

Deputy Ministers' Committee on Digital and Data

Terms of Reference

Last updated: June 11, 2026

Note: DMCDD will operate in an interim state, with this TOR scheduled for review in November 2026, while the future operating model and sustainable delivery approach for Connected Services BC are still being developed.

Purpose

The Deputy Ministers' Committee on Digital and Data (DMCDD) is accountable for overseeing digital investments and setting direction for connected digital service delivery, technology, and data management across government, including providing oversight for a sustainable operating and delivery model for common digital and technology services.

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

- access by British Columbians to high-quality, trusted, equitable, connected digital services;
- digital services that are well designed and operated efficiently and effectively;
- data-informed government decisions;
- cross-government partnerships and collaboration to enable shared planning, joint delivery, and clear service ownership for common digital and technology services.
- 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 and standards for connected digital service delivery, technology, and data collection across government.

Expected activities include:

- **Provide strategic governance and oversight** – Oversee the delivery of common IT services by Connected Services BC, as well as those remaining within independent Ministries or program areas, to ensure desired outputs and outcomes.
- **Approve strategic direction** – Oversee the implementation of digital and data plans that direct: the development and implementation of high-quality connected digital services for British Columbians; effective standardized 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.
- **Approve evaluation criteria** – Approve common methods for cross-government digital and data initiatives, actions and research that support government priorities.
- **Enable cross-government partnerships and collaboration** – Promote shared planning, reuse, and joint delivery across ministries and program areas to advance connected services and reduce

duplication.

- **Support a sustainable delivery model** – Set expectations that common services are delivered with clear service ownership, lifecycle management, capacity planning, and an approach to technical debt that supports long-term sustainability.

2. Overseeing digital investments.

Expected activities include:

- **Oversee the digital portfolio** – Approve priorities to be funded within the minor IM/IT capital envelope, the value of which is approved by Treasury Board
- **Provide sound governance** – Oversee the establishment of a governance framework to set expectations and objectives, and then monitor progress and ensure desired outputs and outcomes are realized.

3. Providing guidance and advice on the implementation of Connected Services BC

Expected activities include:

- **Feedback on the Operating Model** – Particularly focused on how Connected Services BC develops partnership(s) with the Ministries and prioritizes work moving forward
- **Agreement on interim steps** – Working with senior leadership from Connected Services BC to agree on as-is and to-be aspects, to ensure critical work continues to move forward while the new Operating Model is built and implemented to support a sustainable long-term delivery model.
- **Provide oversight of structured change management** - Oversee as it relates to CSBC implementation and provide guidance to PSA to ensure appropriate investment in digital skills and readiness in the public service.

Authorities and Delegations

DMCDD operates under an authority delegated to it from Treasury Board in 2012. In exercising this delegation, the DMCDD 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 the IM/IT capital funding portfolio on an annual basis;
- 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 individual projects 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 DMCDD on projects approved under their delegated authority.

DMCDD 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.

Process

Chair:

- DMCDD 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 DMCDD. 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 DMCDD; they are expected to be at the level of Assistant Deputy Minister.

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 June 2026, there are 10 members. **Quorum is therefore 6 members.**
- Meetings should be canceled or rescheduled if quorum is not achieved.

Meeting logistics:

- DMCDD will meet as and when needed to fulfill its mandate, typically every 6-8 weeks 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 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 DMCDD will be provided by the Ministry of Citizens' Services.

Membership

Voting members:

- Hayden Lansdell, Deputy Minister, Citizens' Services (CITZ)
- Kevin Jardine, Deputy Minister, Environment and Parks (EP)
- Raymond Fieltsch, A/Deputy Minister, Social Development and Poverty Reduction (SDPR)
- Nathaniel Amann-Blake, Deputy Minister, Mining and Critical Minerals (MCM)
- Kaye Krishna, Deputy Minister, Education and Child Care (ECC)
- Tara Richards, Deputy Minister, Public Safety and Solicitor General (PSSG)
- Silas Brownsey, Deputy Minister, Tourism, Arts, Culture and Sports (TACS)
- Alex Chandler, A/Associate Deputy Minister, Finance (FIN)
- Rob Byers, A/Associate Deputy Minister, Health (HLTH)
- Paula McKay, Associate Deputy Minister, Transportation and Transit (TT)

Ex officio members:

- Jill Carruthers, Assistant Deputy Minister, Technical Direction, Citizens' Services (CITZ)
- Jordan Samis, Executive Director, Technology Roadmap and Investment Planning, Citizens' Services (CITZ)

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
April 2024	Updated for membership
January 2025	Updated for membership and ministry name changes
March 2025	Updated for purpose, scope and membership
April 2026	Updated for purpose, scope and membership
June 2026	Updated incorporating feedback and approved by DMCDD