

Deputy Ministers' Committee on Digital and Data

Terms of Reference

Last updated: February 26, 2024

Purpose

The Deputy Ministers' Committee on Digital and Data (DMCDD) is accountable for overseeing digital investments and setting direction for digital service delivery, technology, and data management across government.

In fulfilling these accountabilities, DMCDD's objectives allow for:

- access by British Columbians to high-quality digital services;
- digital services that are well designed and operated effectively;
- data-informed government decisions;
- better access to useful data by British Columbians; and
- the best use of digital resources and data by government to develop and implement policies, programs, and services.

Scope

DMCDD's activities are expected to align with its accountabilities.

1. Setting direction for digital service delivery, technology, and data across government.

Expected activities include:

- **Set strategic direction** – Develop and oversee the implementation of digital and data plans that direct: the development and implementation of high-quality digital services for British Columbians; evidence-based decision making that informs programs and policies; effective data management and data sharing across government; the use of scalable and integrated technology across government; and the availability of government data in useful forms.
- **Establish policies and standards** – Advise, approve, and oversee the implementation of digital and data policies and standards that: improve public sector data management, sharing and re-use; facilitate the re-use of technology (e.g., through common components) and adoption of common standards; direct the increased sharing of public sector data, including removing barriers that impede appropriate access and use of data and increase digital; and data literacy across the BC Public Service.
- **Set priorities** – Approve and oversee cross-government digital and data initiatives, actions and research that support government priorities.

2. Overseeing digital investments.

Expected activities include:

- **Oversee the digital portfolio** – Establish priorities to be funded within the minor IM/IT capital envelope, the value of which is approved by Treasury Board, and prioritize potential funding

requests to align with the approved envelope, government priorities and Ministries' mandate commitments; endorse the annual 3-year IM/IT investment plan as part of government's budget process and provide recommendations to government on all IM/IT Consolidated Revenue Fund (CRF) capital investments; approve annual IM/IT capital spending plans against the approved envelope, including re-prioritization as appropriate; and

- **Approve projects** – Exercise authority delegated from Treasury Board to allocate government's minor IM/IT capital envelope; review and approve individual IM/IT capital funding requests; provide oversight for approvals for IM/IT capital funding requests delegated by the DMCCDD to the Government Chief Information Officer (GCIO).
- **Provide sound governance** – Establish a governance framework to monitor project progress and ensure desired outputs and outcomes are realized. This includes project-specific conditions for major projects advancing to Treasury Board (e.g., those above DMCCDD's delegated thresholds); as and when directed by Treasury Board and providing governance and oversight for specific initiatives.
- **Review and recommend projects** – Establish a governance framework to review and provide sign off from an enterprise architecture perspective on all digital projects of strategic importance, including all operating and capital expenditures and major capital projects that may additionally require Treasury Board approval. Major IM/IT projects must have a recommendation from DMCCDD to proceed for Treasury Board approval.

Authorities and Delegations

DMCCDD operates under an authority delegated to it from Treasury Board in 2012. In exercising this delegation, the DMCCDD asserts the following decision-making authority:

- Oversight of the IM/IT minor capital envelope, the size of which is established by Treasury Board;
- Review and approval of IM/IT capital funding requests valued at up to \$10 M per fiscal year and up to \$20 M total;
- Review of IM/IT funding requests from across core government that have strategic importance regardless of the source of funds (e.g., projects that are being funded using operating funds, that exceed Board authorities or are funded from special purpose funds); and
- Delegation of authority to approve projects valued at up to \$1.5 M to the Government Chief Information Officer (GCIO), who may in turn delegate some approvals to the Digital Investment Office (DIO); the GCIO will provide regular reports to DMCCDD on projects approved under their delegated authority.

DMCCDD membership also includes the Government Chief Information Officer, who holds authority under Core Policy & Procedures Manual Chapter 12 to set IM/IT strategy, policy and standards, and the Director of Statistics, who holds authority under the Statistics Act to develop statistics and data standards.

Process

Chair:

- DMCCDD is chaired by the Deputy Minister of the Ministry of Citizens' Services.
- A Vice Chair will act as Chair when the Chair is not available, and a meeting is required. The Vice Chair may also act as Chair when an item requiring a decision originates from the Chair's ministry, facilitating an objective review of the item.

