

USER GUIDE

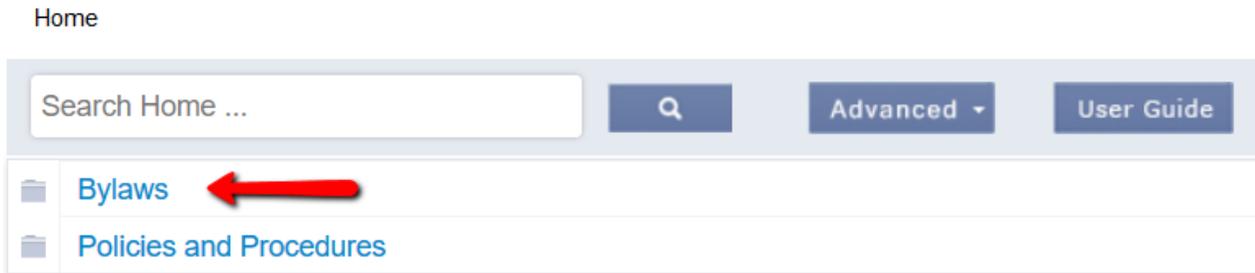
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1 SEARCHING

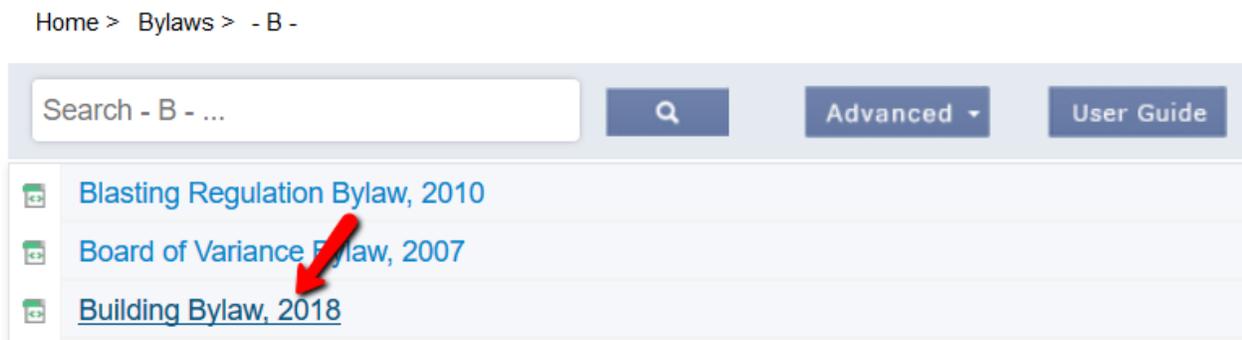
1.1 Browse

To browse the document collection:

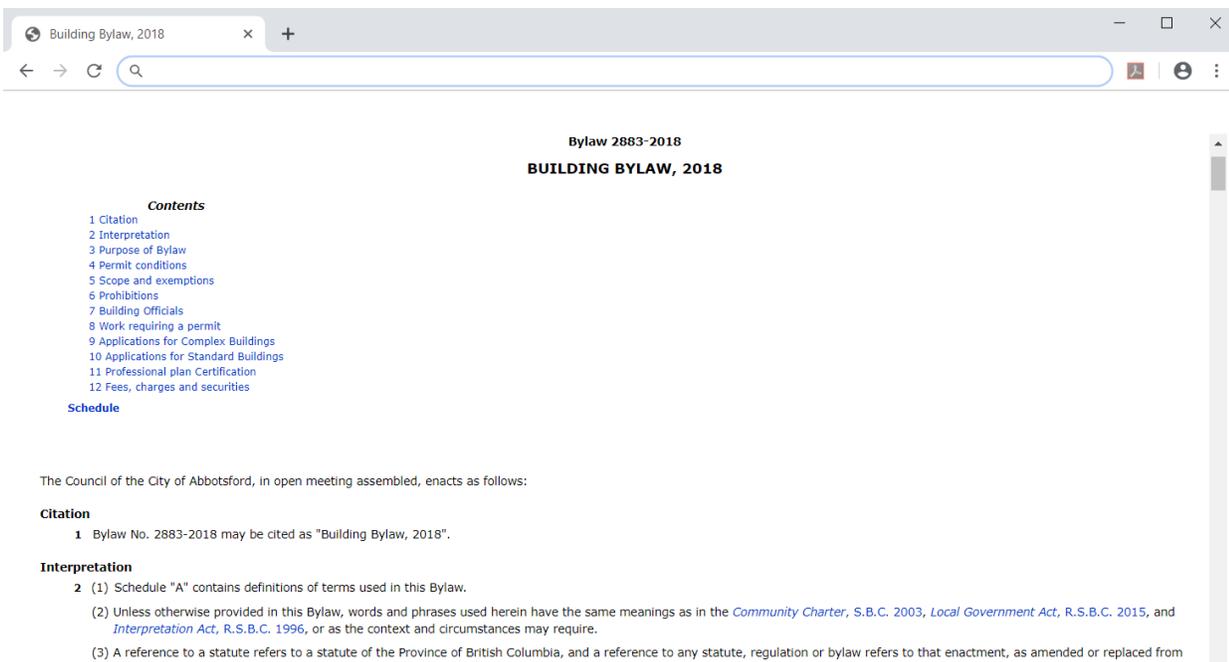
1. Select a folder (if applicable):



