

# Searching for City Council Meeting Minutes and Reports

Use this procedure to search for City of Burnaby Council meeting minutes and/or reports on [heritageburnaby.ca](http://heritageburnaby.ca). Report types available include Committee Report, Manager's Report and Mayor/Councillor/Staff Report.

1. On the main menu of [heritageburnaby.ca](http://heritageburnaby.ca), click **RESEARCH**.

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

3. In the **Type/Format** section, select the checkboxes for **Council Minutes** and **Council Reports**.

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

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. If useful, in the **From Year** and **To Year** fields, enter a year range for documents.

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**.

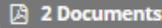
The number of search results is displayed at the top of the list.

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...	Under the <b>Narrow By</b> 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  .  <b>Note:</b> This list is only maintained for your current browser session. When you close the heritageburnaby.ca session, the list is cleared.
View items in <b>My List</b> ...	Access the Advanced Search page. Your saved lists are indicated on the main menu as <b>My List: [# of lists]</b> .
Return to the top of a record list...	Click  .
Return to the Heritage Burnaby home page...	On the main menu, click <b>HOME</b> .
Print a list...	At the top of the search results, click  .  The list opens in a separate browser view. Use the print function specific to your web browser. <b>Tip:</b> 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 <a href="#">Permalink</a> .  A new web page displays with the unique URL address for the single record.

 To narrow down the list to only *Manager's Reports*, under the **Narrow By** section, expand the **Type/Format** category and select **Council – Manager's Report**.

8. Once the required record is found, to view the documents, click .

 If a document is not available, contact the **Repository** listed in the record description.

**Documents**

 Report 607 (PDF)

 24-Oct-1983 Meeting Minutes (PDF)

9. To open a 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 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.

**Search all Collections**

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**.