

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”.

2

This screenshot shows the 'Advanced Search' page. The 'Format' section at the bottom is circled in red, with the following options selected:

- Council Reports
- Council Minutes

3

This screenshot shows the 'Advanced Search' page. The 'Keywords' search bar is circled in red and contains the text 'animal control'.

4

This screenshot shows the 'Advanced Search' page. The date range selection area at the bottom is circled in red, with '1954' entered in the 'From Year' field and '2004' entered in the 'To Year' field.

5

This screenshot shows the 'Advanced Search' page with the search results summary. The 'Search' button is circled in red. The search results summary shows: 'animal control year:[1954 TO 2004]'.

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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.

