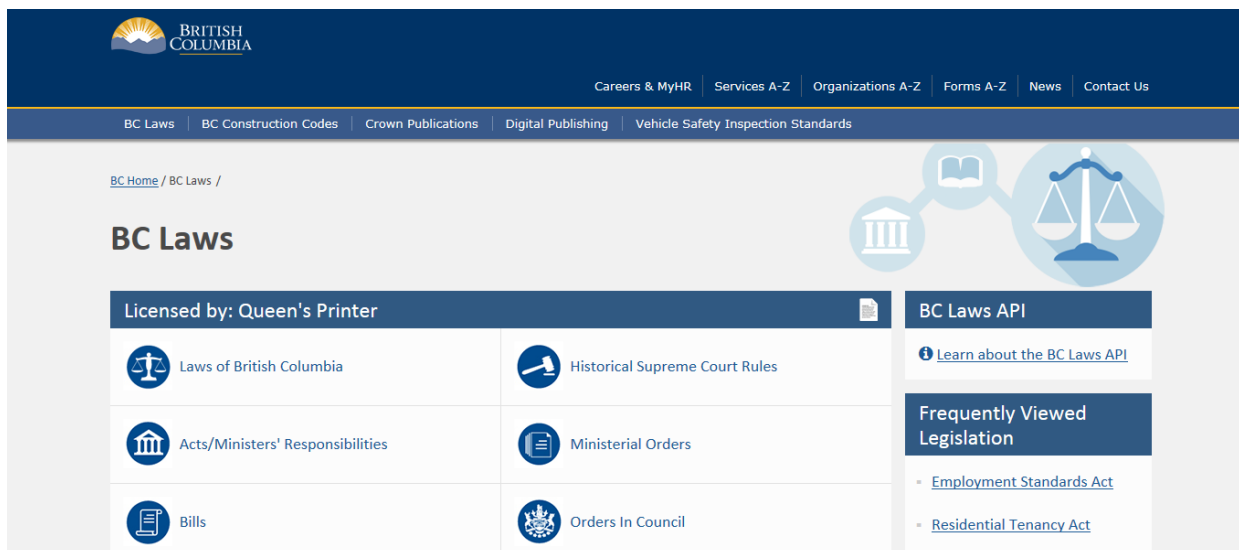


BC LAWS USER MANUAL

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1 SEARCHING BC LAWS



The screenshot shows the BC Laws website interface. At the top, there is a navigation bar with links for 'Careers & MyHR', 'Services A-Z', 'Organizations A-Z', 'Forms A-Z', 'News', and 'Contact Us'. Below this is a secondary navigation bar with links for 'BC Laws', 'BC Construction Codes', 'Crown Publications', 'Digital Publishing', and 'Vehicle Safety Inspection Standards'. The main content area features the 'BC Laws' title and a grid of content collections. A 'Licensed by: Queen's Printer' banner is visible. The grid includes:

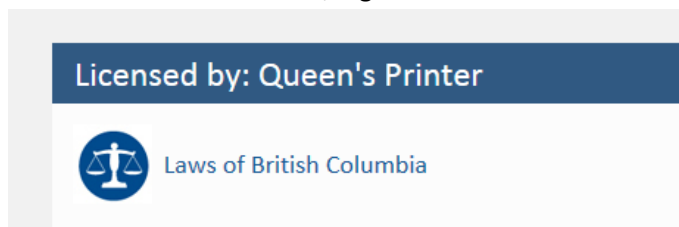
- Laws of British Columbia (with a scales icon)
- Historical Supreme Court Rules (with a gavel icon)
- Acts/Ministers' Responsibilities (with a building icon)
- Ministerial Orders (with a document icon)
- Bills (with a document icon)
- Orders In Council (with a crown icon)

 On the right side, there is a 'BC Laws API' section with a link to 'Learn about the BC Laws API' and a 'Frequently Viewed Legislation' section listing 'Employment Standards Act' and 'Residential Tenancy Act'.

1.1 Browse

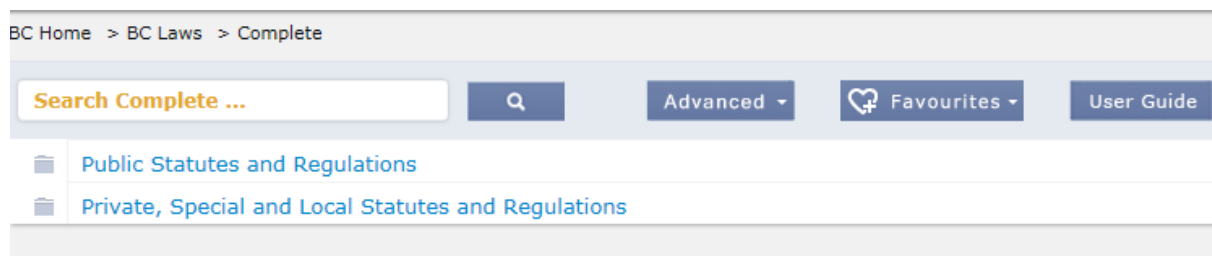
To browse BC Laws:

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



This screenshot shows a close-up of the 'Laws of British Columbia' collection selection. It features a dark blue banner at the top that reads 'Licensed by: Queen's Printer'. Below the banner is a white box containing a circular icon with a scales of justice and the text 'Laws of British Columbia'.

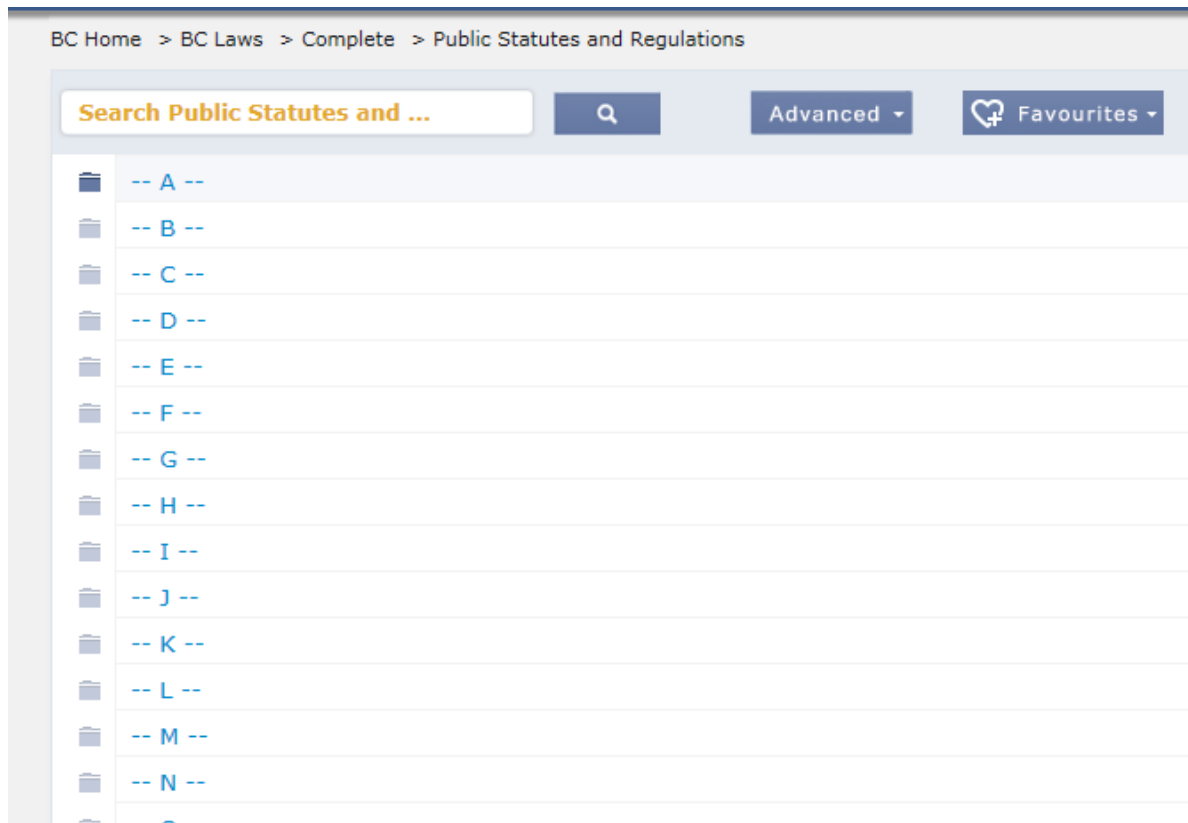
2. The Laws of British Columbia collection contains two collections: Public Statutes and Regulations; and Private, Special and Local Statutes and Regulations.



This screenshot shows the search results for the 'Complete' collection. The breadcrumb trail at the top reads 'BC Home > BC Laws > Complete'. Below this is a search bar containing the text 'Search Complete ...' and a magnifying glass icon. To the right of the search bar are buttons for 'Advanced', 'Favourites', and 'User Guide'. The search results are displayed as a list of two items:

- Public Statutes and Regulations
- 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**:

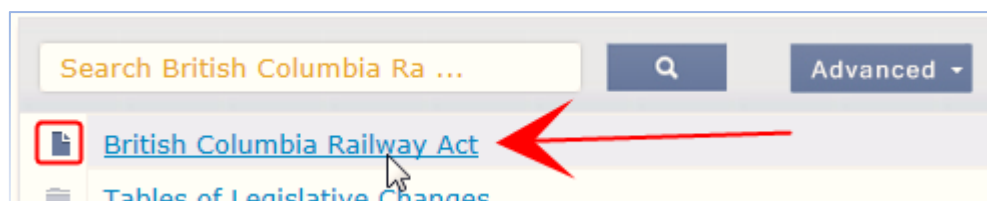


- An Act folder contains the Act document, any regulations associated with the Act, and any supporting documents such as Tables of Legislative Changes, Historical Tables, and Point in Time tables.

