



DISCOVER. GROW. BELONG.

Title: AI Usage Policy	Date Approved: April 8, 2025
Policy #: IT 01-2025	Council Resolution #: 91-25
Department: IT	Revision:
Rescinds:	Review Date:

Purpose

The Town of Carberry recognizes the potential benefits of Artificial Intelligence (AI) in improving efficiency, decision-making, and service delivery. This policy provides guidelines on the ethical, responsible, and secure use of AI technologies to protect municipal data, ensure transparency, and prevent misuse.

Scope

This policy applies to all employees, contractors, and third-party service providers using AI systems or tools in the course of their work for the Town of Carberry.

Definitions

- **Artificial Intelligence (AI):** Any technology that performs tasks typically requiring human intelligence, including machine learning, natural language processing, and automation.
 - **AI Systems:** Software or applications that use AI to process data, generate insights, or automate tasks.
 - **Personal Data:** Any information relating to an identified or identifiable individual.
 - **Automated Decision-Making:** Decisions made by AI systems with minimal or no human intervention.
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General Principles

1. **Transparency & Accountability:** Employees must disclose when AI tools are used in decision-making processes that impact individuals or operations.
2. **Data Privacy & Security:** AI tools must comply with municipal data protection policies and applicable privacy laws.

3. **Human Oversight:** AI-generated outputs should be reviewed by a human to ensure accuracy and fairness, especially in high-impact decisions.
 4. **Bias & Fairness:** AI systems must be regularly audited to detect and mitigate biases.
 5. **Restricted Use:** AI should not be used to make final employment, disciplinary, financial, or legal decisions without human involvement.
 6. **Third-Party AI Tools:** Vendors providing AI solutions must comply with the Town's security and privacy standards.
 7. **No Unauthorized AI Use:** Employees must not use AI tools for personal or non-work-related purposes using municipal resources.
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AI Use Cases

AI may be used in the following areas, subject to compliance with this policy:

- Customer service automation (e.g., chatbots, automated responses).
 - Data analysis and reporting.
 - Document processing and summarization.
 - Predictive analytics for municipal planning.
 - Routine task automation to improve efficiency.
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Prohibited Uses

- Using AI to generate misleading or deceptive content.
 - AI-based surveillance or monitoring of employees without consent.
 - Any use that violates municipal, provincial, or federal laws.
 - Storing or processing sensitive data in AI tools that do not meet security requirements.
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Responsibilities

Employees:

- Ensure AI use aligns with this policy.

- Report any suspected misuse or ethical concerns.

IT Contractor:

- Approve AI tools before deployment.
- Conduct regular audits of AI applications.
- Ensure compliance with security and privacy requirements.

Management:

- Oversee AI usage within their departments.
 - Provide training on responsible AI use.
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Compliance & Enforcement

Violations of this policy may result in disciplinary action, including suspension or termination. Employees are encouraged to report any concerns regarding AI usage to their supervisor or the IT Department.

Adopted by Resolution of Council #91-25 at Carberry, Manitoba, this 8th day of April, 2025.

Acknowledgement

I acknowledge that I have received, read, and understand the AI Usage policy and/or have had it explained to me. I understand, the liability of the Municipality could extend to me in my role as a Municipal representative.

*I understand that it is my responsibility as _____
(Role within Municipality)*

to adhere to all processes and responsibilities contained in this policy and agree to report any conflict of interest as set forth in this policy.

Name

Signature

Signature of CAO or Person representing the Entity

Date