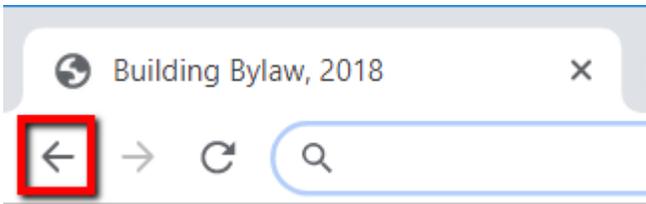
2. To view a document, click on the document title:



3. The document opens in the browser:



4. To return to the previous page, click on the browser **back** icon:



1.2 Quick Search

To perform a **Quick Search**:

1. Select the collection you wish to search:
To search the entire collection stay on the Home level (image 1)
To search a subset of the collection, open the subset folder, e.g. Bylaws (image 2)

Image 1: Entire collection

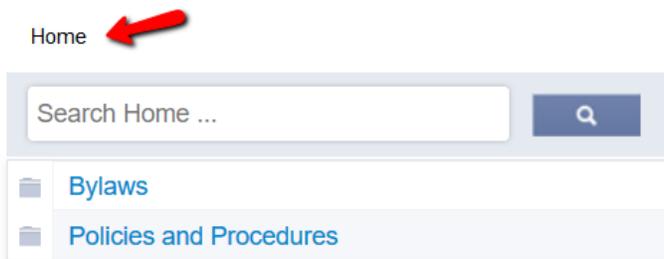
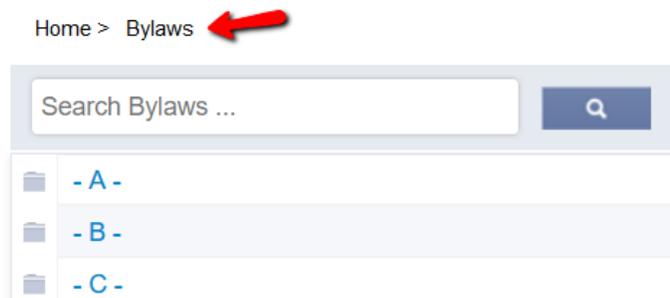
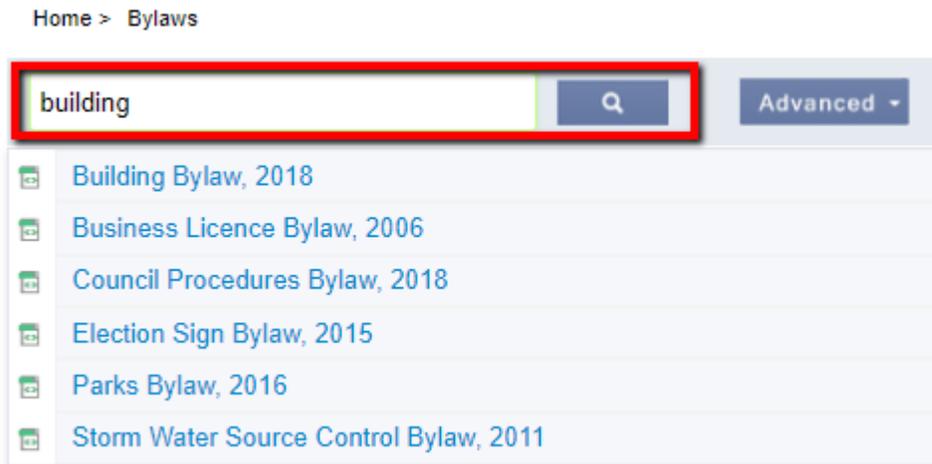


