



## CHAMBER ACCREDITATION

Accreditation is the highest national standard of Chamber excellence in leadership, governance and operations. It demonstrates to your community, members, and Board of Directors that your Chamber has dependable governance policies and procedures and has built resilient core operations that align with hundreds of Chambers of Commerce and Boards of Trade across Canada.

The Chamber Accreditation Council of Canada is a non-profit organization governed by a Board of Directors comprised of provincial and territorial Chamber executives, a representative from the Canadian Chamber of Commerce, and a representative from the Chamber of Commerce Executives of Canada.

The standards of Accreditation were first created in 2004 and are reviewed by the Board of Directors on an annual basis.

Accreditation is valid for 5 years. Applications submitted throughout 2025 will be Accredited for 2026-2031.

### **Benefits of Accreditation:**

Achieving Accreditation comes with a range of practical benefits for your Chamber of Commerce or Board of Trade, including:

- Alignment with proven best practices across the Chamber Network;
- Verification that you are running a Chamber with a dependable governance model, and resilient core operations;
- Sharpening your Chamber's strategic focus for long-term sustainability;
- 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;
- Strengthening your Chamber's brand and credibility with corporate sponsors; and
- Providing assurance to funders that your Chamber has robust financial policies in place and can deliver impactful projects with reliable reporting.

### **Accreditation Deadlines For 2025:**

Round 1 deadline: Wednesday, April 30<sup>th</sup>, 2025 (for decision by the Accreditation Council on June 12<sup>th</sup>)

Round 2 deadline: Wednesday, August 6<sup>th</sup>, 2025 (for decision by the Accreditation Council on September 11<sup>th</sup>)

Accreditation certificates for Chambers achieving Accreditation throughout 2025 will be presented during the national conferences in Mississauga, Ontario in October 2025.

## Application Fees For 2025:

<b>Small Chambers</b>	Less than 500 members	\$200
<b>Medium Chambers</b>	Between 500 and 999 members	\$300
<b>Large Chambers</b>	+1000 members	\$400

## Application Process:

### Step 1:

Complete the Accreditation application form and attach the required documentation. There are two deadlines each year – you can submit your application by either deadline.

Submit your application to: [ExecutiveDirector@CCEC.biz](mailto:ExecutiveDirector@CCEC.biz)

### Step 2:

After the deadline, your application will be shared with your provincial Chamber for review. Once the review is complete, your provincial Chamber will provide you with an update:

1. Your application meets the criteria for Accreditation and will be recommended for approval during the next Chamber Accreditation Council of Canada Board Meeting (June or September); or
2. Your application does not currently meet the standards of Accreditation

If your application does not meet the standards of Accreditation, your provincial Chamber will work with you to address any deficiencies.

To receive Accreditation during the October award ceremony, your application must be complete and approved by the Chamber Accreditation Council of Canada during the September Board Meeting.

### Step 3:

When your provincial Chamber is satisfied with your application, they will recommend it for approval by the Chamber Accreditation Council of Canada during the next Board Meeting (June or September).

Shortly after the Board Meeting, you will receive official confirmation that Accreditation has been awarded.

### Step 4:

It's time to celebrate your Accreditation!

Accreditation certificates will be presented during the in-person national conferences in Mississauga, Ontario in October 2025. Certificates will be mailed if you're not able to attend.

You'll also receive:

- A letter of congratulations
- A press release

- Access to the Accreditation logos
- An invoice for your Accreditation fees

### **Core Definition of a Chamber:**

The Chamber Accreditation Council of Canada recognizes the following shared elements that are foundational to operating as a Chamber of Commerce or Board of Trade in Canada:

- Must have a Mission and Vision that align with the values of the Chamber Network;
- Must be incorporated provincially, territorially, or federally, and must be in good standing with corporate registries;
- Must publish an Annual Report or issue a written Year-in-Review to members describing the Chamber's activities over the past year. Activities must align with the values of the Chamber Network;
- Must hold an Annual General Meeting (AGM) open to all members;
- Must undergo an annual external financial review;
- Must have Directors and Officers insurance;
- Must be non-partisan and non-sectarian;
- Must have clearly defined membership criteria that focuses on businesses and organizations interested in trade, commerce, and the economic and social welfare of the community.

### **Chamber Network's Common Values:**

While Chambers of Commerce and Boards of Trade operate independently of one another, they must uphold the Chamber Network's common values:

- Competition in a free market;
- Non-partisan and non-sectarian;
- Broad economic and social community prosperity;
- Individual integrity and responsibility;
- Excellence in customer service and satisfaction;
- Law and order;
- Reasonable profit;
- Private ownership;
- Efficient and effective government; and
- A public policy framework that supports economic progress and fosters business success.