



OAA Unlicensed (Open) AI Usage Policy

Policy Name	OAA Unlicensed (Open) AI Usage
Issue Date	June 19, 2025
Revision Dates	September 17, 2026

Purpose

This policy establishes guidelines for the responsible and ethical use of Unlicensed AI tools by OAA IT users. The intent is to ensure expectations regarding the use of AI by OAA users are clear while continuing to support users in maximizing efficiency, productivity and innovation in the operation and administration of the work that users carry out while adhering to legislation and professional ethics as well as maintaining the integrity of the Association as a regulator.

Scope

This policy applies to all OAA IT users, including Council, Committee members, Volunteers, and Staff, regarding the use of Unlicensed AI tools for work-related purposes. These tools include but are not limited to ChatGPT, Claude, Bard/Gemini, GitHub, Copilot, Canva AI, DALL·E, Whisper, Codex, Embeddings, Trello, Taskable, Jira, Monday.com AI and Unlicensed AI API integrations and Notion AI. It does **not** apply to tools that perform standard automation or analytics without generative capabilities or use of LLM (Large Language Models). For example, software such as Microsoft Excel, SharePoint, Adobe Acrobat, Outlook rules, and CRM systems like iMIS and Dynamics are not subject to this policy unless they integrate generative AI features. Use of those tools continues to be governed by other existing IT or data policies.

Acceptable Use

OAA users may use Unlicensed AI tools as follows:

- Support research, policy development, and regulatory reviews related to architecture and practice standards.
- Increase efficiency in administrative and operational tasks (e.g., drafting communications, summarizing reports, automating documentation, and creating images).
- Assist with technical writing, content creation, and stakeholder communications.
- Brainstorm and develop ideas for, but not limited to, continuing education programs, events, and member engagement initiatives.
- Facilitate data analysis and assist in resolving internal or strategic challenges.

Prohibited Use

The following uses are strictly prohibited:

- Inputting or sharing confidential, sensitive, or personally identifiable information (e.g., licensee/member data, internal strategy documents, legal records).
- Using AI-generated content without proper human review, especially in regulatory documents, architectural guidelines, or policy frameworks.
- Creating or disseminating misleading, biased, or unethical content that could damage the OAA's credibility or the integrity of the architectural profession.
- Utilizing Unlicensed AI tools to spread misinformation or create and/or use content that could be considered discriminatory or harassing. Examples include using Unlicensed AI to determine what an ideal candidate looks like or using Unlicensed AI to provide information without fact-checking.
- Presenting AI-generated content as solely human-authored without appropriate disclosure when necessary.
- AI scribes must not be used to record Council or Committee meetings. AI scribes must not be used when discussing any confidential information, including personal information pertaining to any individual.

Data Privacy & Security

- Users must not input information that is protected by provincial and federal privacy laws, which includes individual member or staff names/data/files.
- Users must not input proprietary or confidential information into Unlicensed AI tools. This includes information that is set out as confidential under the *Architects Act* and Regulation 27.
- All AI-generated content must undergo human validation for factual accuracy, compliance, and alignment with the OAA's mission and mandate.
- Users are expected to follow OAA's data protection protocols and comply with all relevant Ontario and Canadian legislation, including but not limited to PIPEDA and the Ontario Human Rights Code.

Transparency & Professional Responsibility

- AI contributions must be acknowledged in externally distributed materials or publications where relevant.
- When AI-generated insights inform regulatory or policy documents, users must ensure alignment with the OAA's mandate, values, policies, and procedures as well as all pertinent legislation.
- It is essential that all material produced with the assistance of AI is thoroughly reviewed and verified by the OAA IT User before use. This includes checking for factual accuracy, ensuring the tone and language are appropriate for the intended audience, confirming alignment with OAA policies and professional standards, identifying any potential bias or misleading information, and making necessary edits to improve clarity and coherence. Importantly, the individual using or publishing the material remains fully accountable for its content and any errors or misrepresentations it may contain — not the AI.



- Where AI tools have materially contributed to the creation, drafting, analysis, summarization, or preparation of a document or communication, staff must include the approved OAA Artificial Intelligence (AI) Disclosure statement.

AI Disclosure Statement:

“Artificial Intelligence (AI) tools were used to support research, analysis, drafting, summarization, or editing of this document beyond basic editorial assistance. All AI-generated content has been reviewed, fact-checked, and validated by a human to ensure accuracy, completeness, and alignment with OAA policies and professional standards.”

Compliance & Enforcement

- Any violation of this policy may lead to disciplinary measures, including restricted access to AI tools, training, formal reprimands, or further review by OAA leadership.
- Misuse or ethical concerns regarding AI-generated content must be reported to the Chief Operating Officer, and/or Executive Director.

Policy Review & Updates

This policy will be reviewed annually to reflect technological advancements, evolving AI regulations, and the operational needs of the OAA. IT Users will be informed of significant changes or revisions.

Questions

Any questions or concerns relating to this policy can be directed to the Manager, Information Technology.