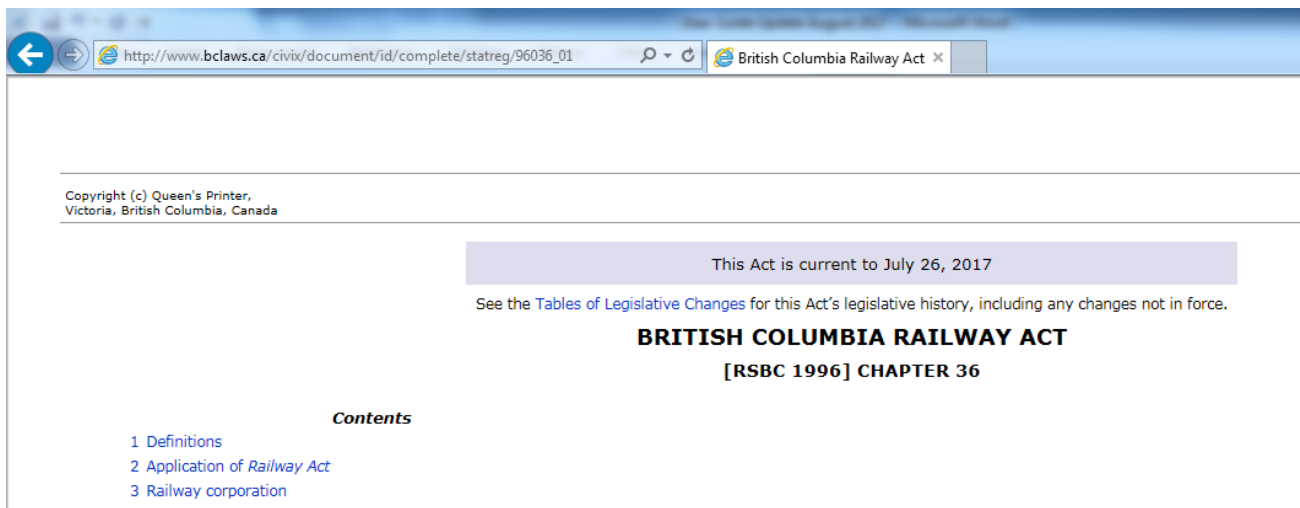
Keep clicking on the folder names until you reach the document level, indicated by the **document icon**:



- To view the Act, click on the **document name** next to the document icon:



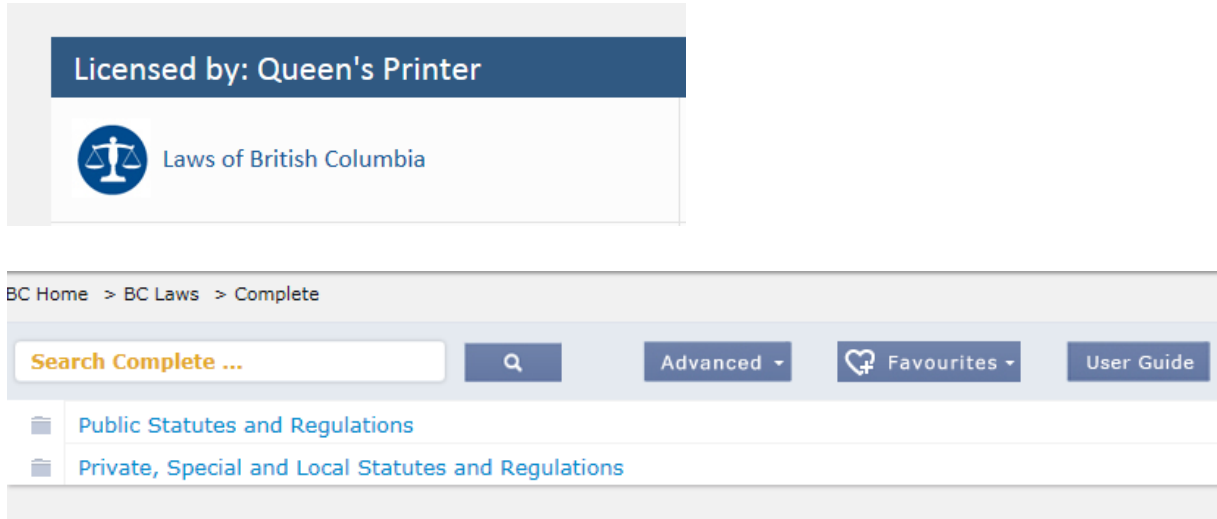
- The document opens in the browser:



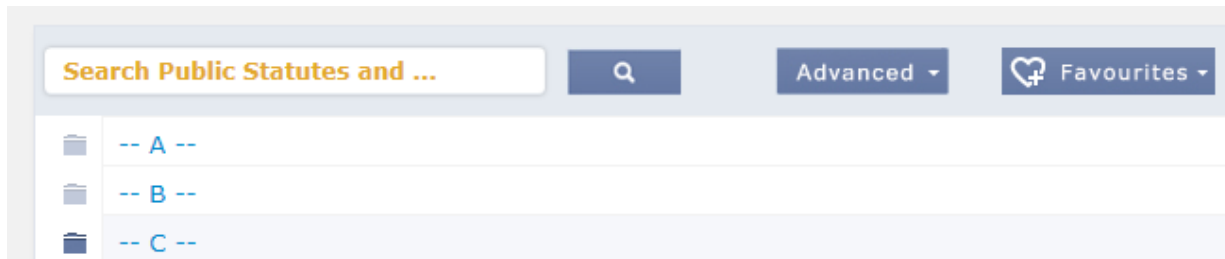
1.2 Quick Search

To search BC Laws using the **quick search**:

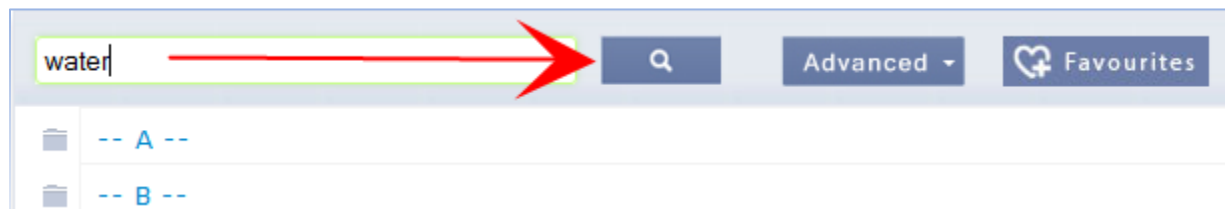
1. Select a content collection, e.g. the current **Public Statutes and Regulations** within the **Laws of British Columbia** content collection:



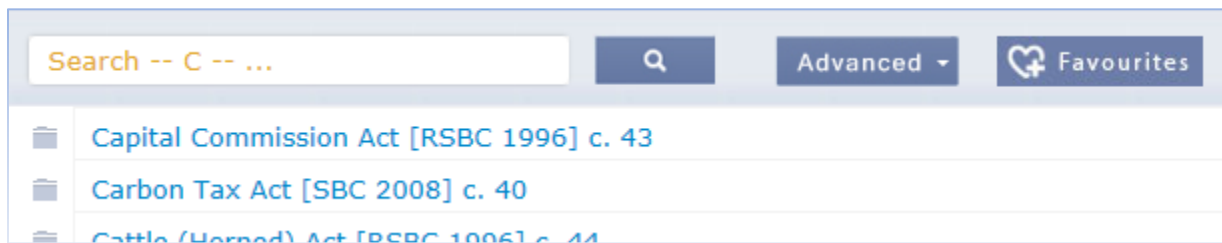
2. The **Public Statutes and Regulations** collection contains an alphabetical listing of the current consolidation of the Statutes (Acts) and Regulations of British Columbia:



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:



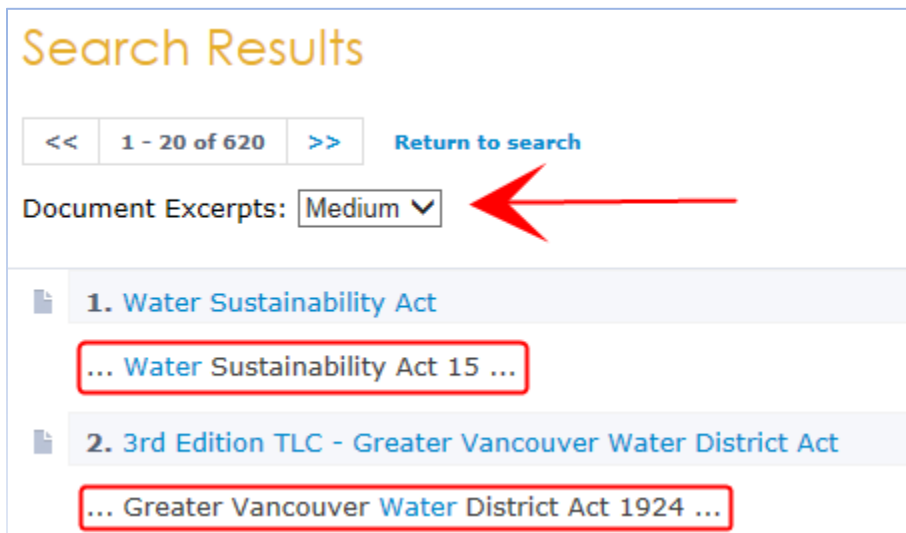
Note: To search a **subset** of the Statutes and Regulations, e.g. only Acts beginning with C, open the **C folder** and enter a search term in the quick search box:



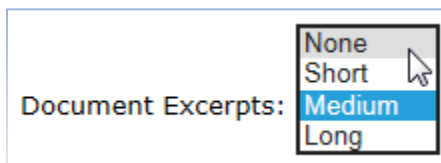
4. In the following example, a search of the **entire collection** for the term **water** returns a list of 620 documents to the **Search Results** page:



