

Policy Development

“Plain-Language” Policy (& Procedure) Development for Small Population Municipalities

Many small municipalities rely on outdated policies that no longer reflect current legislation, governance expectations, or operational realities. Matthewson & Co. helps municipalities across Saskatchewan, Manitoba, and Alberta develop clear, practical, legislatively aligned Policy & Procedure Manuals that support Council, administration, and staff.

Our process goes beyond updating policies. We review existing policies, identify compliance gaps, develop missing policies, and create a consolidated manual that reflects how your municipality actually operates. The result is a professional, easy-to-use governance tool that reduces risk, improves consistency, and supports better decision-making.

What We Cover

- ✓ Review of existing policies and procedures
- ✓ Legislative compliance assessment
- ✓ Identification of gaps, duplicates, and outdated provisions
- ✓ Revision and modernization of existing policies
- ✓ Development of new governance and operational policies
- ✓ Draft Policy & Procedure Manual for review
- ✓ Final professionally formatted Policy & Procedure Manual
- ✓ Virtual or in-person consultations throughout the project

What It Costs

- Fees are based on the services required and typically start at \$5,000 but can be up to \$7,000.

Why Choose Matthewson & Co.?

- Built specifically for small population municipalities
- Experience across Saskatchewan, Manitoba, and Alberta
- Strong understanding of municipal governance and legislation
- Plain-language approach that staff and Council can actually use
- Creates consistent, defensible governance frameworks
- Reduces risk through compliance-focused policy development
- Delivers professionally formatted manuals ready for implementation

Contact us!

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Matthewson
& Co.

We Build Communities