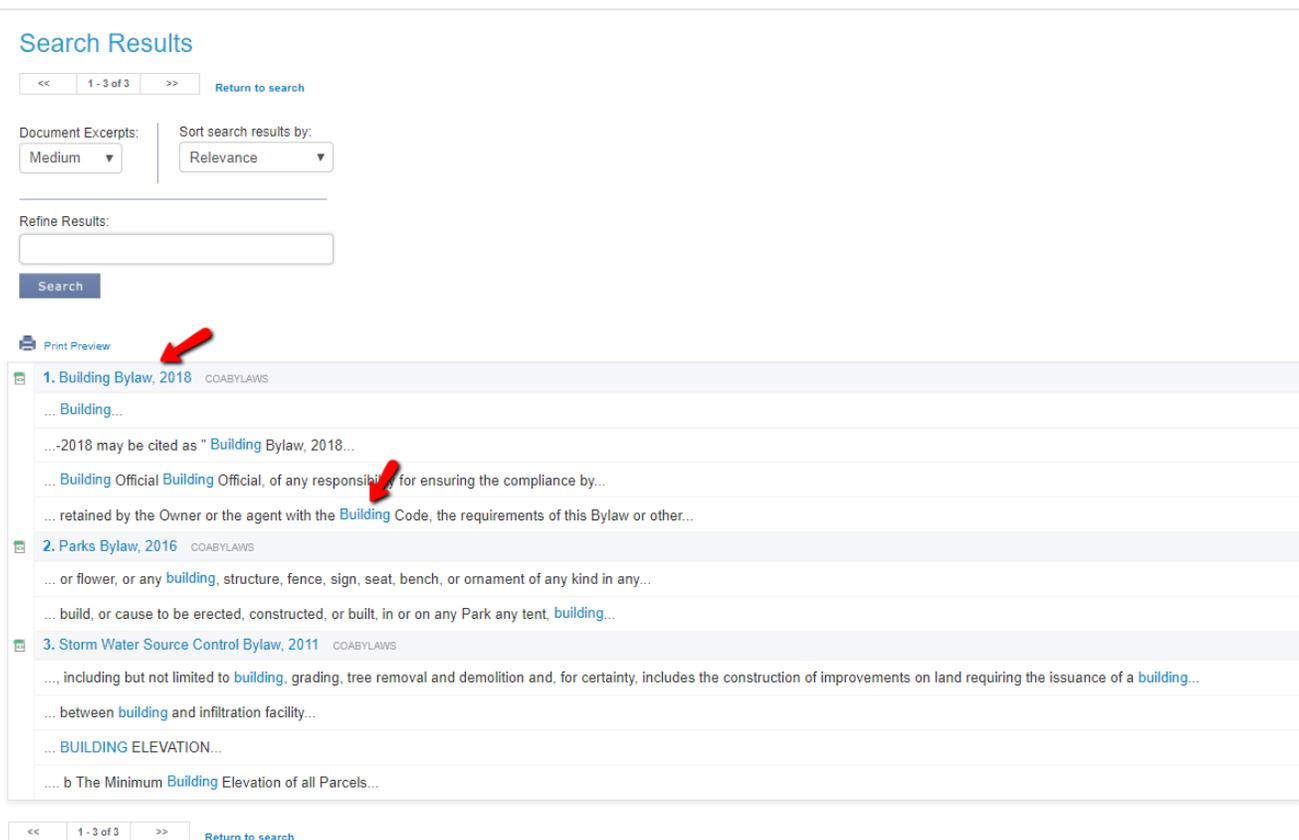
Image 2: Bylaws subset of collection



2. When the collection is selected, enter a search term(s) in the search field, and click on the search icon:



3. In the **Search Results** page, click on a document title to open a document (or click on a highlighted term in the document excerpt to go straight to that match).



4. In the opened document, use the **Next (in doc)** / **Previous (in doc)** features to move from one match to the next within the document.

Note: The yellow highlight indicates the current match. The green highlight indicates all other matches.

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

Bylaw 2883-2018
BUILDING BYLAW, 2018

Contents

- 1 Citation
- 2 Interpretation
- 3 Purpose of Bylaw
- 4 Permit conditions
- 5 Scope and exemptions
- 6 Prohibitions
- 7 Building Officials
- 8 Work requiring a permit
- 9 Applications for Complex Buildings
- 10 Applications for Standard Buildings
- 11 Professional plan Certification
- 12 Fees, charges and securities

Schedule

The Council of the City of Abbotsford, in open meeting assembled, enacts as follows:

Citation

- 1 Bylaw No. 2883-2018 may be cited as "Building Bylaw, 2018".

5. Use the **Next Doc** / **Previous Doc** features to move to the next document in the search results:

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

Bylaw 2883-2018
BUILDING BYLAW, 2018

6. To return to the Search Results page, click on **Search Results**:

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

3 No person may cut, pick, gather, break, injure, or in any way destroy or damage any tree, shrub, plant, kind in any Park; or injure, deface, or destroy any notices, rules, or regulations posted in a Park by ord

1.3 Refine Results

To refine a search:

1. Use the **Refine Results** feature to search for a term within the **search results subset**.
In this example, the initial search for **building** returned three documents in the search results.
The Refine Results search for the word **code** will be performed on the three documents in the search results.

