

# Standard

## Generative Artificial Intelligence

This standard falls under *A1477 Data and Information Management Administrative Policy*.

<b>Program Impacted</b>	<i>Project and Asset Management</i> The City of Edmonton's projects are well managed and assets are maintained for accountable service delivery  <i>Technology and Data</i> The City of Edmonton's technology and data are leveraged to enable quality decision-making and enhance innovative service delivery.
<b>Approved By</b>	City Manager
<b>Date of Approval</b>	July 25, 2024
<b>Approval History</b>	Update to section 3.2. approved July 29, 2025
<b>Next Scheduled Review</b>	July 2026

### Purpose

The purpose of this standard is to govern the use, inputs and outputs of generative artificial intelligence tools.

### Application

This standard applies to any person who reports to the City Manager and provides services to the City of Edmonton under a contract of employment, contract for the provision of services, or in the capacity of student or volunteer.

### Definitions

*Generative artificial intelligence (AI) tools* refers to products, services, libraries, models and capabilities, whether online or not, that model patterns and structures using large quantities of data in order to generate new outputs based on inputted prompts — examples include, but are not limited to: text, images, video, audio, structures, computer code, synthetic data, workflows and models of physical objects.

*Sensitive information* refers to any data that is classified as confidential or restricted.

### Specifications

- Compliance
  - Use of generative AI tools must be consistent with all applicable laws (including the *Protection of Privacy Act [POPA]*, the *Access to Information Act [ATIA]* and legislation relating to artificial intelligence,

copyright, human rights, data privacy, and data security, etc.), and all applicable professional regulatory requirements, as well as the City's *Code of Conduct* and *Administrative Directive A1429D: Acceptable Use of Communication Technology*

- 1.2. Use of generative AI tools, other than tools supported by the City of Edmonton, is prohibited regardless of the computing device, network or location. It is the responsibility of Employees to ensure that the use of any other generative AI tools for City purposes is approved in advance, following the City's technology intake process.
  - 1.2.1. City-approved technologies that are upgraded with generative AI capabilities must also go through the City's technology intake process.
- 1.3. All generative AI inputs and outputs are considered City of Edmonton records and are subject to the City's record management policy tools, including the City of Edmonton's Classification and Retention Schedule.

## 2. Data Privacy and Confidentiality

- 2.1. Sensitive information must not be provided as inputs to generative AI for any purpose, including for training or testing generative AI models outside of the City's control.
  - 2.1.1. Providing inputs to generative AI without City enterprise controls is considered the same as releasing that data to the public.
  - 2.1.2. The Protection of Privacy Act (POPA) requires that the City inform individuals at the time of collection if their personal information will be inputted into "an automated system to generate content or make decisions, recommendations or predictions." The City of Edmonton complies with the Act and includes a collection statement with every collection of personal information from individuals.

## 3. Accountability, Use and Validation of Generative AI Outputs

- 3.1. All outputs must be reviewed by humans before being used.
  - 3.1.1. The human reviewer is fully accountable for the accuracy and timeliness of the output.
  - 3.1.2. The human reviewer is also responsible for ensuring that the output is inclusive, respectful and aligns with all City's guidelines.
  - 3.1.3. The human reviewer must not use materials that breach copyright or other applicable laws and legislation.
  - 3.1.4. When using generative AI, City staff must not misrepresent expressly or by omission the origin of generated outputs.

3.2. All generative AI outputs, including audiovisual, in City of Edmonton public (external) communications are subject to approval by the Chief Communications Officer, after receiving approval from the City Clerk (or designate) and the City Solicitor (or designate). These outputs include:

- AI-generated or AI-edited images
- AI-generated audio, including human voiceovers
- AI-generated video

#### 4. User Resources

4.1. The *Manual of AI Processes* provides an up-to-date listing of requirements for AI use in functions that span the corporation.