replace, Human Oversight, professional judgment, statutory authority, delegated authority, governance responsibilities, or accountability requirements. Responsibility and accountability for all decisions, actions, recommendations, approvals, records, communications, and work products supported by AI remain with the User exercising the applicable authority.
- 2.3. Artificial Intelligence Systems shall be administered in a manner that protects Personal Information, Confidential Information, Greenview Records, and information assets and supports cybersecurity, legislative compliance, and the integrity of municipal operations and decision-making.
- 2.4. The acquisition, implementation, administration, and use of Artificial Intelligence Systems shall comply with:
- 2.4.1. *The Access to Information Act*;
 - 2.4.2. *The Protection of Privacy Act*;
 - 2.4.3. Greenview's information governance, privacy, cybersecurity, and records management legislation; and,
 - 2.4.4. All other applicable enactments, bylaws, policies, contractual obligations, standards, and administrative requirements.
- 2.5. Meaningful Human Oversight shall be maintained where outputs, recommendations, analyses, predictions, or other information generated by an Artificial Intelligence System may influence a municipal decision, action, approval, recommendation, or course of action.
- 2.6. Greenview may restrict, suspend, prohibit, or discontinue the acquisition, implementation, or use of an Artificial Intelligence System where its use presents unacceptable privacy, cybersecurity, legal, financial, operational, information governance, reputational, or public interest risks or is otherwise inconsistent with legislative, operational, or governance requirements.

3. AUTHORIZED USES AND PROHIBITED USES

3.1. Artificial Intelligence Systems may be used to support Greenview's programs, services, operations, statutory responsibilities, and corporate functions where such use is authorized and consistent with this Policy and all applicable legislative, privacy, cybersecurity, records management, and information governance requirements.

3.2. Authorized uses of Artificial Intelligence may include:

- 3.2.1. Conducting research, gathering information, and identifying legislative, operational, or industry developments;
- 3.2.2. Preparing, drafting, editing, summarizing, formatting, or reviewing reports, correspondence, presentations, policies, procedures, and administrative materials;
- 3.2.3. Supporting data analysis, trend identification, forecasting, performance measurement, strategic planning, and operational decision-making;
- 3.2.4. Facilitating records classification, information organization, knowledge management, and information retrieval activities;
- 3.2.5. Supporting translation, transcription, accessibility services, and communication assistance;
- 3.2.6. Supporting learning, training, professional development, and knowledge-sharing activities;
- 3.2.7. Identifying opportunities for service improvements, administrative efficiencies, and process optimization; and
- 3.2.8. Supporting other activities approved by Administration that are consistent with Greenview's operational requirements and information governance obligations.

3.3. Artificial Intelligence Systems shall not be used in a manner that:

- 3.3.1. Contravenes legislation, municipal bylaws, approved policies, contractual obligations, licensing requirements, or lawful directions;
- 3.3.2. Compromises the confidentiality, integrity, availability, security, or lawful management of information under Greenview's custody or control;
- 3.3.3. Infringes copyright, intellectual property rights, proprietary rights, or contractual restrictions respecting information or technology;
- 3.3.4. Generates, facilitates, or disseminates discriminatory, biased, deceptive, misleading, unlawful, or unethical content or activities;
- 3.3.5. Misrepresents AI-Generated Content as independently created human work where such representation may reasonably mislead Employees, decision-makers, stakeholders, or the public; or

- 3.3.6. Creates material legal, financial, operational, reputational, privacy, cybersecurity, or governance risks to Greenview.
- 3.4. Users shall not enter, upload, disclose, transmit, or otherwise provide information to an Artificial Intelligence System where the information contains Personal Information, Confidential Information, legally privileged information, closed meeting records, confidential Council information, labour relations or Employee information, procurement or vendor information, security or critical infrastructure information, non-public financial, commercial, or strategic information, or any other information restricted from disclosure by legislation, agreement, court order, or approved policy unless such use is expressly authorized and protected through approved Enterprise Controls.
- 3.5. Artificial Intelligence Systems shall not be used as the sole basis for any decision, recommendation, determination, approval, or action relating to employment matters, procurement activities, investigations, inspections, enforcement or regulatory activities, the expenditure or commitment of municipal resources, the exercise of statutory or delegated authority, the provision of legal advice or interpretation, access to municipal programs, services, permits, licences, approvals, or authorizations, or any matter that may materially affect the rights, interests, obligations, opportunities, privileges, or entitlements of an individual, organization, or stakeholder.
- 3.6. Where an Artificial Intelligence System is used to support analysis, recommendations, evaluations, or decision-making activities, meaningful Human Oversight shall be maintained and Users shall review, validate, and verify the accuracy, completeness, reliability, relevance, legality, and appropriateness of all AI-generated outputs prior to their use, reliance, publication, or distribution and shall remain accountable for all decisions, actions, recommendations, records, communications, and work products that incorporate or rely upon such outputs.