The screenshot shows a search results interface. At the top, it says "Search Results" with navigation controls for "1 - 3 of 3" and a "Return to search" link. Below this are two dropdown menus: "Document Excerpts: Medium" and "Sort search results by: Relevance". A "Refine Results:" section contains a text input field with the word "code" and a "Search" button. Below the search bar is a "Print Preview" icon and a list of three search results:

- 1. Building Bylaw, 2018 COABYLAWs
... Building...
...-2018 may be cited as " Building Bylaw, 2018...
... Building Official Building Official, of any responsibility for ensuring the compliance by...
... retained by the Owner or the agent with the Building Code, the requirements of this Bylaw or other...
- 2. Parks Bylaw, 2016 COABYLAWs
... or flower, or any building, structure, fence, sign, seat, bench, or ornament of any kind in any...
... build, or cause to be erected, constructed, or built, in or on any Park any tent, building...
- 3. Storm Water Source Control Bylaw, 2011 COABYLAWs
..., including but not limited to building, grading, tree removal and demolition and, for certainty, includes the construction of improvements on land requiring the issuance of a building...
... between building and infiltration facility...
... BUILDING ELEVATION...
... b The Minimum Building Elevation of all Parcels...

At the bottom, there are navigation controls for "1 - 3 of 3" and a "Return to search" link.

2. Matches for the term **code** are found in one of the three documents in the search results subset:

The screenshot shows the same search results interface, but now it displays "1 - 1 of 1" results. The "Refine Results:" section is empty. The search results list contains one item:

- 1. Building Bylaw, 2018 COABYLAWs
... retained by the Owner or the agent with the Building Code, the requirements of this Bylaw or other...
... undertaken pursuant to permits issued by the City complies with the Building Code, the...
... in strict accordance with this Bylaw, the Building Code and all other codes, standards, and...
... was issued in compliance with the Building Code, this Bylaw and other applicable...
..., assurance or statement that the Building Code, this Bylaw or other applicable enactments have...

