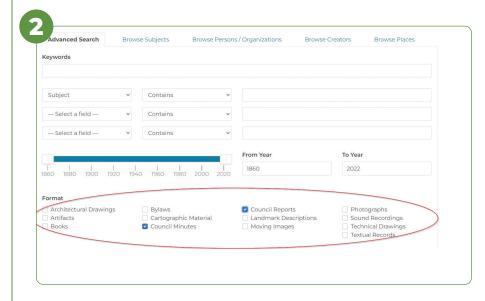
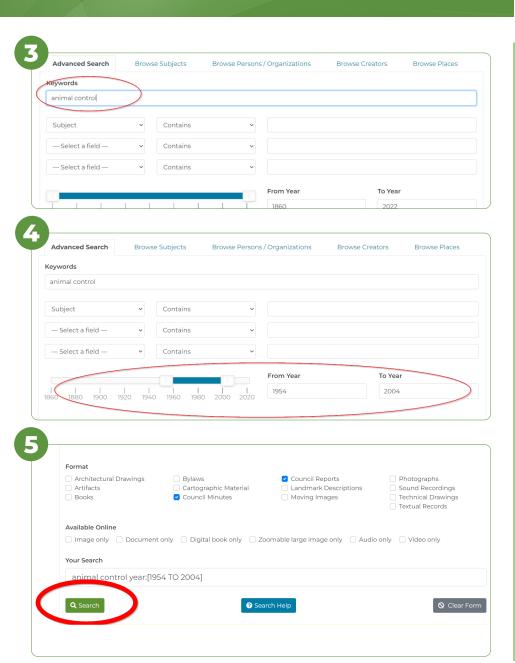


## SEARCHING FOR CITY COUNCIL MEETING MINUTES AND REPORTS

- 1. Click the "Research" tab across the top. This will direct you to the advanced search page.
- 2. In the **Format** section, select the checkboxes for Council Minutes and Council Reports.
- 3. To narrow your search, enter a description in the Keyword search bar. For example, to search for all reports and minutes related to animal control, enter animal control.
- 4. To narrow your search further, enter the date range if known.
- 5. To get search results, hit "Search".







## SEARCHING FOR CITY COUNCIL MEETING MINUTES AND REPORTS

- 6. View the search results page.
- 7. There are five categories of council reports:
  - Council Committee Report
  - · Council Manager's Report
  - · Council Mayor/Councillor/Staff Report
  - Council Public Hearing Minutes
  - · Council Regular Council Minutes
- 8. To further refine your search results, use the "Narrow By" filters along the left-hand side underneath "Format".

## **FURTHER SEARCH TIPS:**

- 9. Heritage Burnaby allows users to combine keywords with operators such as AND, OR, and NOT, to produce more relevant results. These terms must be in capital letters.
  - Entering animal control AND dog should return all bylaws 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 records that contain animal control but not dog.