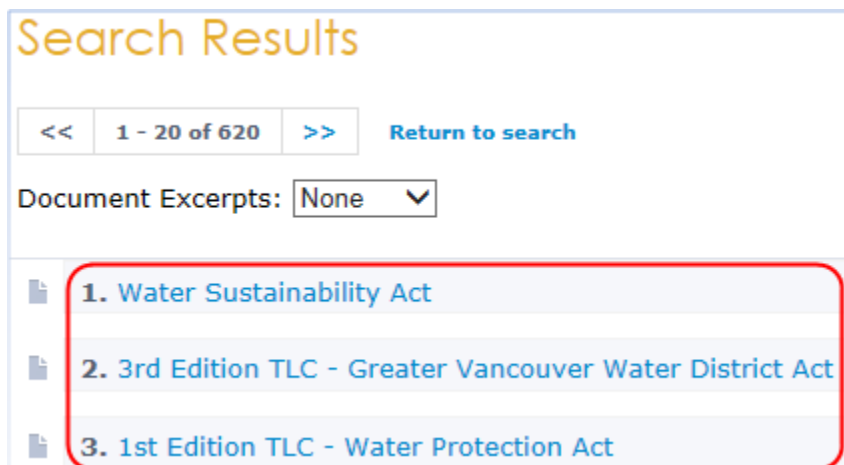
5. Notice that each document in the Search Results displays an **excerpt** of document content. The excerpts can be modified using the **Document Excerpts menu**:



6. To change the excerpt size, select an excerpt option from the **Document Excerpts menu**:

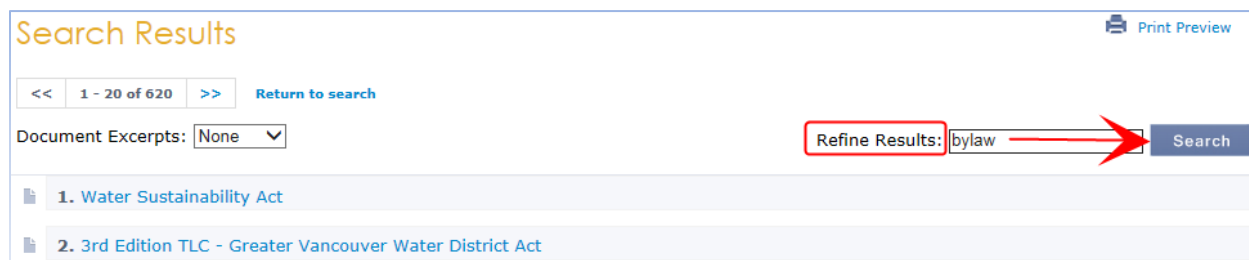


For example, the **None** option displays no excerpts, only the **document titles**:



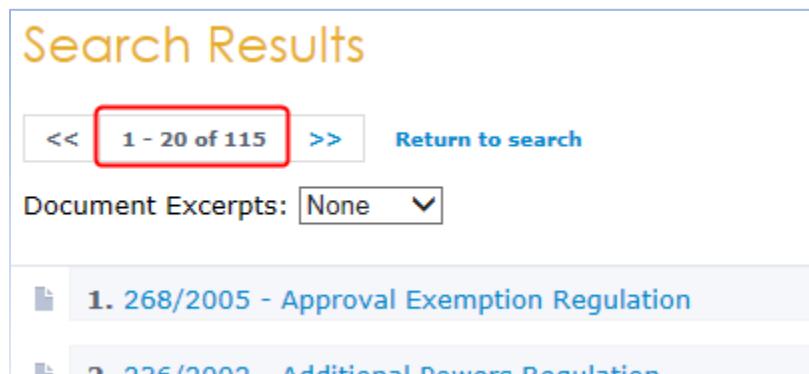
The screenshot shows the 'Search Results' page. At the top, there are navigation controls: '<< 1 - 20 of 620 >>' and a 'Return to search' link. Below this is a 'Document Excerpts:' dropdown menu set to 'None'. The main content area displays a list of three document titles, each preceded by a document icon: '1. Water Sustainability Act', '2. 3rd Edition TLC - Greater Vancouver Water District Act', and '3. 1st Edition TLC - Water Protection Act'. A red rectangular box highlights the entire list of 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**:



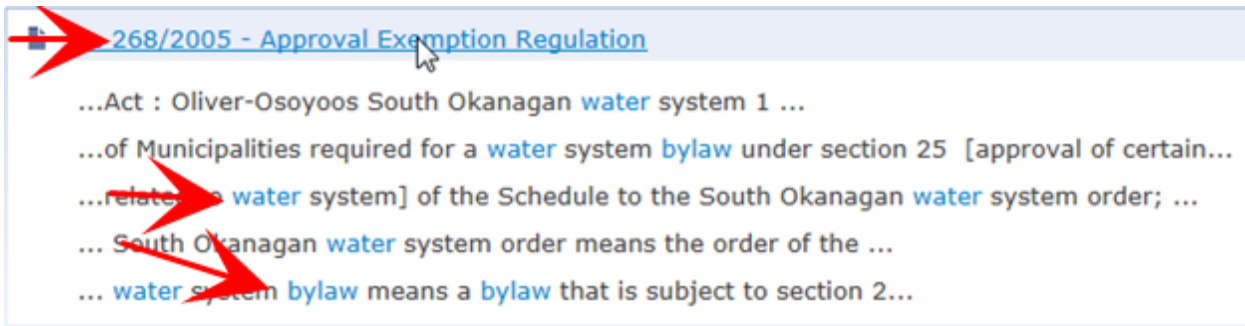
The screenshot shows the 'Search Results' page with a 'Refine Results' box. The page header includes 'Search Results' and a 'Print Preview' icon. Navigation controls show '<< 1 - 20 of 620 >>' and 'Return to search'. The 'Document Excerpts:' dropdown is set to 'None'. A 'Refine Results:' input box contains the text 'bylaw', with a red arrow pointing to a 'Search' button. The list of document titles is partially visible, showing '1. Water Sustainability Act' and '2. 3rd Edition TLC - Greater Vancouver Water District Act'.

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:



The screenshot shows the 'Search Results' page after a refined search. The page header includes 'Search Results'. Navigation controls show '<< 1 - 20 of 115 >>' and 'Return to search'. The 'Document Excerpts:' dropdown is set to 'None'. The list of document titles is updated to show '1. 268/2005 - Approval Exemption Regulation' and '2. 236/2002 - Additional Powers Regulation'. A red rectangular box highlights the '1 - 20 of 115' text in the navigation controls.

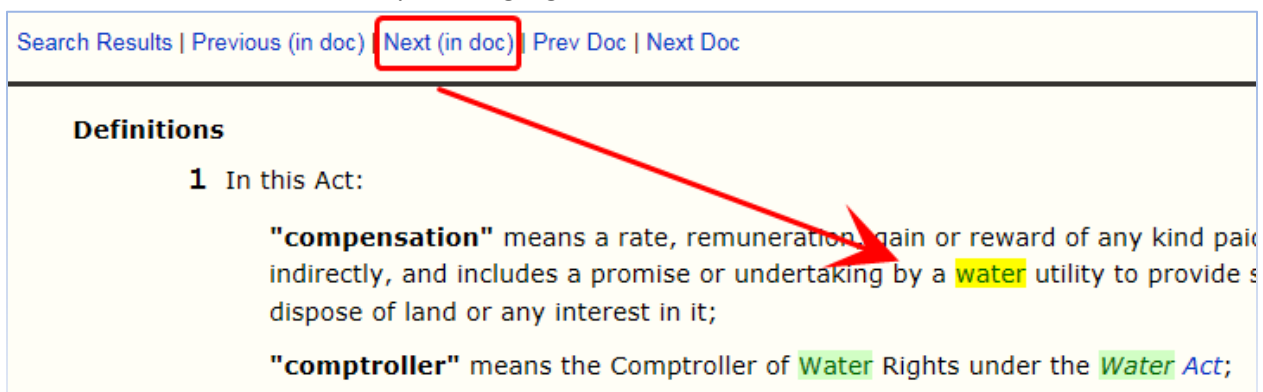
9. To open a document from the Search Results, click on a **document name**, or, click on a highlighted term (**water** or **bylaw**) in the excerpt to go directly to that term within the document:



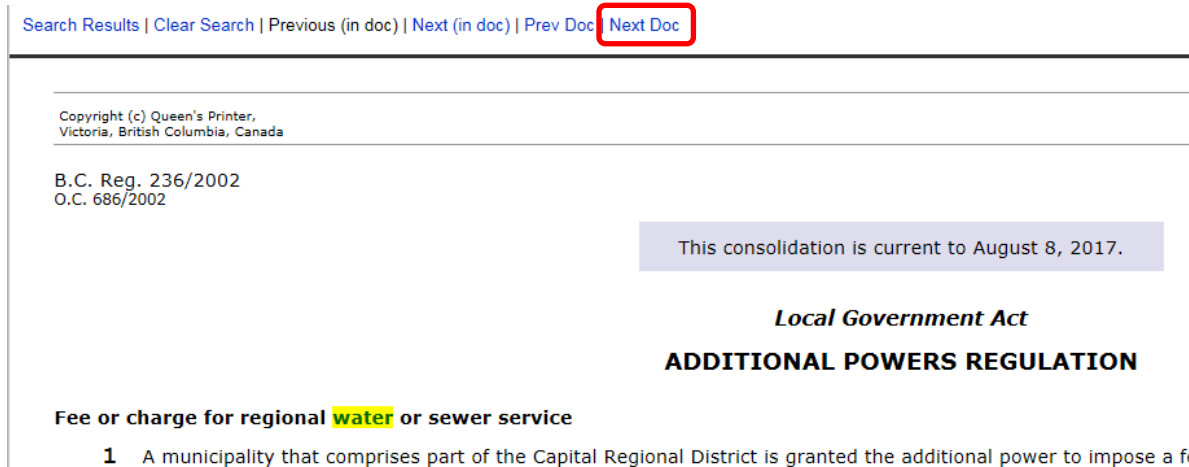
10. The **document** opens in the browser:



