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| **POLICY:** Services – Town of Herbert |  **COUNCIL RESOLUTION:**Resolution:Effective:  |
| **DEPARTMENT:**Administration | **POLICY NUMBER:** 2019-7.0  |  **Amended Date:**Resolution:   |

**7.1 D. Requests**

Any person wishing to request a deduction in their taxes, utilities, interest incurred, or any amount owing the town, must appear in person at a regular meeting of Council of the Town of Herbert.

A written request must be submitted by the Thursday prior to the Council meeting which they wish to attend.

Proper documentation of the amount in question must be presented at the meeting with Council.