BC LAWS USER MANUAL

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1 SEARCHING BC LAWS

1.1 Browse

To browse BC Laws:

1. Select a content collection, e.g. the Laws of British Columbia:

2. The Laws of British Columbia collection contains two collections: Public Statutes and Regulations; and Private, Special and Local Statutes and Regulations.
3. Click on Public Statutes and Regulations and an alphabetical listing of the current consolidation of the Public Statutes (Acts) and Regulations is displayed:

4. Click on a letter of the alphabet to view the Acts beginning with that letter. Notice that the breadcrumb trail, **BC Laws > Complete > Public Statutes and Regulations > -- B --**, displays the context of your current location within BC Laws. The current level selected for searching (the B folder) is displayed in the quick search box. Click on the **breadcrumbs** to navigate to a previous page or use the internet browser’s **back** button:

5. To open an Act folder, click on the **name** of the Act:
6. An Act folder contains the Act document, any regulations associated with the Act, and any supporting documents such as Tables of Legislative Changes, Historical Tables, and Point in Time tables. Keep clicking on the folder names until you reach the document level, indicated by the document icon:

<table>
<thead>
<tr>
<th>British Columbia Railway Act</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables of Legislative Changes</td>
</tr>
<tr>
<td>Historical Table</td>
</tr>
<tr>
<td>Act Point in Time</td>
</tr>
<tr>
<td>Regulations</td>
</tr>
<tr>
<td>Regulations Point in Time</td>
</tr>
</tbody>
</table>

7. To view the Act, click on the document name next to the document icon:

8. The document opens in the browser:
1.2 Quick Search

To search BC Laws using the quick search:

1. Select a content collection, e.g. the current Public Statutes and Regulations within the Laws of British Columbia content collection:

2. The Public Statutes and Regulations collection contains an alphabetical listing of the current consolidation of the Statutes (Acts) and Regulations of British Columbia:

3. To search the entire collection of Statutes and Regulations (including all the supporting documents such as Tables of Legislative Changes, Historical Tables and Point in Time tables) enter a search term in the quick search box and click on the search button:
Note: To search a subset of the Statutes and Regulations, e.g. only Acts beginning with C, open the C folder and enter a search term in the quick search box:

4. In the following example, a search of the entire collection for the term water returns a list of 620 documents to the Search Results page:

5. Notice that each document in the Search Results displays an excerpt of document content. The excerpts can be modified using the Document Excerpts menu:

6. To change the excerpt size, select an excerpt option from the Document Excerpts menu:
For example, the **None** option displays no excerpts, only the **document titles**:

7. To refine the current search, use the **Refine Results** function to search just the documents in the Search Results. Enter a term in the **Refine Results** box and click on **Search**:

8. In this example, a refine results search for the term **bylaw** has found 115 document matches within the first set of search results. You may perform another search on the second subset of search results, or open a document:
9. To open a document from the Search Results, click on a **document name**, or, click on a highlighted term (**water** or **bylaw**) in the excerpt to go directly to that term within the document:

![Image of document with highlighted text]

10. The **document** opens in the browser:

![Image of document in browser]

11. The matches for the term **water** and **bylaw** are highlighted in the document. Use the **Next (in doc)** and **Previous (in doc)** buttons at the top of the document window to navigate to the next (and previous) matches for the terms within the document. The yellow highlight indicates the current term:

![Image of highlighted terms in document]
12. Use the Next Doc (and Previous Doc) buttons to go to the next (and previous) documents in the Search Results:

Search Results | Clear Search | Previous (in doc) | Next (in doc) | Prev Doc | Next Doc

This consolidation is current to August 8, 2017.

Local Government Act
ADDITIONAL POWERS REGULATION

Fee or charge for regional water or sewer service
1. A municipality that comprises part of the Capital Regional District is granted the additional power to impose a fe

13. To return to the Search Results, click on the Search Results breadcrumb or use the browser’s back button:

Search Results | Clear Search | Previous (in doc) | Next (in doc) | Prev Doc | Next Doc

This consolidation is current to August 8, 2017.

Local Government Act
ADDITIONAL POWERS REGULATION

14. On the Search Results page, use the arrows to navigate to the next page of results:

Search Results | Clear Search | Previous (in doc) | Next (in doc) | Prev Doc | Next Doc

1. Water Sustainability Act

... Water Sustainability Act 15 ...

15. To start a new search, click on Return to search:

Search Results | Clear Search | Previous (in doc) | Next (in doc) | Prev Doc | Next Doc

Return to search
1.3 Advanced Searches – Content Selection

To perform one of the advanced searches:

1. Click on the Advanced searches menu button:

2. Select the tab for the type of advanced search you want to perform: Advanced, Boolean or Field search:

3. To select the collection to be searched, click on the radio button for Current Level, the Entire Collection or your Favourites. (The default search is Current Level):

4. The Current Level search applies to the level of the collection you have open, for example:

   **Statutes and Regulations level:**
   If you are at the statutes and regulations level (A to Z list of folders) a search at Current Level will search all the documents in the Statutes and Regulations collection, from A to Z.