4. PRIVACY, INFORMATION MANAGEMENT, AND RECORDS

- 4.1. Artificial Intelligence Systems shall be implemented and used in a manner that protects privacy, safeguards information assets, preserves the integrity and evidentiary value of Greenview's records, and supports compliance with Greenview's privacy management standards.
- 4.2. Prior to implementing an Artificial Intelligence System that collects, accesses, creates, processes, stores, discloses, or otherwise uses Personal Information or Confidential Information, Greenview shall undertake any privacy, security, risk, procurement, or compliance assessments required by legislation, approved policies, contractual obligations, or established administrative practices.
- 4.3. Information accessed, created, collected, received, processed, retained, disclosed, or otherwise used through an Artificial Intelligence System shall be used only for authorized purposes and remains subject to all legislative and organizational requirements respecting

privacy, access to information, records management, cybersecurity, and legal disclosure obligations.

- 4.4. Information created, received, processed, or retained through the use of Artificial Intelligence Systems in the conduct of Greenview business constitutes a Municipal Record where it documents decisions, supports municipal activities, provides evidence of business transactions, or is otherwise required to be retained.
- 4.5. Greenview Records associated with the use of Artificial Intelligence shall be classified, retained, managed, disclosed, and disposed of in accordance with Greenview's Records Retention Bylaw, and Users shall ensure information incorporated into official records, reports, recommendations, communications, or decision-making processes is accurate, reliable, and does not compromise the authenticity, integrity, or evidentiary value of Greenview's Records.
- 4.6. Greenview may establish technical, administrative, contractual, and operational controls governing the acquisition, access, use, monitoring, retention, and protection of Artificial Intelligence Systems and information processed through them, including requirements applicable to third-party providers.

5. ARTIFICIAL INTELLIGENCE GOVERNANCE

- 5.1. Greenview shall establish and maintain governance processes, Enterprise Controls, and administrative practices governing the acquisition, implementation, use, monitoring, modification, and retirement of Artificial Intelligence Systems using a risk-based approach that considers privacy, cybersecurity, information governance, legal and regulatory obligations, operational requirements, financial implications, service impacts, and public confidence in municipal decision-making.

6. COUNCIL RESPONSIBILITIES

- 6.1. Council shall provide strategic oversight respecting the use of Artificial Intelligence within Greenview and consider significant organizational risks, opportunities, and governance matters arising from its use in a manner that supports legislative obligations, public confidence, the integrity of municipal decision-making, and the responsible stewardship of information under Greenview's custody or control.

7. ADMINISTRATION RESPONSIBILITIES

- 7.1. Administration administers and implements this Policy and establishes the governance processes, Enterprise Controls, standards, procedures, directives, technical requirements, approval processes, and risk management measures necessary to support the responsible, secure, and effective acquisition, implementation, and use of Artificial Intelligence Systems.

- 7.2. Administration shall monitor compliance with this Policy, review proposed Artificial Intelligence Systems where appropriate, provide education, guidance, and organizational resources respecting approved technologies and legislative obligations, and communicate significant Artificial Intelligence-related risks, incidents, or governance matters to the Senior Leadership Team or Council, as appropriate.
- 7.3. The Information Systems Department shall provide technical oversight respecting Artificial Intelligence Systems, establish appropriate Enterprise Controls, and complete technical assessments of proposed Artificial Intelligence Systems. The results of each assessment shall be provided to the Senior Leadership Team, which shall determine whether the proposed Artificial Intelligence System is approved for organizational use.
- 7.4. Following approval by the Senior Leadership Team, the Information Systems Department shall establish, maintain, and periodically review a list of approved Artificial Intelligence Systems authorized for use by Greenview. When using Greenview's Digital Communication Tools, or on Greenview's network, Employees and Councillors shall only use Artificial Intelligence Systems identified on the approved list and in accordance with applicable administrative requirements.
- 7.5. Department Managers shall ensure Artificial Intelligence Systems used within their respective areas of responsibility are implemented and used in accordance with this Policy, approved administrative requirements, and established information governance and security practices.
- 7.6. Users shall comply with this Policy and associated administrative requirements, use Artificial Intelligence Systems only for authorized municipal purposes, exercise professional judgment and maintain meaningful Human Oversight, verify the accuracy and appropriateness of Artificial Intelligence outputs prior to their use or reliance, protect Personal Information, Confidential Information, and municipal information assets, and promptly report actual or suspected privacy breaches, cybersecurity incidents, unauthorized disclosures, inappropriate use, or other material concerns involving Artificial Intelligence Systems.
- 7.7. Administration shall review this Policy at least once annually to ensure it remains current with emerging Artificial Intelligence technologies, legislative requirements, organizational risks, and operational practices.