

Anti-Racism Data Committee

Terms of Reference

Mandate (Scope and Purpose):

The Provincial Anti-Racism Data Committee (the committee) is established pursuant to Part 7 of the *Anti-Racism Data Act* (the Act). The committee is accountable to the Minister responsible for the Act.

The purpose of the committee is to support government's work to implement the Act and support meaningful community involvement in the development of government's collection, use and disclosure of information for the purposes of identifying and eliminating systemic racism and advancing racial equity.

Roles and Responsibilities:

The committee's primary scope of work shall include, but is not limited to, collaborating with the Director of Statistics, so named under the Province's *Statistics Act*, on:

- The development of proposed anti-racism data standards;
- The development of proposed anti-racism data directives;
- Recommend areas of priority for research;
- Recommend areas and activities of priority for the director in relation to the Act; and
- Review statistics and other information before publication to ensure information released under section 19 of the act does not cause harms to communities.

The Chair of the Committee will:

- Provide leadership for the committee and ensure that the work of the committee is aligned to the Terms of Reference;
- Work with the Secretariat and the Director of Statistics to prepare for committee meetings and ensure the proper functioning of the committee;
- Facilitate discussion and provide advice and support to committee members;
- Be a conduit between the committee and the Province to collaborate on the development of data initiatives;
- Be a spokesperson for the work of the committee as required.

The committee's Secretariat will:

- Organize meetings, including preparing agendas in liaison with the Chair and the Director of Statistics;
- Provide an agenda and relevant materials at least three days in advance of the meeting;
- Take minutes of the meeting and ensure that required follow up actions are taken;

- Advise the Chair on issues relating to the committee and ensure that the Chair is well informed;
- Update the Chair on the wider context in which the committee operates and coordinate priorities with other initiatives related to the implementation of the Act;
- Assist with preparing committee and chair reports; and
- Provide administrative support to the committee as deemed necessary.

The Director of Statistics will:

- Work collaboratively with the committee on shared priorities;
- Communicate with the Minister and Parliamentary Secretary on behalf of the committee; and
- Share with the committee any results of consultations with other individuals or groups on data standards and directives of interest to the committee.

The Minister will:

- Receive bi-annual updates on the work of the committee by the Chair and/or Director of Statistics.

Membership Composition:

The minister may appoint a maximum of 11 members to the committee and appoint a member as the Chair of the committee. As per section 25 of the Act, at least half of the members must be individuals who are racialized.

The committee must include at least one of each of the following as a member:

- a) an Indigenous person, and to the extent possible membership from First Nations, Metis and Inuit communities;
- b) an individual who represents an organization that supports individuals or groups of individuals who are racialized;
- c) an individual who has anti-racism expertise; and
- d) an individual who has data expertise.

The committee aims to reflect the diversity of British Columbians without expecting members to represent whole communities.

Accountability:

The committee is appointed by the Minister responsible for the Act, and works collaboratively with the Director of Statistics. The committee will have an ongoing role in advising the Director of Statistics and will be accountable to the Minister to ensure its recommendations align with

the Act. In carrying out its work, the committee operates within the broad policy direction and budget set by the Ministry of Citizens' Services.

Governance Principles:

As per section 26 of the legislation, the committee must consider the following principles when carrying out the committee's duties:

- a) the identification, prevention, mitigation and minimization of community harm;
- b) the privacy and confidentiality of personal information;
- c) the dignity of individuals and groups of individuals and their experiences and stories;
- d) accountability to individuals and groups of individuals who are racialized;
- e) the integrity of information;
- f) the respectful relationship of the committee with individuals and groups of individuals;
- g) transparency of process;
- h) the timeliness and accessibility of information.

Appointments and Terms

Members are appointed by the Minister responsible for the Act. Membership is determined in accordance with section 25 of the Act, and appointments will be based on criteria for experience, diversity, and regional representation. Based on their experience and understanding, the committee may identify potential new members to suggest for the Minister's consideration in appointments. All parties are expected to work collaboratively toward building and maintaining a committee that supports its mandate.

Members may be appointed for an initial term of up to 3 years. Members may be reappointed as a member for an additional term of up to 3 years.

In accordance with section 25(3) of the Act, the Minister will also appoint a chair. The chair may be appointed for an initial term of up to 3 years.

Meetings

Meetings will be held up to six times per year. Meetings may be held in person or virtually. During the inaugural year, additional meetings may be called.

Membership Expectations

Members are expected to:

- Actively participate in training that provides a base-level understanding of data and anti-racism;
- Consider the needs of all British Columbians while bringing their own unique perspective and experience;
- Consider the racial equity impacts of all activities and decisions;
- Exercise due diligence and be prepared for meetings and discussions;
- Be prepared to articulate independent views and provide effective feedback in a respectful manner;
- Recognize and make space for the diversity of communication styles and approaches;
- Be respectful of, and remain open to, the views and perspectives of others;
- Attend and engage in meetings to the best of their ability and advise the Chair in the event they will be absent; and
- Membership may be revoked by the Minister upon the recommendation of the Chair and the Director of Statistics.

Standards of Conduct

Government appointees are expected to meet high standards of conduct which enhance and maintain public confidence in the operation of B.C.'s public agencies, boards and commissions. In addition to the guiding principles, members must avoid any conflict of interest real or perceived that might impair or impugn the independence, integrity, or impartiality of the committee. Members who are in any doubt must disclose their circumstances and consult with the committee Secretariat.

Communications Protocols

Members must not, either during or following the termination of an appointment, reveal or divulge confidential information (defined as that which cannot be obtained from other sources) received in the course of their duties. If in doubt about what is considered confidential, members should seek guidance from the committee Secretariat. Each member is required to sign an Oath of Confidentiality and may also be required to sign non-disclosure agreements (NDAs) to view and comment on documents that will be cabinet confidential.

Members will remain informed about what is going on in communities and territories, but will not represent Nations, organizations, or political parties. The committee may consult with the public when carrying out their duties.

Budget, Remuneration, and Expenses:

The Ministry of Citizens' Services receives budget for the committee. Remuneration will be paid in accordance with the general directives of Treasury Board as outlined in section 25 of the Act. Remuneration will be provided only to appointees who are not otherwise generally remunerated by their respective employers to provide advice to provincial policy makers.

Travel to participate in committee meetings or related business will be reimbursed in accordance with section 7 of the Treasury Board Directive 2/20; the Minister may reimburse or pay an allowance to members of the committee for reasonable travelling and out-of-pocket expenses necessarily incurred in carrying out their duties.