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:



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**

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Victoria, British Columbia, Canada

B.C. Reg. 236/2002
O.C. 686/2002

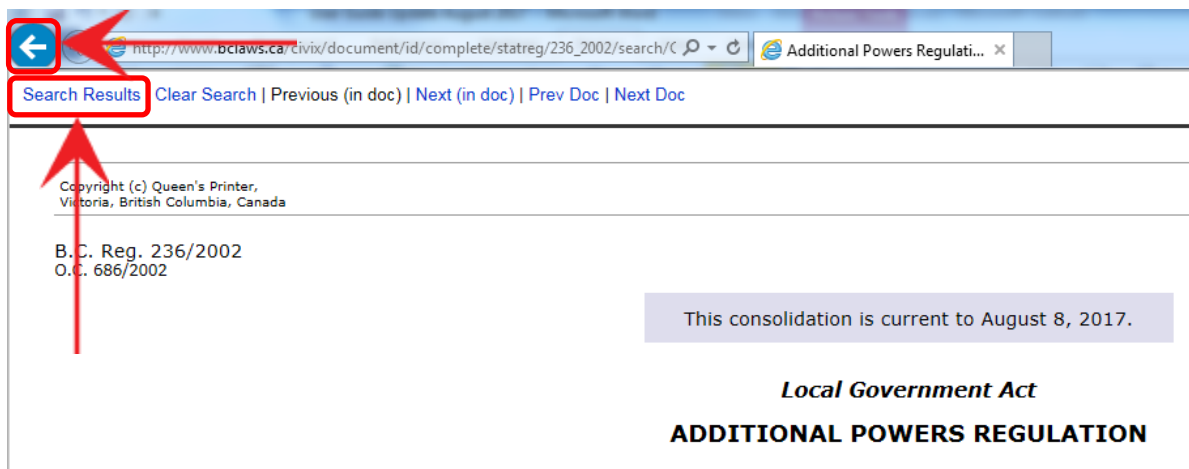
This consolidation is current to August 8, 2017.

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:



← http://www.bclaws.ca/civix/document/id/complete/statreg/236_2002/search/C Additional Powers Regulati... x

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

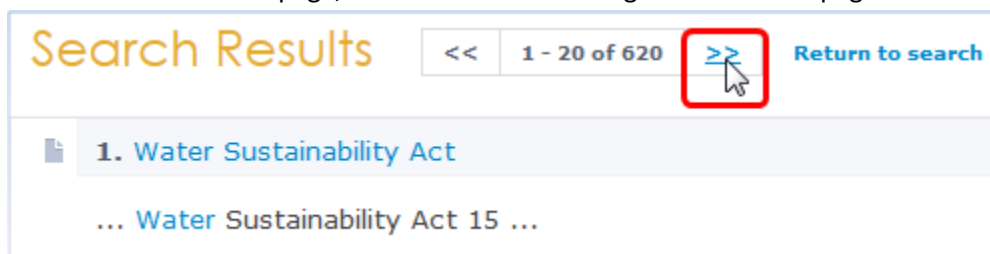
Copyright (c) Queen's Printer,
Victoria, British Columbia, Canada

B.C. Reg. 236/2002
O.C. 686/2002

This consolidation is current to August 8, 2017.

Local Government Act
ADDITIONAL POWERS REGULATION

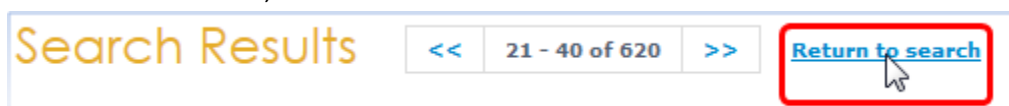
14. On the **Search Results** page, use the **arrows** to navigate to the next page of results:



Search Results << 1 - 20 of 620 >> Return to search

1. Water Sustainability Act
... Water Sustainability Act 15 ...

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

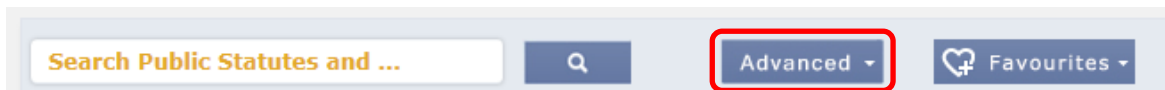


Search Results << 21 - 40 of 620 >> **Return to search**

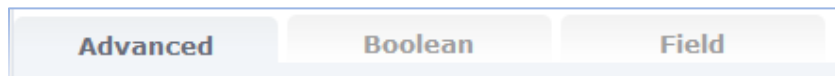
1.3 Advanced Searches – Content Selection

To perform one of the advanced searches:

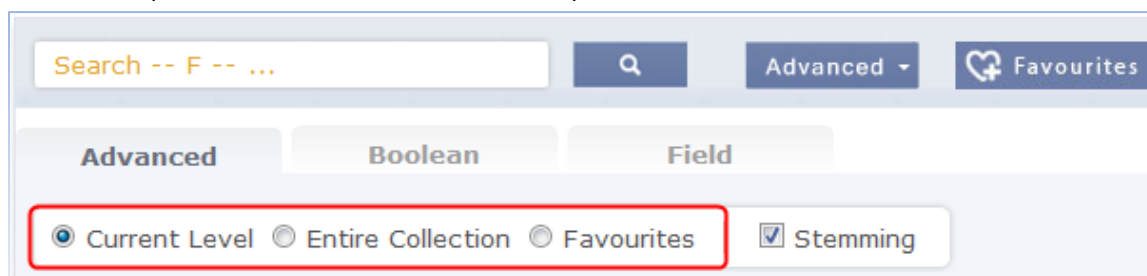
1. Click on the **Advanced** searches menu button:



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



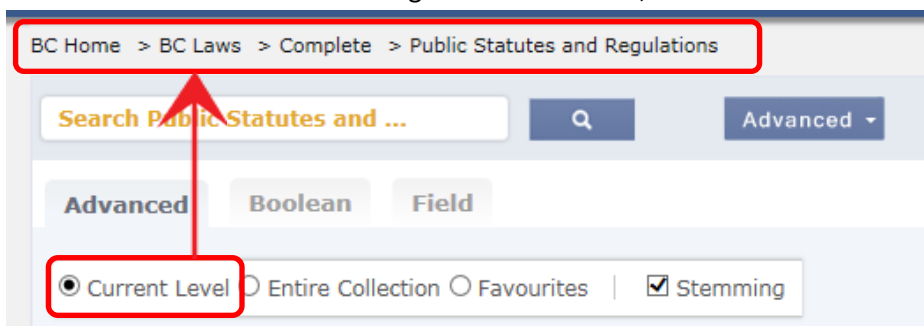
3. To select the collection to be searched, click on the radio button for **Current Level**, the **Entire Collection** or your **Favourites**. (The default search is **Current Level**):



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

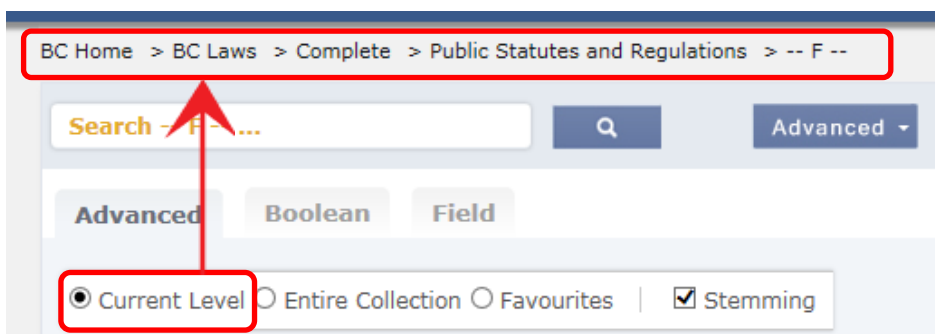
Statutes and Regulations level:

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:



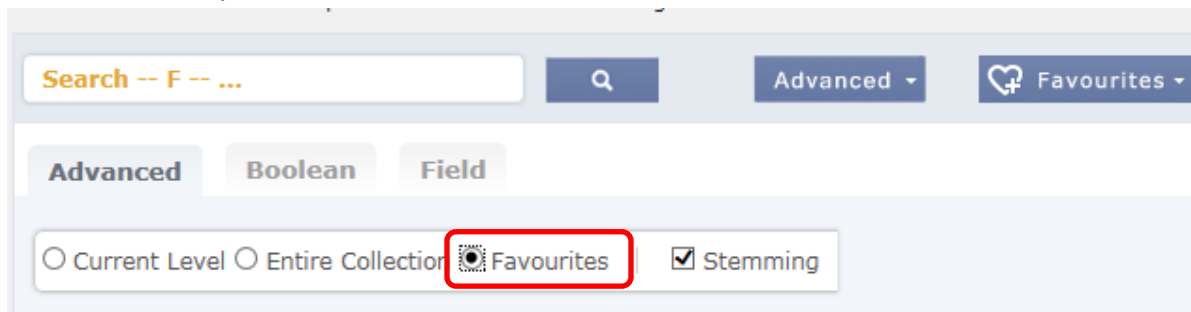
BC Home > BC Laws > Complete > Public Statutes and Regulations > -- F --

Search -- F -- ...