A red box highlights the first document, and a red arrow points to the phrase "Building Code" within the first line of the document's excerpt. At the bottom, there are navigation controls for "1 - 1 of 1" and a "Return to search" link.

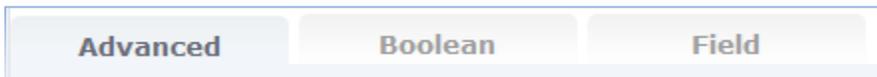
1.4 Advanced Search

To perform an advanced search:

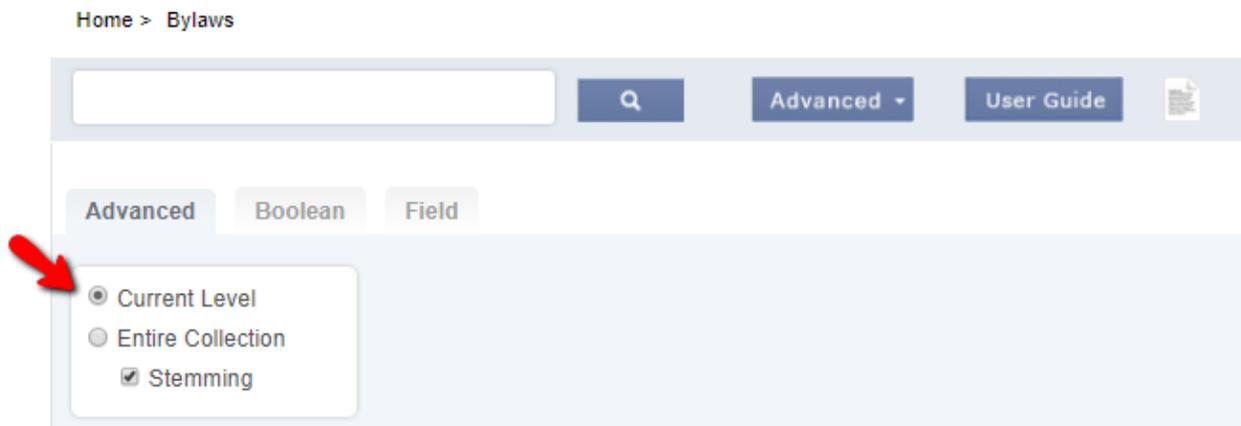
1. Click on the **Advanced** searches icon:



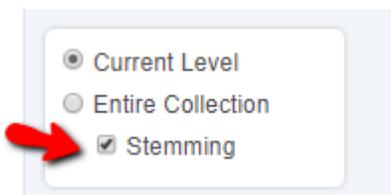
2. Select the **tab** for the type of advanced search you want to perform: **Advanced**, **Boolean** or **Field** search. For this example select **Advanced** (the default selection):



3. Click on the radio button to select the collection to be searched, i.e. **Current Level** (the folder you are currently viewing), or the **Entire Collection** which in this case will include the Bylaws + Policies and Procedures collections:



4. **Stemming** ON is the default setting for the Advanced Search. Select stemming to return matches of the exact term, **plus** words with the same stem, e.g. “park” matches on “park” “parks”, “parking”. Turn Stemming off to search on the exact term only.



- There are 5 search boxes in the Advanced Search. The options can be used separately or in conjunction with one another.

Note: The **not** search must be used in conjunction with another option.

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 containing these words **near** each other:

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

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 containing these words **near** each other:

7. The search results include documents which have matches for the word **building**, but exclude documents with the word **code**:

Search Results

<< 1 - 2 of 2 >> [Return to search](#)

Document Excerpts:

Medium

Sort search results by:

Relevance

Refine Results:

Search

 [Print Preview](#)

	1. Parks Bylaw, 2016 COABYLAWs
... or flower, or any building , structure, fence, sign, seat, bench, or ornament of any kind in any...	
... build , or cause to be erected, constructed, or built, in or on any Park any tent, building ...	
	2. Storm Water Source Control Bylaw, 2011 COABYLAWs
..., including but not limited to building , grading, tree removal and demolition and, for certainty, includes the construction of improvements on land requiring the issuance of a building ...	
... between building and infiltration facility...	
... for build up of sediment at this edge...	
... BUILDING ELEVATION...	

