



## **Report to Council**

To: Mayor and Council Members  
From: Jason Post, Deputy Chief Administrative Officer  
Date: June 9, 2026  
Subject: Council and Staff Use of Artificial Intelligence (AI) Policy

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### **Recommendation:**

That Council adopt the draft by-law entitled “Being a By-law to Adopt a Council and Staff Use of Artificial Intelligence (AI) Policy”; and further

That Council approve the Council and Staff Use of Artificial Intelligence (AI) Policy attached as Schedule “A” to the by-law; and further

That Council authorize the Chief Administrative Officer, or designate, to establish and amend associated administrative documents and related implementation procedures, provided such documents remain consistent with the by-law and policy.

### **Background:**

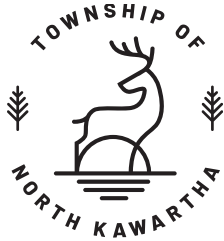
The Township has been developing a framework to support the responsible use of artificial intelligence in municipal operations. As AI-enabled features and tools become more common in office productivity platforms and other business systems, the Township requires a clear governance framework to ensure such tools are used in a manner that is secure, accountable, practical, and aligned with municipal obligations.

The framework is established through a Council-adopted by-law, with the substantive policy set out in Schedule “A”. This structure provides formal Council approval for the governing policy while allowing operational forms, quick-reference materials, and procedures to be maintained administratively.

The by-law and policy apply to any staff member or authorized individual using an approved AI tool, feature, or when using artificial intelligence for Township business.

### **Analysis:**

The proposed by-law establishes a governance framework for the use of artificial intelligence in Township operations and municipal governance. It confirms that Microsoft



Copilot is currently the only approved AI platform for general Township business use, prohibits unapproved platforms, and requires human review (human first – human last) and accountability for all AI-assisted work.

The policy distinguishes between permitted low-risk uses and restricted or high-risk uses. Low-risk uses include tasks such as drafting routine content, improving readability, summarizing public documents, and generating templates or outlines. High-risk uses, including applications involving confidential information, resident-facing decisions, employment matters, enforcement, procurement, legal analysis, or public-facing automation, require formal review and approval through the Township’s administrative approval process before implementation.

The composition of the AI Governance Team is not fixed in the policy itself; instead, team composition may be established and updated through administrative documentation. This provides flexibility as organizational roles evolve. Second, the by-law includes explicit interpretation provisions confirming that, while the policy applies to members of Council in relation to Township business, it does not alter Council’s statutory role, create an employment-style supervisory relationship with the Chief Administrative Officer, or override the Township’s Procedure By-law or Council Code of Conduct.

This structure reflects a practical Ontario municipal governance model. Council retains authority over the policy through by-law, while the Chief Administrative Officer, or designate, is authorized to maintain the related operational guidance, approval forms, and procedures needed for implementation.

### **Financial Implications:**

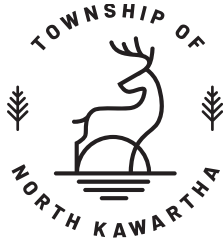
There are no direct financial implications arising from adoption of the by-law itself.

Administrative implementation may require ongoing staff time for governance, review, training, compliance monitoring, and periodic policy updates. Any future costs related to licensing, procurement, technical controls, or broader implementation of approved AI tools would be addressed through normal budget and procurement processes, and where required, brought forward for Council consideration.

### **Strategic and/or Other Plans:**

### **Governance:**

Maintain a strong, accountable municipal government:



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1. Maintain policies and processes that enable effective governance.
2. Provide quality community programs and services.
3. Provide effective, clear and transparent Township communication.

**Environment:**

Protect and enhance the Environment:

2. Protect the human environment.

**In Consultation With:**

Alana Solman, Chief Administrative Officer

**Attachment:**

Draft Bylaw-Council and Staff Use of Artificial Intelligence (AI) Policy