



Chamber Accreditation Council of Canada  
PO Box 244, Chester, NS B0J 1J0  
[www.AccreditationCC.ca](http://www.AccreditationCC.ca)

## **MISSION:**

To foster a nationwide culture of excellence by upholding Accreditation as the highest national standard in Chamber of Commerce / Board of Trade leadership, governance and operations.

## **VISION:**

A resilient national network of Chambers of Commerce and Boards of Trade committed to operational excellence and serving as the "voice of business" in their communities.

## **What is Accreditation?**

Accreditation is formal recognition that a Chamber of Commerce / Board of Trade has met the highest national standards of excellence in leadership, governance and operations.

To become accredited, a Chamber of Commerce / Board of Trade must pass a rigorous review of its policies and procedures by the Chamber Accreditation Council of Canada (CACC). The CACC promotes Accredited Chambers of Commerce / Boards of Trade for standing out as exceptional organizations and leaders in the Chamber network.

The standards of accreditation are a framework of policies, procedures and practices that set a strong foundation for success as a Chamber of Commerce / Board of Trade. To meet the standards of accreditation, a Chamber of Commerce / Board of Trade must demonstrate it has completed a list of requirements in the areas listed under the pillars below:

### **1. Pillar 1: Organization/Governance:**

- Mission and Vision
- Bylaws and Incorporation
- Governance Policies and Procedures
- Strategic and Annual Business Plans
- Employee Handbook
- Financial Statements and Policies
- Technology Plan

### **2. Pillar 2: Policy & Advocacy:**

- Member Engagement Processes

Members of the Council:

Alberta Chambers of Commerce | Atlantic Chambers of Commerce | British Columbia Chamber of Commerce  
Canadian Chamber of Commerce | Fédération des chambres de commerce du Québec | Manitoba Chamber of Commerce  
Northwest Territories Chamber of Commerce | Ontario Chamber of Commerce | Saskatchewan Chamber of Commerce  
Yukon Chamber of Commerce

- Policy Position Development
- Urgent Policy Issue Responses
- Consultation Submissions
- Relationship Building with Elected Officials
- Election Engagement
- Diverse Advocacy Tactics

### 3. **Pillar 3: Membership Programs/Services:**

- Member Benefits Package
- Annual Report
- Annual General Meeting
- Website and Online Directory
- Event Management

The requirements under each pillar vary for small, medium, and large Chambers of Commerce / Boards of Trade.

The standards of Accreditation were first created in 2004 by a team of Chamber executives, in conjunction with provincial and territorial chambers and the Canadian Chamber of Commerce.

### **What are the Benefits of Accreditation?**

Your Chamber of Commerce / Board of Trade can acquire a range of benefits through Accreditation, including:

- Establishing dependable governance policies and procedures;
- Aligning with baseline standards and best practices that build resilient core operations;
- Sharpening your Chamber's strategic focus;
- Growing your Chamber's competitive edge and encouraging member engagement;
- Showcasing your community as a great place to do business, backed by an exceptional Chamber;
- Verifying to your Board of Directors and membership that you are running a high quality Chamber with good governance;
- Strengthening your Chamber's brand and credibility with corporate sponsors; and
- Providing assurance to grant funders that your Chamber has robust financial policies in place and can deliver impactful projects with reliable reporting.

The CCAC publicly congratulates all accredited Chambers through a press release and provides these Chambers with official accreditation logos that can be used to promote their status.

### **What is the Chamber Accreditation Council of Canada?**

The Chamber Accreditation Council of Canada (CACC) is a non-profit formed to oversee the Accreditation of Chambers of Commerce / Boards of Trade in Canada. The CACC is governed by a Board of Directors made up of provincial Chamber executives from across Canada.

Members of the Council:

Alberta Chambers of Commerce | Atlantic Chambers of Commerce | British Columbia Chamber of Commerce  
 Canadian Chamber of Commerce | Fédération des chambres de commerce du Québec | Manitoba Chamber of Commerce  
 Northwest Territories Chamber of Commerce | Ontario Chamber of Commerce | Saskatchewan Chamber of Commerce  
 Yukon Chamber of Commerce

## How do Chambers Become Accredited?

Chambers of Commerce / Boards of Trade seeking Accreditation must submit the application form before the following deadlines:

- Round 1 Application Deadline: **Wednesday, April 10th, 2024** (for decision on June 13th, 2024)
- Round 2 Application Deadline: **Wednesday, August 7th, 2024** (for decision on October 2nd, 2024)

Applications for Accreditation, along with the required documentation, must be submitted to the CACC Executive Director, Deneen Belliveau by email at: [ExecutiveDirector@CCEC.biz](mailto:ExecutiveDirector@CCEC.biz).

Applications for Accreditation are reviewed by provincial Chamber executives volunteering as Board members with CACC.

Accreditation applicants will be notified shortly after a decision has been made about their application. Annually in October, CACC publishes a press release announcing new and re-Accredited Chambers over the past year, and provides successful applicants with official Accreditation logos and promotional materials to share the news about their Accreditation.

Accreditation costs vary based on the size of the Chamber of Commerce / Board of Trade:

- \$150 for Small Chambers (Less than 100 members and/or less than \$100k total Chamber revenues)
- \$300 for Medium Chambers (100 to 500 members and/or \$100k to \$500k total Chamber revenues)
- \$400 for Large Chambers (Over 500 members and/or over \$500k total Chamber revenues)

Once approved, accredited status is valid for five years, after which the Chamber of Commerce / Board of Trade must apply for re-accreditation. All re-accreditation applications cost \$150.

## Values of the Chamber Network

Chambers of Commerce / Boards of Trade operate independently from one another across Canada, but also uphold a common set of values:

- Competition in a free market,
- Non-partisanship,
- Broad economic and social community prosperity,
- Individual integrity and responsibility,
- Excellence in customer service and satisfaction,

Members of the Council:

Alberta Chambers of Commerce | Atlantic Chambers of Commerce | British Columbia Chamber of Commerce  
Canadian Chamber of Commerce | Fédération des chambres de commerce du Québec | Manitoba Chamber of Commerce  
Northwest Territories Chamber of Commerce | Ontario Chamber of Commerce | Saskatchewan Chamber of Commerce  
Yukon Chamber of Commerce

- Law and order,
- Reasonable profit,
- Private ownership,
- Efficient and effective government, and
- A public policy framework that supports economic progress and fosters business success.

**What is the Core Definition of a Chamber of Commerce / Board of Trade?**

CACC’s core definition of a Chamber of Commerce / Board of Trade recognizes the following shared elements that are foundational to operating as a Chamber of Commerce / Board of Trade in Canada:

- Must be incorporated, either provincially/territorially or federally, with bylaws that meet the requirements of provincial/territorial/federal legislation,
- Must have a Mission and Vision that align with the Values of the Chamber Network.
- Must be member-based and inclusive,
- Must maintain a non-partisan approach to operations,
- Must have a Strategic Plan and Annual Business Plan,
- Must undergo an annual external financial review (Compilation/Notice to Reader, Review Engagement, or Audit), and
- Must publish an Annual Report and hold an Annual General Meeting open to all members.

Members of the Council:

Alberta Chambers of Commerce | Atlantic Chambers of Commerce | British Columbia Chamber of Commerce  
 Canadian Chamber of Commerce | Fédération des chambres de commerce du Québec | Manitoba Chamber of Commerce  
 Northwest Territories Chamber of Commerce | Ontario Chamber of Commerce | Saskatchewan Chamber of Commerce  
 Yukon Chamber of Commerce