COUNCIL POLICY

ARTIFICIAL INTELLIGENCE (AI) POLICY

Policy #: A-33-2024.1
Section: Administration
Legislative Reference: Freedom of Information and Privacy (FOIP) Act

1. **PURPOSE**
   1.1 To provide a clear understanding of the boundaries and appropriate use of AI in the workplace.
   1.2 To ensure the protection and privacy of the Town and its residents.
   1.3 To make clear the ethical considerations and inherent risks that come with using AI technology in the workplace.

2. **DEFINITIONS**
   2.1 In this Policy:
      a) *"AI"* shall mean Artificial Intelligence (computational powers that mimic human cognition) and its various programs and applications such as ChatGPT, Bing, Writer, etc.;
      b) *"CAO"* shall mean the Chief Administrative Officer of the Town of Smoky Lake;
      c) *"Employee"* shall mean a person employed by the Town of Smoky Lake;
      d) *"FOIP"* is the acronym for the Freedom of Information and Privacy Act;
      e) *"Town"* shall mean the Municipal Corporation of the Town of Smoky Lake;

3. **POLICY STATEMENT**
   3.1 The Town recognizes the evolution of AI within the workplace and its potential to improve the efficiency of day-to-day tasks.
   3.2 The Town recognizes the ethical implications, privacy risks, and plagiarism concerns of adopting AI applications into workplace routines.
   3.3 This policy highlights the mitigation strategies to prevent the above-mentioned risks that arise from implementing regular AI usage.

4. **CONFIDENTIALITY AND PROTECTION OF PRIVACY**
   4.1 Individuals have the right to the protection of their personal matters under the FOIP Act.
   4.2 Employees are always expected to act within the FOIP Act regulations. However, additional precautionary measures must be taken into consideration when working with AI systems due to their pattern recognition software which learns and stores information making it potentially accessible to hackers or those responsible for the AI technology.
   4.3 As per section 38 of the FOIP Act, when/if using AI generators or platforms, Employees are not permitted to give AI programs access to any personal private information as it could be leaked. Such an event would be classified as a security breach.

4.4 In the event of a security breach occurring due to the misuse of an AI system, the FOIP Act would require the Town to:

    a) Appoint an incident leader who must contact Cybersecurity Services in addition to Privacy Services.

    b) The Town must follow the instructions provided by the above-mentioned services to contain and record the breach, as well as attempt any strategies to minimize harms caused by the breach.

    c) The Town will be responsible for revisiting and potentially revising the current AI workplace practices to ensure that such an incident does not occur again.

5. PLAGIARISM

5.1 Employees using AI at work are to do so only as a rough guide or to get ideas.

5.2 AI creations are not original work, nor may they be claimed as such.

5.3 AI and the work it creates must be cited where appropriate.

5.4 If a citation is not necessary then the prompts gathered from AI systems must be altered so that Employee work is unique from AI creations.

6. WORKER RESPONSIBILITY

6.1 Those employed by the Town are responsible for the work they produce, regardless of whether AI systems were involved or not.

6.2 An Employes must never assume that AI is always correct.

6.3 An Employee must independently verify the veracity of the claims, facts, and sources provided by AI.

6.4 Employees are responsible for ensuring that the rules and regulations set out by the FOIP Act are being met while using AI so that no personal or private information is exposed to AI programs capable of storing the information.

7. ETHICAL CONSIDERATIONS

7.1 While AI can be a tool that workers can use to maximize their productivity, AI is not to be used to replace human job positions and is an optional resource for workers to use at their own discretion so long as the guidelines within this policy are being met.

7.2 The Town supports appropriate Employee use of AI to assist in workplace responsibilities.

7.3 AI decision-making algorithms cannot replace the discretion of any Employees as AI lacks contextual analysis and may fail to apply the ethical reasonings considered by humans.

7.4 AI can apply logical thinking and a legislative focus on decision-making but still requires Employee input to ensure that the ethical and social expectations of decision-making are being met.

8. POLICY REVIEW

8.1 This policy will be reviewed by Administration every four years with any changes being recommended to Council for approval.

	DATE	RESOLUTION NUMBER
Approved	October 21, 2024	588-2024

Original Signed
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Amy Cherniwchan
Mayor

Original Signed
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Dawn Phillips
Chief Administrative Officer