Advanced Boolean Field

Current Level Entire Collection Favourites | Stemming

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

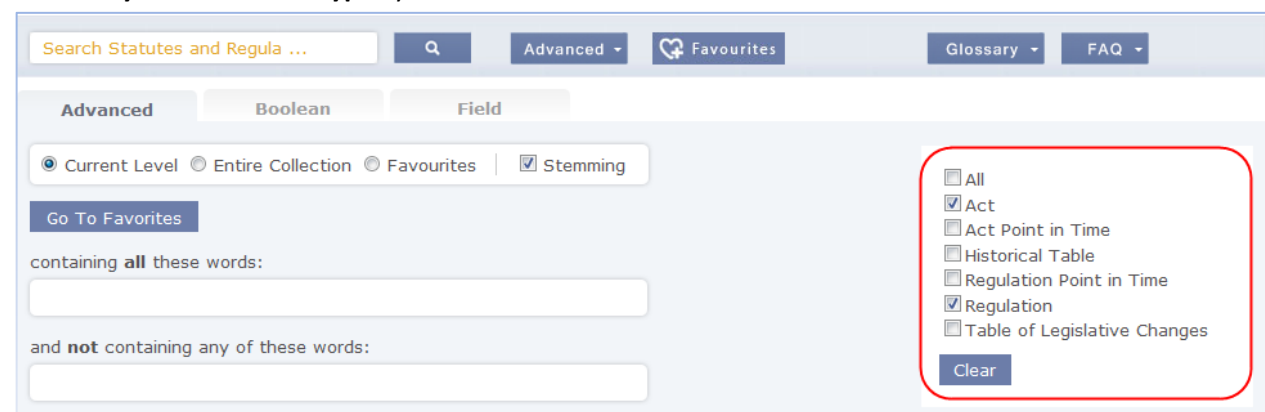


Search -- F -- ...

Advanced Boolean Field

Current Level Entire Collection Favourites | Stemming

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:



Search Statutes and Regula ...

Advanced Boolean Field

Current Level Entire Collection Favourites | Stemming

containing **all** these words:

and **not** containing any of these words:

- All
- Act
- Act Point in Time
- Historical Table
- Regulation Point in Time
- Regulation
- Table of Legislative Changes

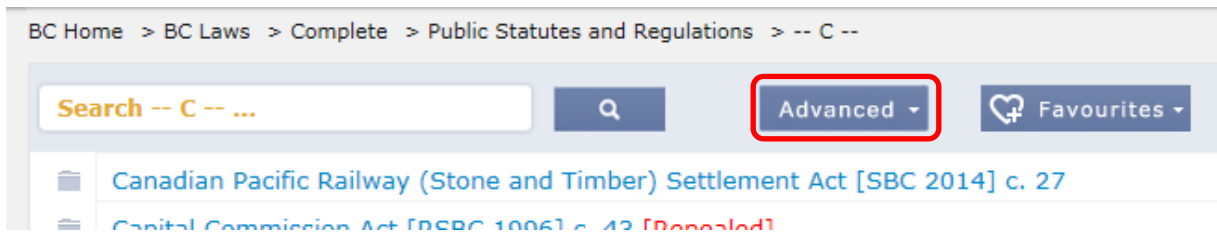


- All
- Act
- Act Point in Time
- Historical Table
- Regulation Point in Time
- Regulation
- Table of Legislative Changes

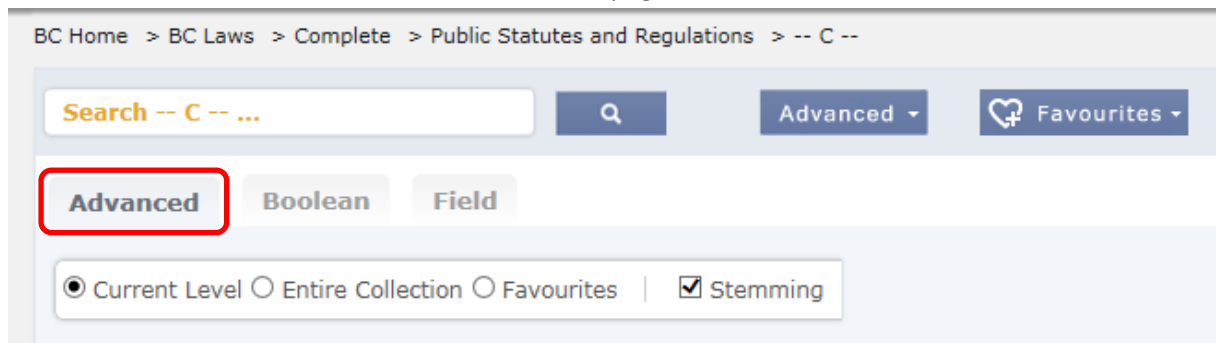
1.4 Advanced Search

To perform an Advanced search:

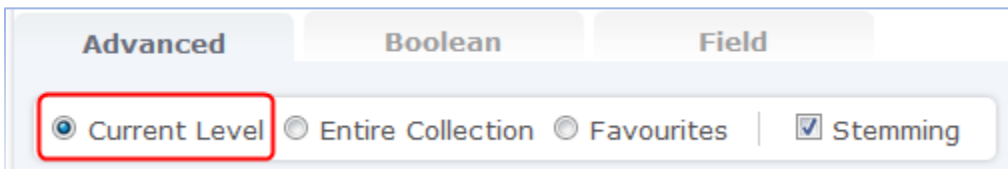
1. Click on the **Advanced** searches menu:



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



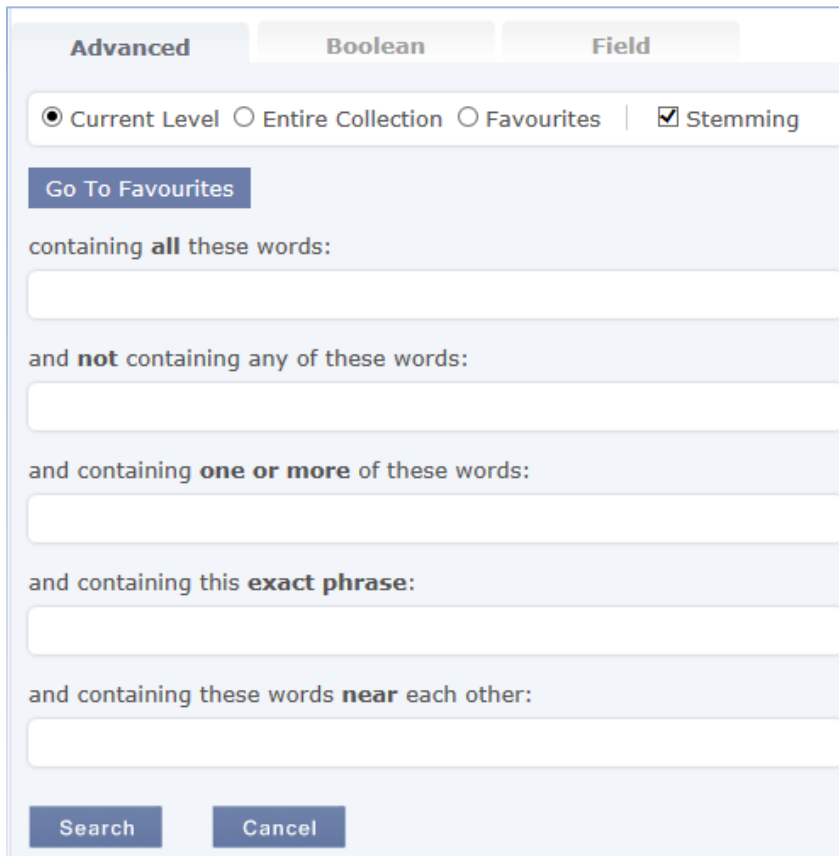
3. Select whether the search will apply to the **Current Level**, the **Entire Collection** or to **Favourites**:



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:

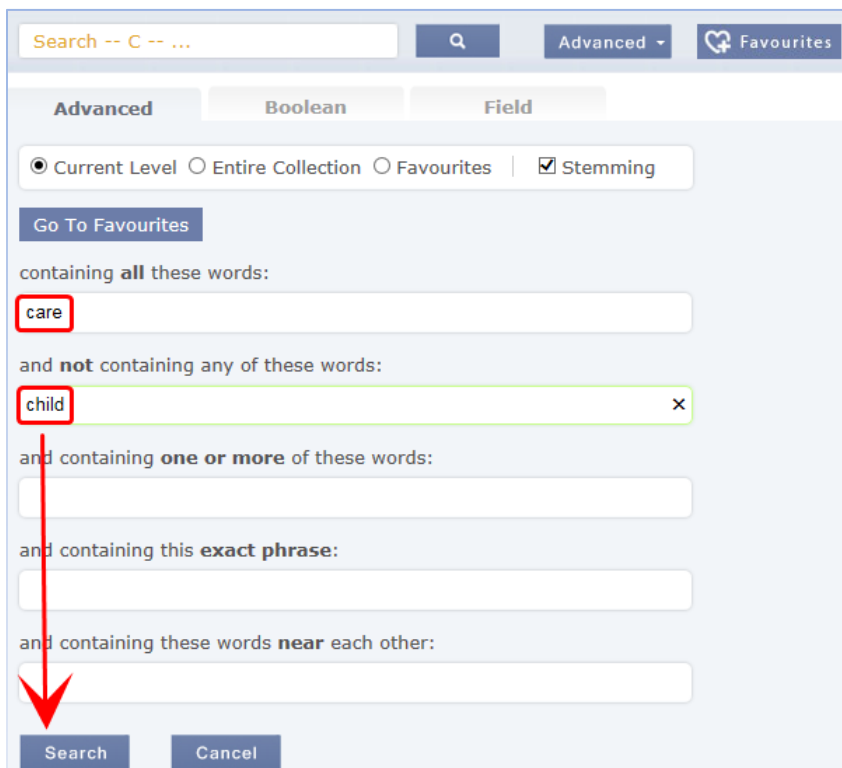


5. There are 5 search boxes in the Advanced search page. The options can be used separately or in conjunction with one another (except for the **not** search box, which must be used in conjunction with another option):



The screenshot shows the 'Advanced' search tab selected. At the top, there are three tabs: 'Advanced', 'Boolean', and 'Field'. Below the tabs, there are radio buttons for 'Current Level', 'Entire Collection', and 'Favourites', and a checked checkbox for 'Stemming'. A 'Go To Favourites' button is present. The main search area contains five input boxes with the following labels: 'containing **all** these words:', 'and **not** containing any of these words:', 'and containing **one or more** of these words:', 'and containing this **exact phrase**:', and 'and containing these words **near** each other:'. At the bottom, there are 'Search' and 'Cancel' buttons.

