Heritage Burnaby
PERSONAL HISTORY • COLLECTIVE MEMORY

Searching for City Bylaws

Use this procedure to search for City of Burnaby bylaws on heritageburnaby.ca. Entering a bylaw number is the most efficient and accurate way to search, however, if an exact bylaw number is not known, heritageburnaby.ca provides other useful searching techniques.

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1. On the main menu of heritageburnaby.ca, click **RESEARCH** .

2. To access more detailed search options, click ⊕ Advanced Search .

3. In the **Type/Format** section, select the **Bylaws** checkbox.

4. To enter a bylaw subject, in the text field, directly under **Search the Collections**, enter a description. For example, to search for all bylaws related to animal control, enter *animal control*.

🖉 If you know the specific bylaw number, enter it in the search field.

🖉 Based on your entry, the system automatically proposes search ideas in a dropdown. If an idea is suitable for your research, select it from the list, however, if you don't want to use a proposed idea, click anywhere outside of the search box and the list will disappear.

5. In the **From Year** and **To Year** fields, enter a year range for required bylaws.

🖉 An alternate method to use to define the **From Year** and **To Year** values is to simply drag the timeline markers to the required years.

6. To execute the search, click **Search** .

🖉 The number of search results is displayed at the top of the list.

7. Perform one or more of the following actions:

If you want to	Then
Browse all records displayed…	Scroll down through the records.
Narrow down the search further…	In the **Narrow By** panel, click the applicable category and then select one or more filters.

If you want to	Then
Add a record to a customized list…	Click **Add to List ＋** . **Note**: This list is only maintained for your current browser session. When you close the heritageburnaby.ca session, the list is cleared.
View items in **My List**…	Access the Advanced Search page. Your saved lists are indicated on the main menu as **My List: [# of lists}]**
Return to the top of a record list…	Click **Back to Top** .
Return to the Heritage Burnaby home page…	On the main menu, click **HOME** .
Print a list…	At the top of the search results, click **🖨 Print** . The list opens in a separate browser view. Use the print function specific to your web browser. **Tip**: For most browsers, the right-click menu offers a print option.
Copy the record's URL link for emailing or adding to your browser favorites…	At the bottom of the record information, click Permalink . A new web page displays with the unique URL address for the single record.

8. Once the required bylaw is found, click the document link, e.g., 📄 **1 Document** .
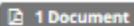
📝 If a document is not available, contact the **Repository** listed in the record description.

9. To open a bylaw document, click the PDF image.

10. To return to the list of records, click the Back button on your internet browser.

ADDITIONAL SEARCHING TIPS:

The Heritage Burnaby website utilizes a type of search called a Boolean search. This type of search allows users to combine keywords with operators such as **AND**, **OR**, and **NOT**, to produce more relevant results. To apply this logic to a search for bylaws, minutes or reports, review the examples below.

- Entering **animal control AND dog** should return records and minutes that contain both of these words in the record.

- Entering **animal control OR dog** should return records that contain one or both of the words. This list would be much larger than using the AND operator.

- Entering **animal control NOT dog** should return animal control records that do not contain dog.

Search all Collections

animal control OR dog   Search

❓ Help

Advanced Search   Browse Names   Browse Subjects   Browse Places

Type/Format

☐ Artifacts   ☐ Bylaws

📝 Boolean operators must be entered in all capitals as **AND**, **OR**, and **NOT**.