



Personal Support Worker (PSW) Advisory Committee Terms of Reference

1. Purpose

The Personal Support Worker (PSW) Advisory Committee is established by the Health and Supportive Care Providers Oversight Authority's (HSCPOA) Board of Directors (Board), as required in the [PSW Advisory Committee Regulation](#) and the [Rules for PSW Advisory Committee Regulation](#), under the [HSCPOA Act, 2021](#).

The PSW Advisory Committee does not have independent decision-making authority but may make recommendations for consideration by HSCPOA's Board and Chief Executive Officer (CEO) on matters impacting PSWs, including but not limited to:

- a) Providing input on employment settings and emerging issues affecting PSWs across different care settings (e.g., hospitals, long-term care homes, retirement homes, and home care),
- b) Sharing issues impacting the education, training, and the PSW workforce in Ontario,
- c) Ensuring perspectives from PSW registrants, recipients of care, educators, employers, unions, and professional associations, family/caregivers, and others (as applicable) are considered in standards/policy development and decision-making,
- d) Recommending system partner engagement to disseminate accurate and current information within the PSW sector in Ontario,
- e) Identifying opportunities to enhance quality of care through input on the development of HSCPOA's Continuous Quality Improvement Program, or Complaints remedial education requirements, and
- f) Providing insight into broader system challenges impacting PSWs in Ontario.

2. Composition

In accordance with the PSW Advisory Committee Regulation, the PSW Advisory Committee shall include a minimum 14 and a maximum of 23 members as outlined in [Appendix I](#).

3. Eligibility Requirements

- Must reside in Ontario
- Cannot be a member of the HSCPOA Board, and
- Cannot be employed by HSCPOA or have been employed by HSCPOA within the last 12 months.

4. Appointments and Terms

PSW Advisory Committee members are appointed by HSCPOA's Board for a one-year term, subject to renewal by the Board for up to three years and may be extended at the Board's discretion.

5. Chair and Vice-Chair

The Board shall appoint a Chair of the PSW Advisory Committee. The Board may, at its discretion, appoint a Vice-Chair who shall exercise the Chair's responsibilities when the Chair is absent or unable to act.

With administrative assistance from HSCPOA staff, the Chair shall:

- a) arrange and facilitate meetings,
- b) promote active participation by all PSW Advisory Committee members,
- c) encourage respectful and productive discussions of the PSW Advisory Committee,
- d) report on the activities of the PSW Advisory Committee at any intervals required by the Board, and at any other time at the request of the Board, and
- e) perform any other duties that may be specified by the Board in writing.

6. Voting

Each PSW Advisory Committee member, including the Chair and Vice-Chair (as applicable), is entitled to one vote. Where there is a tied vote, the Chair of the PSW Advisory Committee shall not have a casting or deciding vote, and the motion is defeated.

7. Meetings

The PSW Advisory Committee shall meet at least two times per year, or at other times as required by the Board or CEO. Meetings may be held in person, by teleconference, or virtually (e.g., Zoom or Microsoft Teams) that allows all participants equal access to communicate with one another.

The CEO may, at their discretion, attend meetings of the PSW Advisory Committee or designate a HSCPOA staff member to attend on their behalf. The minutes of all meetings will be recorded and retained by a designated HSCPOA staff member, who will share them with the CEO, the Board, and the PSW Advisory Committee members in a timely manner.

8. Quorum

The quorum for a PSW Advisory Committee meeting is a simple majority of the committee members. Meetings will not be convened without a minimum of 10 committee members in attendance.

9. Requirements on PSW Advisory Committee Members

Each member of the PSW Advisory Committee shall,

- a) comply with HSCPOA's [Board and Committee Code of Conduct Policy](#),
- b) abide by any applicable policies as determined by the Board,
- c) actively participate in committee discussions,
- d) attend all scheduled meetings to the best of their ability, and where attendance is not possible, provide advance written notice to the Chair,
- e) be prepared for meetings by reviewing posted materials in advance,
- f) disclose any potential conflicts of interest in advance of committee discussions in compliance with HSCPOA's [Board and Committee Conflict of Interest Policy](#) or bylaw in place at the time,
- g) make recommendations to help progress the work of the committee,
- h) notify the committee if a matter arises which may impact their sector, and
- i) treat all information and documents as confidential in compliance with HSCPOA's [Board and Committee Confidentiality Agreement](#), in place at the time.

10. Termination

HSCPOA's Board may terminate a PSW Advisory Committee member's appointment under the following circumstances:

- a) The total number of terms for appointment (three years) has been reached,
- b) The committee member has changed roles within the PSW sector and no longer meets the criteria for appointment,
- c) The committee member has breached any of the requirements in section 9 of the *Terms of Reference*.

11. Remuneration and Reimbursement

PSW Advisory Committee members shall be remunerated in accordance with HSCPOA's [Director and Committee Member Remuneration Policy](#), in place at the time.

12. Communication

With assistance from HSCPOA staff, the Chair of the PSW Advisory Committee is responsible for all communications with the Board and the CEO outside of committee meetings. Neither the Chair of the PSW Advisory Committee nor another committee member may speak to the media on behalf of the PSW Advisory Committee or as a representative of HSCPOA, without the prior approval of the Chair of HSCPOA's Board or the CEO.

Where a PSW Advisory Committee makes a recommendation to the Board, the recommendation shall be posted by the Board on HSCPOA's website.

13. Review

The *PSW Advisory Committee Terms of Reference* will be approved by HSCPOA's Board and reviewed at least every three years, or as needed to ensure compliance with legislation and organizational needs.

Approved By:	Date Approved:	Date Reviewed/ Revised:
HSCPOA's Board of Directors	November 19, 2025	

Appendix I

In accordance with the [PSW Advisory Committee Regulation](#):

"Advisory committee required

2. The board shall establish an advisory committee for registrants in the personal support worker class in accordance with this Regulation.

Membership

3. (1) The board shall appoint the following individuals to the advisory committee:

1. At least four and not more than six registrants in the personal support worker class, including,
 - i. at least one registrant who provides health or supportive care services at a hospital as defined in the *Public Hospitals Act*,
 - ii. at least one registrant who provides health or supportive care services at a long-term care home as defined in the *Fixing Long-Term Care Act, 2021*,
 - iii. at least one registrant who provides health or supportive care services at a retirement home as defined in the *Retirement Homes Act, 2010*, and
 - iv. at least one registrant who provides health or supportive care services at a home care setting, regardless of whether the care is provided through a private or not-for-profit model.
2. At least one individual and not more than four individuals who represent the interests of,
 - i. persons who receive health services or supportive care services from registrants in the personal support worker class, or
 - ii. the caregivers of such individuals.
3. At least two individuals and not more than three individuals who are educators of registrants in the personal support worker class, and who provide education at any of,
 - i. a career college as defined in the *Ontario Career Colleges Act, 2005*,
 - ii. a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*,
 - iii. a district school board established under the *Education Act*, or
 - iv. an Indigenous Institute established under the *Indigenous Institutes Act, 2017*.

4. At least one and not more than two individuals who represent organizations that advocate for organizations that employ registrants in the personal support worker class.

5. Four individuals who represent organizations that employ registrants in the personal support worker class, including at least one individual who represents each of,

- i. hospitals as defined in the *Public Hospitals Act*,
- ii. long-term care homes as defined in the *Fixing Long-Term Care Act, 2021*,
- iii. retirement homes as defined in the *Retirement Homes Act, 2010*, and
- iv. home care settings, regardless of whether the care is provided through a private or not-for-profit model.

6. At least two and not more than four individuals who represent,

- i. a trade union, and
- ii. a professional association.”