6. Enter search terms in one or more of the boxes and click on **Search**:



This screenshot shows the same 'Advanced' search interface as above, but with search terms entered. The first box, labeled 'containing **all** these words:', contains the word 'care'. The second box, labeled 'and **not** containing any of these words:', contains the word 'child'. A red box highlights the 'care' text, and another red box highlights the 'child' text. A red arrow points from the 'child' box down to the 'Search' button at the bottom of the interface.

- 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:



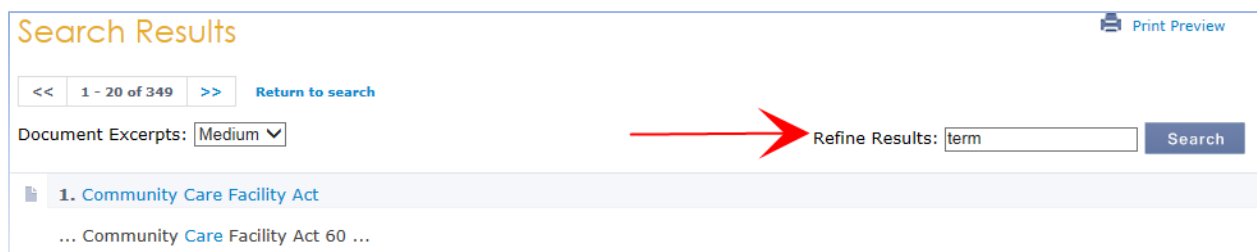
Search Results Print Preview

<< 1 - 20 of 349 >> [Return to search](#)

Document Excerpts: Refine Results:

- 1. Community Care Facility Act**
... Community Care Facility Act 60 ...
... [Repealed May 14, 2004 by the Community Care and Assisted Living Act , SBC2002...
- 2. 3rd Edition TLC - Health Care Costs Recovery Act**
... Health Care Costs Recovery Act 2008 ...
- 3. 3rd Edition TLC - Patient Care Quality Review Board Act**

- 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**:



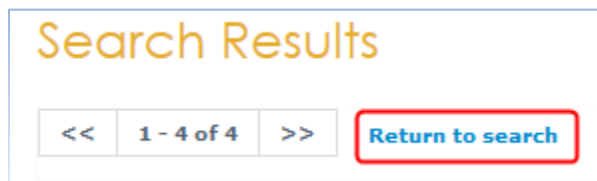
Search Results Print Preview

<< 1 - 20 of 349 >> [Return to search](#)

Document Excerpts: ➔ Refine Results:

- 1. Community Care Facility Act**
... Community Care Facility Act 60 ...

- To start a new search, click on **Return to search**:



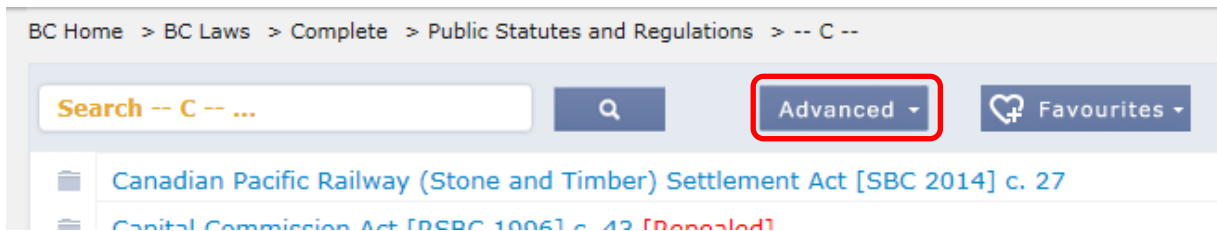
Search Results

<< 1 - 4 of 4 >>

1.5 Boolean Search

To perform a Boolean search:

- Click on the **Advanced** searches menu:

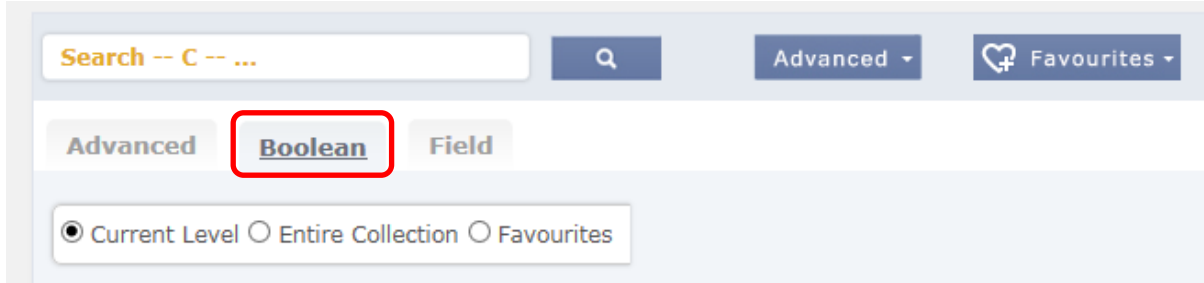


BC Home > BC Laws > Complete > Public Statutes and Regulations > -- C --

Search -- C -- ...

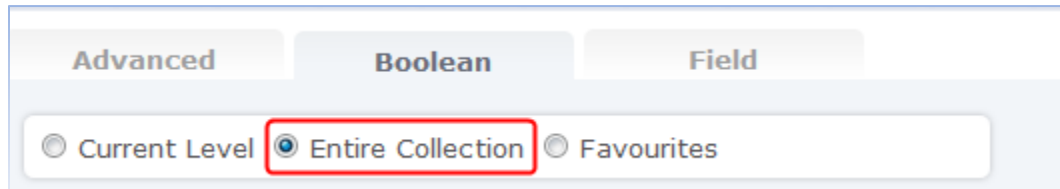
- Canadian Pacific Railway (Stone and Timber) Settlement Act [SBC 2014] c. 27
- Capital Commission Act [RSBC 1996] c. 42 [Repealed]

2. Select the **Boolean** tab in the advanced searches page:



The screenshot shows the top of the search interface. At the top left is a search bar with the text "Search -- C -- ..." and a magnifying glass icon. To the right are buttons for "Advanced" and "Favourites". Below this is a row of three tabs: "Advanced", "Boolean" (which is highlighted with a red box), and "Field". Underneath the tabs is a row of three radio buttons: "Current Level" (selected), "Entire Collection", and "Favourites".

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



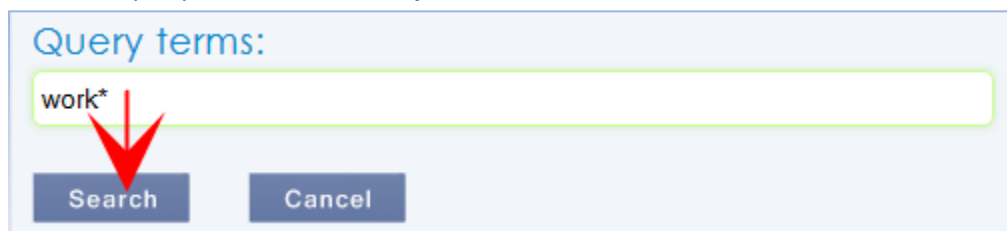
This screenshot is a close-up of the radio button selection area. It shows three tabs: "Advanced", "Boolean", and "Field". Below the tabs is a row of three radio buttons: "Current Level", "Entire Collection" (which is selected and highlighted with a red box), and "Favourites".

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:



The screenshot shows a list of document types with checkboxes. All checkboxes are checked and are highlighted with a red rounded rectangle. The items are: "All", "Act", "Act Point in Time", "Historical Table", "Regulation Point in Time", "Regulation", and "Table of Legislative Changes". Below the list is a "Clear" button.

5. Enter the query terms in the **Query terms** box and click on **Search**:



The screenshot shows the "Query terms:" section. A text input field contains the text "work*". Below the input field are two buttons: "Search" and "Cancel". A red arrow points from the "Search" button up towards the input field.

Note: On the Boolean search page, a **Search Syntax Summary** provides examples of how to enter the various Boolean searches:

Operator	Example	Result
OR	travel agent travel OR agent travel agent	Finds documents that contain either the word travel or the word agent or both
OR with phrases	"travel agent" travel	Finds documents that contain the phrase travel agent or the word travel or both
AND	travel AND agent travel agent	Finds documents that contain both the word travel and the word agent

- 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.
- 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:

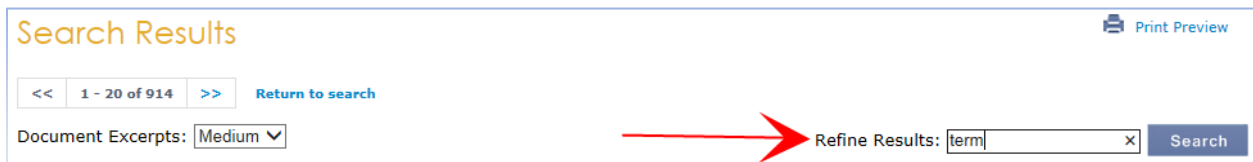


Search Results

<< 1 - 20 of 914 >> [Return to search](#)

- 243/2007 - Training Tax Credits Regulation**
 ... **work-based** hours , in relation to a number of **work-based** hours completed, means...
 ...means **work-based** hours shown as completed on a transcript from the Industry Training Authority. ...
 ... complete 1 800 **work-based** hours ...
 ... complete 3 600 **work-based** hours ...
 ... architectural sheet metal **worker** ...
- 296/97 - Parts 1 to 3 - Occupational Health and Safety Regulation**
 ... April 15, 1998 **Workers** Compensation Act Occupational...
 ...and scheduling of **work** activities and resources in the **workplace** including planning, ...