<< 1 - 2 of 2 >> [Return to search](#)

8. To return to the initial Advanced Search page, click on **Return to search**:

Search Results

<< 1 - 2 of 2 >> [Return to search](#)

Document Excerpts:

Medium

Sort search results by:

Relevance

Refine Results:

Search

 [Print Preview](#)

	1. Parks Bylaw, 2016 COABYLAWs
... or flower, or any building , structure, fence, sign, seat, bench, or ornament of any kind in any...	
... build , or cause to be erected, constructed, or built, in or on any Park any tent, building ...	
	2. Storm Water Source Control Bylaw, 2011 COABYLAWs
..., including but not limited to building , grading, tree removal and demolition and, for certainty, includes the construction of improvements on land requiring the issuance of a building ...	
... between building and infiltration facility...	
... for build up of sediment at this edge...	
... BUILDING ELEVATION...	

<< 1 - 2 of 2 >> [Return to search](#)

9. To start a new search, click on the **Clear Search** icon:

Advanced Boolean Field

Current Level
 Entire Collection
 Stemming

containing **all** these words:
building

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

and containing **one or more** of these words:

and containing this **exact phrase** :

and containing these words **near** each other:

Search Clear Search

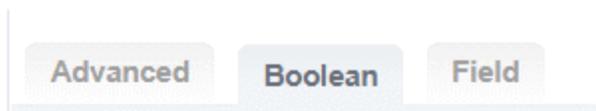
1.5 Boolean Search

To perform a Boolean search:

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



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



- Click on the radio button to select the collection to be searched, i.e. **Current Level** (the folder you are currently viewing), or the **Entire Collection**, e.g. Bylaws + Policies and Procedures:

The screenshot shows three tabs: 'Advanced', 'Boolean', and 'Field'. Below the tabs is a white box containing two radio button options: 'Current Level' (which is selected) and 'Entire Collection'. A red arrow points to the 'Current Level' radio button.

- Enter the terms in the **Query terms** box according to the Search Syntax Summary, and click on **Search**:

The screenshot shows a search interface with a label 'Query terms:' above a text input field containing 'water AND beach'. Below the input field are two buttons: 'Search' (highlighted with a red box) and 'Clear Search'.

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	Finds documents that contain both the word travel and the word agent
AND with phrases	"travel agent" AND "travel services" travel agent "travel services"	Finds documents that contain both the phrase travel agent and the phrase travel services
+ required	+ safety water	Finds documents that must contain the word safety (the term after the + symbol) and may contain the word water
NOT	drinking water NOT municipal drinking water - municipal	Finds documents that contain the word drinking and the word water but not the word municipal
NOT with phrase	charter NOT "Vancouver Charter" charter - "Vancouver Charter"	Finds documents that contain the word charter but not the phrase Vancouver Charter
Exact phrase	"workers compensation board"	Finds documents that contain the phrase workers compensation board
Single character wildcard	wom?n th??	Finds documents that contain the words woman, women Finds document with this, that them, they, than
Multiple character wildcard	audit* a*t	Finds documents that contain the words audit, audits, auditor, etc. Finds that contain the words at, act, affect, assent, etc.
Fuzzy search	fusion~	Finds documents that contain the words fusion, union, vision, etc
Ordered Proximity search	"security tax"~10	Finds documents with security and the word tax within 10 words, in the order given
Unordered Proximity search	"corporate tax"~10	Finds documents that contain the word corporate and the word tax within 10 words, in any order
Grouping	(charter OR bylaw) AND police	Finds documents that contain either the word charter or the word bylaw and the word police

1.6 Field Search

Field searches can be performed on the XML documents in the collection.

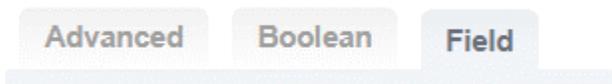
Field searches target a specific field of document content such as bylaw number, title, or definition, etc.

