

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
BOARD POLICY**

**POLICY:** Artificial Intelligence (AI) Usage

**AUTHORITY:** Board Resolution No. B28/26 dated January 22, 2026.

**POLICY STATEMENT**

The Regional District of Okanagan-Similkameen (RDOS) recognizes the growing role of Artificial Intelligence (AI) in enhancing workplace productivity, improving public service delivery, and supporting data-informed decision making. To ensure responsible, ethical, and secure adoption of AI technologies, Microsoft Copilot is the sole authorized generative AI tool for staff, elected officials, and contractors.

**PURPOSE**

The purpose of this policy is to:

1. Establish clear guidelines for the responsible use of generative AI within RDOS operations.
2. Protect the privacy, security, and confidentiality of RDOS data and resident information.
3. Ensure AI tools are used in a manner that supports, rather than replaces, human judgement and decision making.
4. Maintain compliance with the *Freedom of Information and Protection of Privacy Act* and other relevant provincial and federal legislation.

**DEFINITIONS**

**Artificial Intelligence (AI)** means computer systems that perform tasks typically requiring human intelligence, including pattern recognition, natural language processing, and predictive analysis.

**Generative AI** means technologies capable of producing original content, such as text, images, code, or audio, based on user input.

**Microsoft Copilot:** a generative AI platform integrated within Microsoft 365 applications and authorized for official RDOS business use.

**User** means any RDOS employee, elected official, or contractor using or accessing AI tools under this policy.

**RESPONSIBILITIES**

Board of Directors:

1. Make such revisions, additions, or deletions to this policy as may be required.
2. Investigate allegations and inquiries relating to contraventions of this policy by elected officials and the CAO and take appropriate action.

Chief Administrative Officer:

1. Oversee policy implementation and ensure compliance across departments.
2. Approve any future requests to expand AI tool usage.
3. Investigate allegations and inquiries relating to contraventions of this policy by staff and contractors and take appropriate action.

Information Services (IS) Department:

1. Manage Microsoft Copilot deployment, access permissions, and monitoring.

2. Ensure AI data use complies with security and privacy standards.
3. Provide staff and elected official training and guidance on appropriate use.
4. The head of the department or their delegate will review exception requests.

**Department Managers:**

1. Ensure employees understand and follow the policy.
2. Review any AI-generated outputs before official use or publication.
3. Designate department staff to be allocated Microsoft Copilot 365 licenses.

**Users:**

1. Use Microsoft Copilot only within authorized Microsoft 365 applications
2. Verify the accuracy of AI-generated outputs before sharing or publishing.
3. Attribute relevant AI tools when AI-generated outputs are used substantively in a final product.
4. Refrain from entering sensitive, confidential, or personally identifiable information into AI tools.
5. Report suspected misuse or security incidents to the IS Department immediately.

**PROCEDURES**

**Access and Authorization:**

1. Only Microsoft Copilot is permitted for generative AI use within RDOS systems.
2. Access is granted through approved Microsoft 365 accounts managed by IS.
3. Use of external or public AI tools (ChatGPT, Gemini, etc.) is strictly prohibited.

**Acceptable Uses:**

1. Drafting internal correspondence, reports, or communications.
2. Summarizing non-confidential public information.
3. Assisting with grammar, formatting, and routine document editing.
4. Supporting data analysis or visualization within authorized Microsoft 365 applications.

**Attribution and Accountability:**

1. All images and videos created by generative AI tools must be attributed to the appropriate AI tool.
2. When text generated by AI tools is used substantively in a final product, attribution to the relevant AI tool is required.
3. All attributions should include the name of the AI tool used and the department or group who reviewed / edited the content.

*Example: Some material in this report was generated using Microsoft Copilot and was reviewed for accuracy by a member of the Planning Department before publication.*

**Search Engine AI Overviews and Summaries**

1. Search engine overviews and summaries generated by AI must be reviewed for accuracy prior to use.

**Prohibited Uses:**

1. Uploading or describing personal, confidential, or restricted RDOS data.
2. Using AI outputs as official communications without human verification.
3. Generating content that could mislead, discriminate, or misrepresent RDOS positions.
4. Using AI for personal or non-RDOS business purposes.

**Training and Awareness:**

1. All Users must complete RDOS-approved AI training prior to using Microsoft Copilot.
2. The IS Department will provide periodic updates and best practice guidance.

#### Monitoring and Compliance:

1. The IS Department may audit AI usage to ensure compliance with this policy.
2. Violations by staff or contractors may result in disciplinary action, up to and including termination of employment or contracts.
3. Violations by elected officials may result in remedies as outlined in the Elected Officials Code of Conduct Policy.

#### Exceptions:

1. Exceptions must be approved in advance through submission of an exception request to the head of the Information Services Department.

### REVIEW AND AMENDMENTS

This policy will be reviewed annually by the IS Department and Corporate Officer to reflect technological changes, legislative updates, or operational needs.

### RELATED POLICIES

Communications Policy  
Elected Official Code of Conduct Policy  
Employee Code of Conduct Policy  
Information Systems Appropriate Use Policy

*Some material in this policy was generated using Microsoft Copilot and was reviewed for accuracy by the Corporate Officer and the Manager of Information Services before publication.*