- 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**:



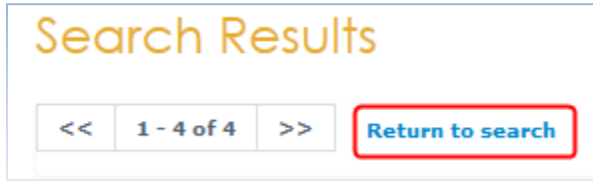
Search Results [Print Preview](#)

<< 1 - 20 of 914 >> [Return to search](#)

Document Excerpts:

→ Refine Results:

9. To continue searching, click on **Return to search**:



1.6 Field Search

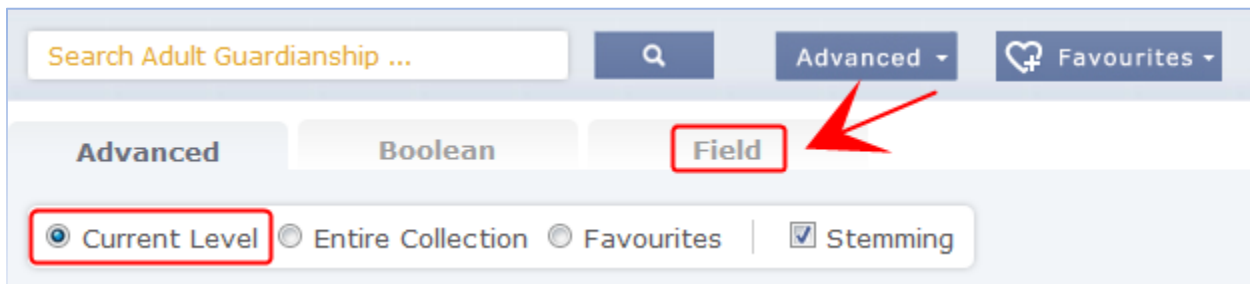
Field searches can be performed on the XML documents in the Statutes and Regulations collection, including: all Acts, Regulations, Tables of Legislative Changes, and Point in Time tables.

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

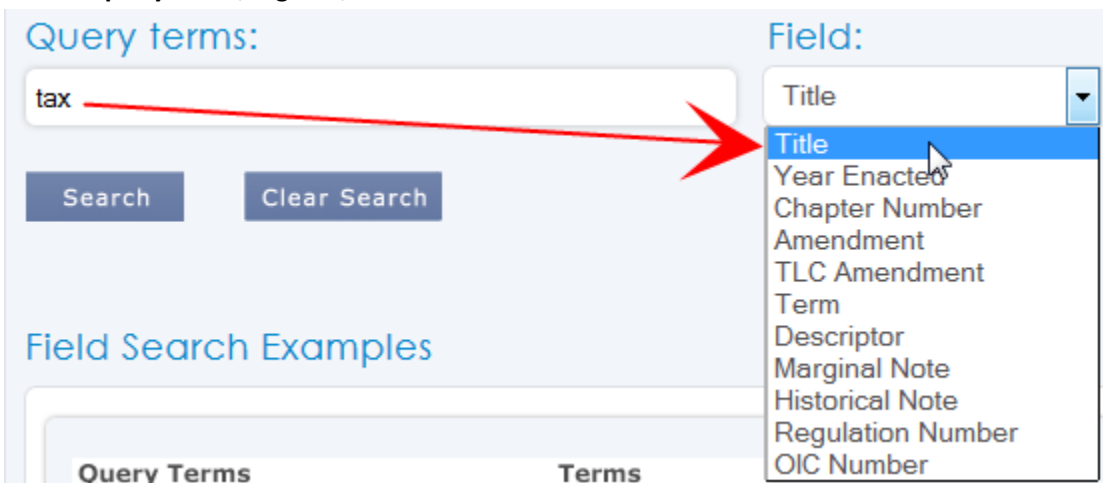
For example, to search for the **title** of an Act where it occurs in the heading at the top of a document, a field search can be performed on **title**.

To perform a Field search:

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



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



- 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:

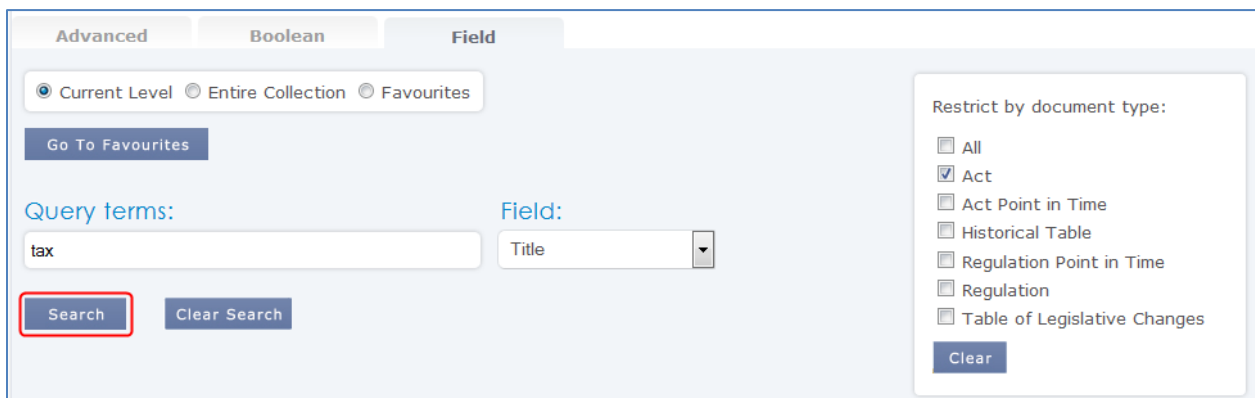


A screenshot of a document type selection interface. A red rounded rectangle highlights a list of document types with checkboxes. The 'Act' checkbox is checked, while all others are unchecked. Below the list is a 'Clear' button.

- All
- Act
- Act Point in Time
- Historical Table
- Regulation Point in Time
- Regulation
- Table of Legislative Changes

Clear

- Click on **Search**:



A screenshot of an advanced search interface. The 'Advanced' tab is selected. The search level is set to 'Current Level'. The query terms are 'tax' and the field is set to 'Title'. The 'Search' button is highlighted with a red box. A 'Restrict by document type' sidebar is visible on the right, with the 'Act' checkbox checked.

Advanced Boolean Field

Current Level Entire Collection Favourites

Go To Favourites

Query terms: tax Field: Title

Search Clear Search

Restrict by document type:

- All
- Act
- Act Point in Time
- Historical Table
- Regulation Point in Time
- Regulation
- Table of Legislative Changes

Clear

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



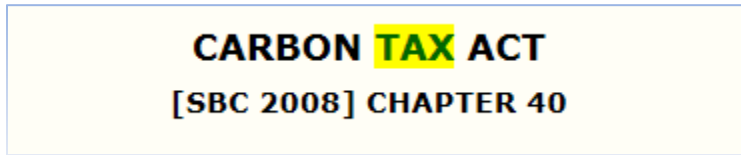
A screenshot of a search results page. The title 'Search Results' is displayed in orange. Below it is a navigation bar with '<<', '1 - 20 of 50', '>>', and 'Return to search' links. A list of search results is shown, with the first five items highlighted in light blue.

Search Results

<< 1 - 20 of 50 >> [Return to search](#)

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](#)

- When a document is opened, the occurrence of **tax** in the Act title is highlighted:

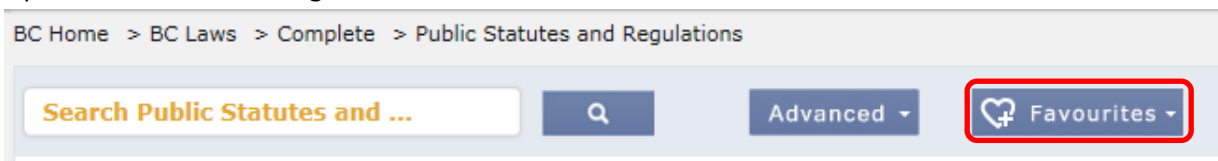


1.7 Creating Favourites

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:

