

City of Wetaskiwin Council Policy

Artificial Intelligence (AI)



Policy Number:	CO-060
Effective On:	September 22, 2025
Approval History:	<<NA>>
Review Frequency:	Every 4 years
Division Responsible:	Corporate Services
Cross-Reference:	

1. Policy Statement

The City of Wetaskiwin supports the responsible, safe, and ethical use of Artificial Intelligence (AI) to enhance community services, support reliable and informed decision-making, and improve operational efficiency. AI tools will be used in ways that protect privacy, ensure security, maintain accountability, remain transparent, and align with the City's long-term vision of serving residents and supporting a thriving, safe community.

This policy ensures that Artificial Intelligence as a tool reflects the City's commitment to trust, integrity, and resourcefulness while fostering innovative and efficient service delivery.

2. Definitions

“Artificial Intelligence (AI)” means software or technology used as a tool to help the City achieve its goals by performing tasks that normally require human intelligence — such as analyzing data, solving problems, automating processes, or creating content. For the purposes of this policy, AI includes different types:

- **“Analytical AI”** means AI that reviews and interprets large volumes of data to identify patterns, support decision-making, and generate insights. Examples include categorizing information, spotting anomalies, and creating reports.
- **“Generative AI”** means AI capable of producing original content, including text, images, audio, or data summaries.
- **“Predictive AI”** means AI that analyzes historical or existing data to forecast outcomes, trends, or probabilities. Examples include demand forecasting, risk analysis, and predictive maintenance.

“Confidential Information” means information protected from public disclosure, including sensitive operational, financial, or Personal Information.

“Personal Information” means personal information as defined in the Protection of Privacy Act (POPA).

“Proprietary Information” means information owned, licensed, or otherwise controlled by the City that is not intended for public disclosure. This includes trade secrets, intellectual property, technical processes, designs, internal research, and other sensitive business information that, if disclosed, could compromise the City's operations, competitive position, or legal interests.

“Publicly Available Data” means data accessible without login, subscription, or approval on public websites or services.

3. Standards

- 3.1 This policy applies to all City employees, contractors, volunteers, and Council members using AI tools in the performance of their duties.
- 3.2 The City's use of AI will follow these internal guiding principles:
 - a. Privacy & Trust – Safeguard resident and employee data; comply with POPA and internal privacy policies.
 - b. Accountability – AI supports decisions, but human oversight and responsibility remain mandatory.
 - c. Secure and Transparent – AI use and decisions must be explainable and documented, and data is safeguarded while using AI in the course of business.
 - d. Reliability & Quality – AI tools must be accurate, dependable, and add measurable value.
- 3.3 Permitted Tasks include:
 - a. Drafting routine documents, summarizing public reports, and analyzing publicly available data.
 - b. Meeting transcription/note taking/voice transcription for taking and summarizing notes.
 - c. Data analysis, trend identification, and forecasting using Predictive AI, provided data is non-confidential, non-proprietary, or authorized for use.
- 3.4 AI Tools may not be used in the following ways:
 - a. Uploading or processing personal, confidential, or proprietary City data on public AI platforms.
 - b. Using AI for decisions or outputs without proper human review.
- 3.5 Approved AI Tools:
 - a. Only AI tools approved by IT Services may be used for tasks involving City data.
 - b. Personal accounts or unapproved AI platforms must not be used for City work.
 - c. The City will endeavour to select of AI tools that minimize environmental impacts, while ensuring suitability, security, and organizational needs are met.
- 3.6 Oversight and Monitoring
 - a. AI usage will be reviewed annually by the City's IT and Privacy Officer.
 - b. AI projects must demonstrate alignment with this policy.
 - c. The City reserves the right to audit AI-generated content and usage.

- d. Confidential Data shall not be used as input for Generative AI unless authorized by the City Manager.
- e. Breaches involving AI tools must be reported immediately and will be investigated.
- f. There will be an annual Audit and a report prepared for Council identifying recommended improvements and timelines for corrective action.

3.7 Data Management

- a. Data processed or generated by AI must comply with all City policies and legislative requirements.
- b. Personal and confidential data must be safeguarded, retained, or disposed of according to legal and operational standards.
- c. When data is being collected, transmitted, stored, or disposed of, its security shall be prioritized above other considerations to protect confidentiality.

3.8 Training and Education

- a. The organization will be trained on using AI responsibly, including its risks and limits, and on ensuring all AI projects align with the City's AI Guiding Principles and with City values.

*Original has been signed & filed with
records Management*

Joe Branco, Mayor

Sue Howard, City Manager