   **“F” Folder level:**
   If you are at a folder level, e.g. the F folder, a search at Current Level will search all the documents in the F folder.
5. If you are at a folder or document level but you want to search the entire collection of Statutes and Regulations, select the **Entire Collection** radio button:

6. To search folders you have marked as favourites, select the **Favourites** radio button.

7. To target the search to particular document types, in the list of document types on the Advanced searches page, check only the document types you want to include in the search:
1.4 **Advanced Search**

To perform an Advanced search:

1. Click on the **Advanced** searches menu:

   ![Advanced search menu](image)

2. Select the **Advanced** tab in the Advanced searches page:

   ![Advanced search page](image)

3. Select whether the search will apply to the **Current Level**, the **Entire Collection** or to **Favourites**:

   ![Advanced search options](image)

4. To target the search to particular document types, in the list of document types on the Advanced searches page, check the **document types** you want to **include** in the search:

   ![Document types](image)
5. There are 5 search boxes in the Advanced search page. The options can be used separately or in conjunction with one another (except for the **not** search box, which must be used in conjunction with another option):

6. Enter search terms in one or more of the boxes and click on **Search**:
7. The search results in this example contain documents with matches for the word care but not the word child. Click on a document name or highlighted term in the document excerpt to open a document:

8. To refine the current search, use the Refine Results function to search just the documents in the Search Results. Enter a term in the Refine Results box and click on Search:

9. To start a new search, click on Return to search:

1.5 Boolean Search

To perform a Boolean search:

1. Click on the Advanced searches menu:
2. Select the **Boolean** tab in the advanced searches page:

3. Select whether the search will apply to the **Current Level**, the **Entire Collection** or to your **Favourites**:

4. To target the search to particular document types, in the list of document types on the advanced searches page, check the document types you want to include in the search:

5. Enter the query terms in the **Query terms** box and click on **Search**:
**Note:** On the Boolean search page, a **Search Syntax Summary** provides examples of how to enter the various Boolean searches:

<table>
<thead>
<tr>
<th>Operator</th>
<th>Example</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td>travel</td>
<td>finds documents that contain either the word travel or the word agent or both</td>
</tr>
<tr>
<td>OR with phrases</td>
<td>&quot;travel agent&quot; travel</td>
<td>finds documents that contain the phrase travel agent or the word travel or both</td>
</tr>
<tr>
<td>AND</td>
<td>travel AND agent</td>
<td>finds documents that contain both the word travel and the word agent</td>
</tr>
</tbody>
</table>

6. In this example a multiple character wildcard search entered as `work*` searches for any words containing the root `work` plus an unlimited number of characters after the root.

7. The Search Results in this example contain documents with matches for the words: `work, worker, working, work-based, workplace`, etc. Click on a **document name** or highlighted **term** in the document excerpt to open a document:

8. To refine the current search, use the **Refine Results** function to search just the documents in the Search Results. Enter a term in the **Refine Results** box and click on **Search**.
9. To continue searching, click on **Return to search**:

![Search Results]

### 1.6 Field Search

Field searches can be performed on the XML documents in the Statutes and Regulations collection, including: all Acts, Regulations, Tables of Legislative Changes, and Point in Time tables.

Field searches target a search to a specific field of document content, according to how the content is marked up in XML language.

For example, to search for the **title** of an Act where it occurs in the heading at the top of a document, a field search can be performed on **title**.

To perform a Field search:

1. Select the **Field** tab in the advanced searches page and select the **collection**:

![Field tab selection]

2. Enter a **query term**, e.g. **tax**, and choose **title** field from the **Field menu**:

![Field menu selection]

Field Search Examples

<table>
<thead>
<tr>
<th>Query Terms</th>
<th>Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>tax</td>
<td></td>
</tr>
<tr>
<td>Year Enacted</td>
<td></td>
</tr>
<tr>
<td>Chapter Number</td>
<td></td>
</tr>
<tr>
<td>Amendment</td>
<td></td>
</tr>
<tr>
<td>TLC Amendment</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td></td>
</tr>
<tr>
<td>Descriptor</td>
<td></td>
</tr>
<tr>
<td>Marginal Note</td>
<td></td>
</tr>
<tr>
<td>Historical Note</td>
<td></td>
</tr>
<tr>
<td>Regulation Number</td>
<td></td>
</tr>
<tr>
<td>OIC Number</td>
<td></td>
</tr>
</tbody>
</table>
3. To target the search to particular document types, in the list of document types on the advanced searches page, check the document types you want to include in the search. In this example the search is targeted to the titles of Act documents only:

4. Click on Search:

5. The Search Results include only Act documents that contain the word tax in the heading (title) at the top of the document:

   |   |   |
---|---|---|
1. Carbon Tax Act
2. Corporation Capital Tax Act
3. Horse Racing Tax Act
4. Hotel Room Tax Act
5. Part 1 - Income Tax Act
6. When a document is opened, the occurrence of **tax** in the Act title is highlighted:

![Carbon Tax Act](image)

### 1.7 Creating Favourites

The **Favourites** function allows you to create and search a custom subset of documents from the Statutes and Regulations collection:

To create a Favourites subset collection:

1. Open the Statutes and Regulations collection and click on the **Favourites** button:

   ![Favourites Button](image)

2. A **Favourites List** of the Statutes and Regulations opens with check boxes next to each folder, subfolder and document:
3. One or more folders, subfolders or documents can be selected as favourites. To add a favourite, simply **click on the checkbox** next to the item:

**Note:** The Favourites List is **saved** until the **Clear Favourites** button is used or until the internet browser’s cache is cleared.

4. Once the favourites are selected, **click on the Advanced button** to open the advanced searches page:
5. In the advanced searches page, select the search type tab (e.g. Boolean) and select the radio button for the collection you want to search, in this case the Favourites collection. Enter the search term(s) in the Query terms box:

6. To target the search to particular document types, check the document types you want to include in the search. Then, click on Search:

7. The search results include all the Act and Regulation documents in the Favourites collection that contain the word care:
8. To continue searching, click on **Return to search**:  

![Search Results]

9. At any time, if you want to modify the Favourites collection, return to the Advanced Search page and click on the **Go To Favourites** button (or **Favourites** button) and enter the changes:  

![Advanced Search Interface]