- The Vice Chair must be a Deputy Minister member of DMCCDD. The Vice Chair is selected by the Chair and serves in their capacity at the discretion of the Chair.

Participants:

- Members are to make participation in the committee a priority, including reviewing agendas and meeting materials.
- Exceptionally, if a member is unable to attend, a delegate may attend on their behalf. Members must inform the Chair in writing prior to the meeting of their designated delegate. At the discretion of the Chair, designated delegates may vote on behalf of the member they are representing.
- The Chair may invite non-members to participate based on topics being discussed. Project proponents may be invited to present their requests to the DMCCDD; they are expected to be at the level of Assistant Deputy Minister.
- For funding-related requests or items, presenters are expected to be accompanied by their Ministry Chief Information Officer (MCIO). They may also be accompanied by a technical person to provide support.

Quorum:

- Quorum is required for any decisions to be made at a meeting.
- Quorum is defined as half of the members or designated delegates, plus one. As of September 2023, there are 11 members. **Quorum is therefore 6 members.**
- Meetings should be canceled or rescheduled if quorum is not achieved.

Meeting logistics:

- DMCCDD will meet as and when needed to fulfill its mandate, typically once monthly for two hours.
- Agendas and meeting materials will be made available to members in advance of the meeting. Exceptions would be provided for urgent or unanticipated business (i.e., emergency response) and confidential business that would not be circulated through normal distribution.
- Other than the excepted items above, if materials are not circulated in advance, the item is to be deferred to a subsequent agenda.

Approvals:

- Decisions, including funding requests, will be approved by consensus.
- Where consensus is not achievable within the allotted time, decisions will be put to a vote, at the discretion of the Chair. A simple majority is required. Where an equal number of votes are cast for and against, the Chair may cast an additional deciding vote.
- As indicated above, a delegate may vote on behalf of the member they are representing, at the discretion of the Chair.
- Items may exceptionally be approved secretarially. The Chair or Vice-Chair may email all members, requesting that a vote be cast on a proposal in writing. In these cases, failure to respond to a request for a vote within 5 business days may be interpreted as an abstention, at the discretion of the Chair.

Secretariat:

- Secretariat support for DMCCDD will be provided by the Ministry of Citizens' Services.

Membership

Voting members:

- Shauna Brouwer, Deputy Minister, Citizens' Services (CITZ)
- Bobbi Plecas, Deputy Minister, Post-Secondary Education and Future Skills (PSFS)
- David Galbraith, Deputy Minister, Children and Family Development (MCFD)
- Christina Zacharuk, Deputy Minister, Education and Child Care (ECC)
- Trevor Hughes, Deputy Minister, Labour (LBR)
- Kevin Jardine, Deputy Minister, Environment and Climate Change Strategy (ENV)
- Lori Halls, Deputy Minister, Water, Land and Resource Stewardship (WLRS)
- Allison Bond, Deputy Minister, Social Development and Poverty Reduction (SDPR)
- CJ Ritchie, Associate Deputy Minister & Government Chief Information Officer, CITZ
- Jonathan Dube, Associate Deputy Minister, Health (HLTH)
- Tiffany Ma, Assistant Deputy Minister and Deputy Secretary to Treasury Board, Finance (FIN)

Ex officio members:

- Assistant Deputy Minister, Deputy Minister's Office, Office of the Premier (PO)
- Assistant Deputy Minister, Enterprise Services, CITZ
- Assistant Deputy Minister, BC Data Service Division & Director of Statistics, CITZ
- Chief Digital Officer, Digital Office, CITZ
- Executive Director, Digital Investment Office, CITZ

Sub-Committees and Reporting

- The GCIO serves as Chair of the Ministry Chief Information Officer Committee (MCIO).
- The Assistant Deputy Minister (ADM) of Enterprise Services (ES) provides oversight and acts as chair to the ADM Committee for Shared Digital and Technology.
- The ADM BC Data Service Division provides oversight and acts as Co-Chair for the ADM Committees on Data Management and Evidence Based Decision Making.

Record of amendments

Date	Summary of amendments
February 2022	Created Draft Terms of Reference
March 2022	Terms of Reference approved by DMCDD
September 2022	Updated for membership, ministry, and division name(s)
February 2023	Updated for membership and ministry names
September 2023	Updated for membership and other minor updates
February 2024	Updated for change in two DMs' responsible ministries