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

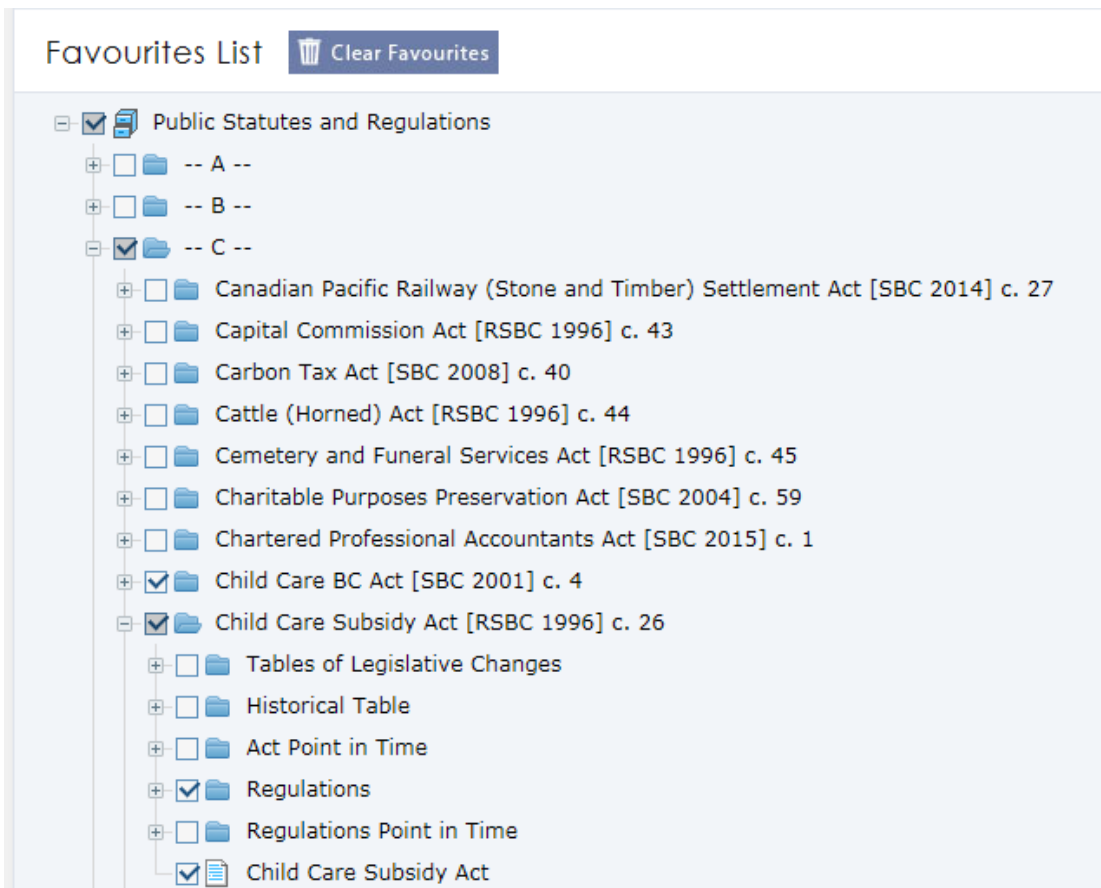


- A **Favourites List** of the Statutes and Regulations opens with check boxes next to each folder, subfolder and document:

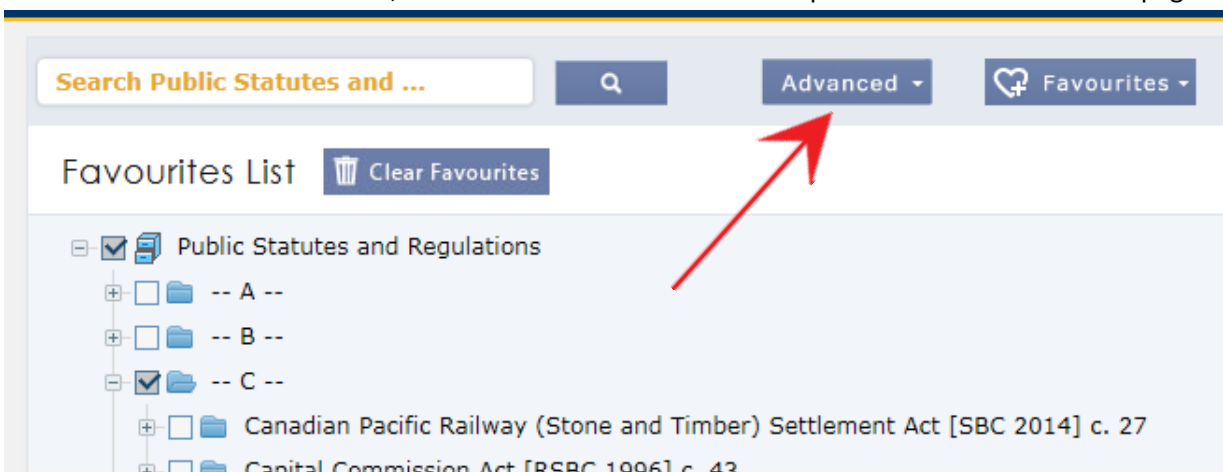


3. One or more folders, subfolders or documents can be selected as favourites.
To add a favourite, simply **click on the checkbox** next to the item:

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

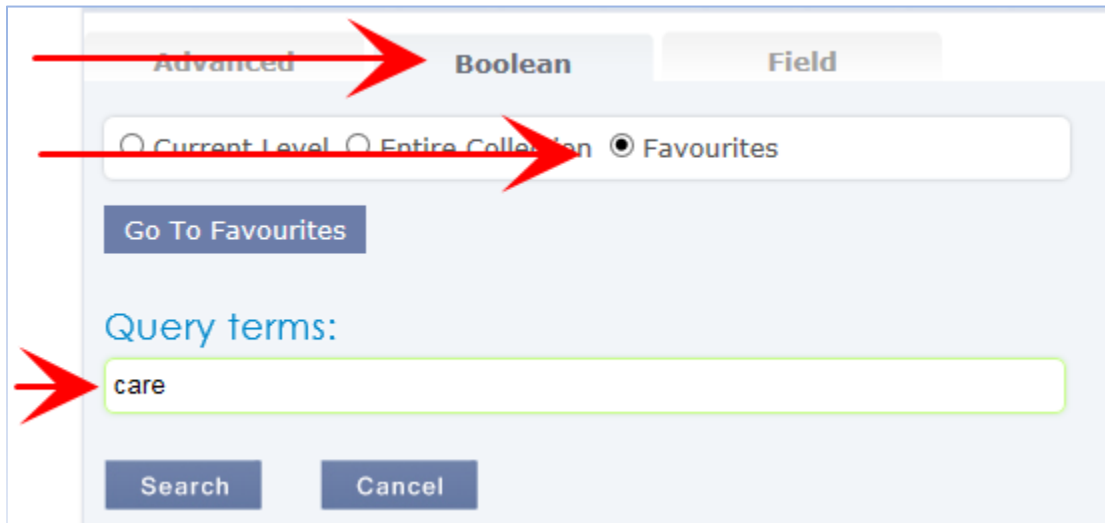


4. Once the favourites are selected, click on the **Advanced** button to open the advanced searches page:



- 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.

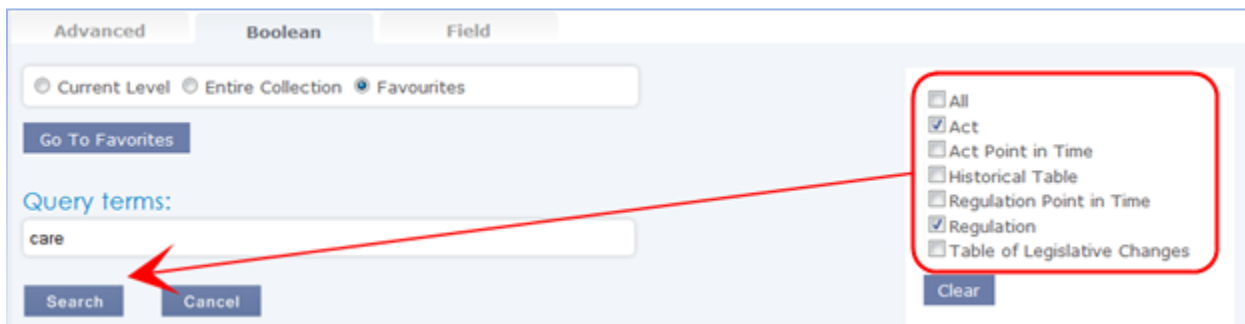
Enter the search term(s) in the **Query terms** box:



The screenshot shows the search interface with the following elements:

- Three tabs at the top: "Advanced", "Boolean" (selected), and "Field".
- Three radio buttons for collection selection: "Current Level", "Entire Collection", and "Favourites" (selected).
- A "Go To Favourites" button.
- A "Query terms:" label above a text input field containing the word "care".
- "Search" and "Cancel" buttons at the bottom.

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



The screenshot shows the search interface with the following elements:

- Same tabs and collection selection as the previous screenshot.
- A "Query terms:" label above a text input field containing the word "care".
- A "Search" and "Cancel" buttons at the bottom.
- A "document types" panel on the right with a red box around it, containing the following options:
 - All
 - Act
 - Act Point in Time
 - Historical Table
 - Regulation Point in Time
 - Regulation
 - Table of Legislative Changes
- A "Clear" button at the bottom of the panel.

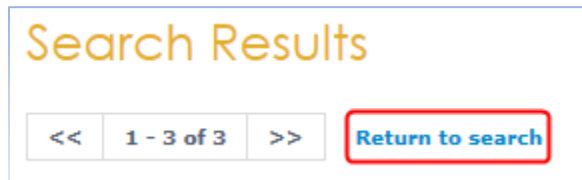
- The search results include all the Act and Regulation documents in the **Favourites** collection that contain the word **care**:



The screenshot shows the search results page with the following elements:

- "Search Results" header with a "Print Preview" icon.
- Navigation: "<< 1 - 3 of 3 >>" and "Return to search" link.
- "Document Excerpts: Medium" dropdown menu.
- "Refine Results:" input field and "Search" button.
- Two search results:
 - 1. Child Care Subsidy Act**
 - ... Child Care Subsidy Act 26 ...
 - ... child care means the care and supervision of a child in a ...
 - ... child care setting, other than a ...
 - ... child care setting means any setting in which child care is provided...
 - ... Community Care and Assisted Living Act ...
 - 2. 74/97 - Child Care Subsidy Regulation**
 - ... Child Care Subsidy Act Child Care Subsidy Regulation ...
 - ... Child Care Subsidy Act : ...

8. To continue searching, click on **Return to search**:



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:

