

POLICY #236C

3501 70 Avenue, Olds, AB Canada T4H 1L7

T 403-556-6981 F 403-559-6537

www.olds.ca



Policy Title:	Artificial Intelligence (AI) Policy
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Policy Statement

The Town of Olds supports the responsible, safe, and ethical use of Artificial Intelligence (AI) to enhance community services, support informed decision-making, and improve operational efficiency. While recognizing the efficiency benefits of automated tools, the Town is committed to managing the associated privacy, security, and ethical risks. AI technologies must be deployed in a transparent manner that preserves public trust, ensures information security, and maintains meaningful human oversight across all municipal functions.

Purpose

This policy establishes the governance framework and risk mitigation strategies for the deployment of automated and AI systems across the organization. It serves as a core pillar of the Town of Olds' formal corporate compliance structure and its broader Privacy Management Program (PMP), ensuring that Town staff, Council, contractors, and volunteers meet their statutory obligations under the *Protection of Privacy Act* (POPA) and the *Access to Information Act* (ATIA).

Standards

1. This policy applies to all Town staff, contractors, and volunteers who use AI tools as part of their work for the Town.
2. The Town will provide direction and oversight on internal usage of AI tools.
3. AI Tools may not be used to upload or process personal, confidential, or proprietary Town data on public AI platforms, or for decision making or generating outputs without proper human review.

4. AI users must always comply with the guidelines and regulations of the AI Policy and any applicable procedures to maintain information security and transparency of authorship.
5. Considerations must be made to use AI in a responsible and ethically sound manner. AI users are required to review any AI generated outputs and are responsible for any information used during the generation process.
6. The Town shall establish the list of AI tools permitted to be used.
7. The organization will be trained on using AI responsibly, including its risks and limits, especially as they pertain to privacy regulations (read more about the regulations [here](#)), and on ensuring all AI projects align with the Town AI Policy and applicable procedures and with Town values.