To perform a Field search:

1. Click on the **Advanced Searches** icon:

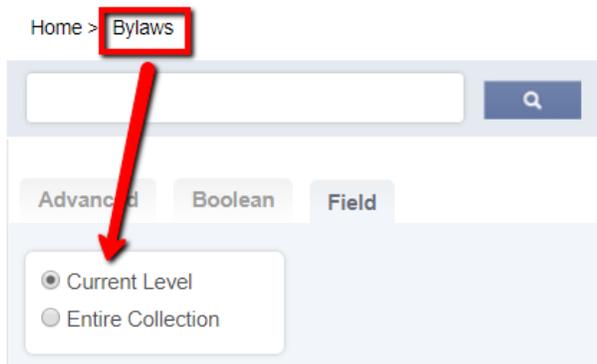


2. Select the **Field** tab:

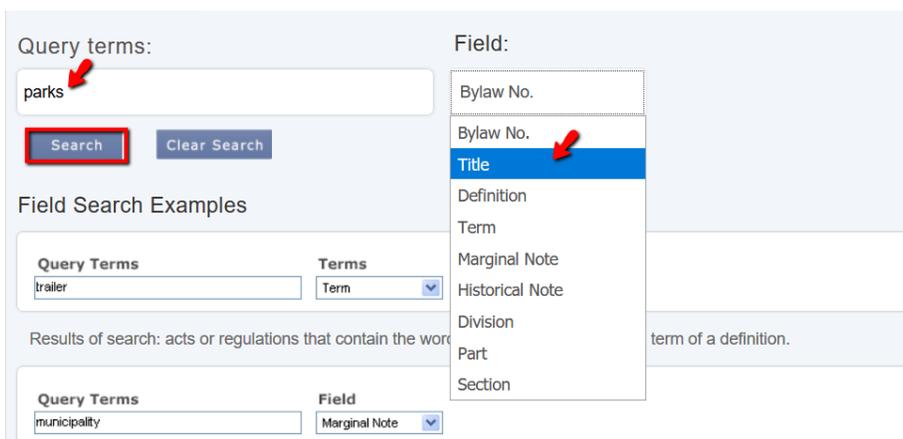


3. Click on the radio button to select the XML collection to be searched, e.g. the **Bylaws** collection.

Note: Field searches are for XML document collections only. They cannot be performed on other document formats, e.g. PDF documents.



4. Enter a **search term**, select the **title** field from the **Field** menu, and click on the **Search** icon:



5. The **Search Results** return only XML Bylaw documents that contain the word **Parks** in the document title:

The screenshot shows a search results interface. At the top, the title 'Search Results' is displayed in blue. Below it, there are navigation controls: '<< 1 - 1 of 1 >>' and a 'Return to search' link. The interface includes two dropdown menus: 'Document Excerpts' set to 'Medium' and 'Sort search results by:' set to 'Relevance'. A 'Refine Results' section contains an empty search box and a 'Search' button. Below this, there is a 'Print Preview' link with a printer icon. A red arrow points from the 'Print Preview' link to the search result entry. The search result is for '1. Parks Bylaw, 2016' with the identifier 'COABYLAWs'. The snippet below the title shows '... parks bylaw...'. At the bottom, there are again navigation controls: '<< 1 - 1 of 1 >>' and a 'Return to search' link.

6. When the document is opened, the match for **parks** in the bylaw title is highlighted:

The screenshot shows the header of a document. At the top, it reads 'Bylaw No. 2456-2015'. Below this, the title 'PARKS BYLAW' is displayed, with 'PARKS' highlighted in yellow. A red arrow points from the search result in the previous image to this title. Below the title, the word 'Contents' is centered. Underneath, there are two links: '1 Citation' and '2 Interpretation'.

TIPS

The Field Search default is stemming OFF, therefore a search for **park** will not find “parks” or “parking”
To include stemming in a field search, enter a search term as **park***, with an asterisk after the word stem.
Field searches for bylaw number are handled differently. If the bylaw number is 2345-2018, you may enter search terms as either **2345, 2018**, or **2345-2018**.