

# Canadian Legislative Pulse<sup>®</sup>

## User Guide

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## Introduction

Welcome to the Canadian Legislative Pulse website. Please take some time to read over this manual to get acquainted with the many features available to you. To return to this page at any time, simply click on the **Help Topics** link at the top of the table of contents.

**Navigating the Site** - How to use the tables of contents and menus to find what you're looking for.

**Legislation** - A guide to what all the colours and symbols mean, as well as information on the different views and other extra features available.

**Recent Updates** - This section explains how updates are tracked/indicated on the site, as well as how the time period for viewing updates can be modified.

**Folders** - A guide to creating and managing your own folders for faster and simpler legislation tracking.

**Search Engine** - How to use the site's powerful search engine to find legislation that's of interest to you.

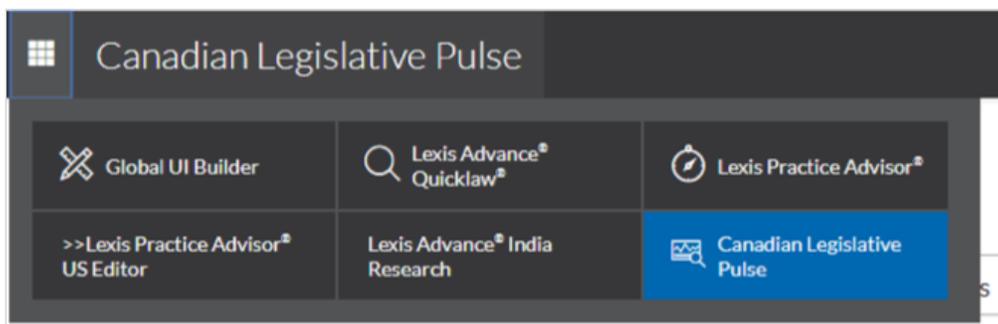
**Email Notifications** - Information on the various update notifications available, as well as how to configure them.

**Activity Report** - Generate activity report detailing email alerts.

**Additional Support** - Additional support and training available from LexisNexis®.

## Username / Passwords

To access the application's website, you must first log on via the login page at **<http://advance.lexis.com>**. Once logged in, you can use the product switcher in the top right corner to launch Legislative Pulse.



You cannot bookmark pages within the site, as the server will not be able to validate your account. Attempting to do so will result in an “access denied”, or “page not available” message being displayed in your browser window. In addition, if you have clicked the **logoff** button, you will have to log back in before you can continue surfing the site.

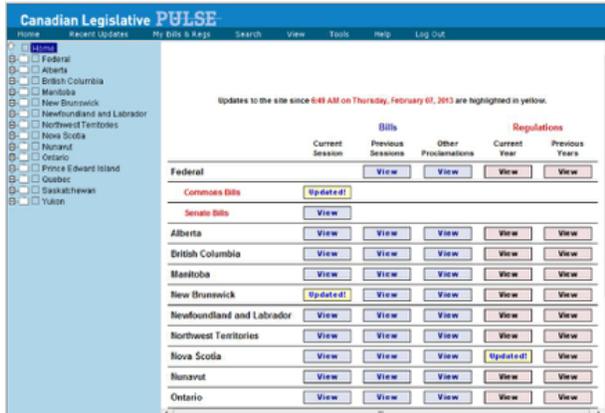
If you have an account to access the site, but are unable to log in, please read over the following troubleshooting steps before contacting LexisNexis® Customer Care:

1. Ensure that you have used the correct case to enter your username and password (all usernames and passwords are case-sensitive).
2. Check whether you can log in to the main menu from the login page at **<http://advance.lexis.com>** (your session may have expired).
3. Verify that the username / password combination you are using is the same as the one that was sent to you in your confirmation email.

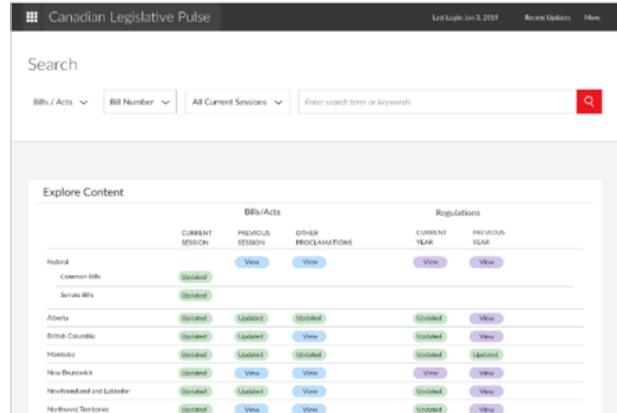
## Navigating the Site

The New Canadian Legislative Pulse website is comprised of four distinct areas: a menu bar across the top of the page, the search fields, the Explore Content area and two pods located at the bottom of the page.

### Legacy Pulse



### New Pulse



The Search fields and the Explore Content area displayed when you first log in are the primary means of accessing legislation on the site. The top menu bar, however, provides access to all the additional features available to aid you in your tracking of legislation.

## Explore Content

The **Explore Content** area is a quick guide to what has changed on the site. Any time you see an **Updated** button with a green background (see right graphic above), it means that the legislation for that jurisdiction has been updated since the last time you logged in.

For a complete listing of updates since you last logged in, however, you would go to the Recent Updates page (see the Recent Updates section of the guide).

The **Explore Content** area also serves as a quick entry point to the legislation on the site. Clicking on a button under the **Current Session** heading, for example, will always take you directly to the current session for that jurisdiction (no drilling down through the table of contents).

You can also access legislation in any other session by clicking on the button under the **Previous Sessions** heading for a jurisdiction.

### Legacy Pulse

**Index of Alberta Bills**

Please select a session from the list below to view the status of the Bills introduced.

<b>28th Legislature</b>
<a href="#">1st Session</a>

<b>27th Legislature</b>
<a href="#">5th Session</a> <a href="#">4th Session</a> <a href="#">3rd Session</a>
<a href="#">2nd Session</a> <a href="#">1st Session</a>

<b>26th Legislature</b>
<a href="#">4th Session</a> <a href="#">3rd Session</a> <a href="#">2nd Session</a>
<a href="#">1st Session</a>

<b>25th Legislature</b>
<a href="#">4th Session</a> <a href="#">3rd Session</a> <a href="#">2nd Session</a>
<a href="#">1st Session</a>

### New Pulse

**Canadian Legislative Pulse**   Last Logged In: 2019-05-24 00:00 on 2019-05-24   Recent Updates   Help   More

**Index of Alberta Bills**

<b>29th Legislature</b>	<b>28th Legislature</b>	<b>27th Legislature</b>
<a href="#">4th Session</a>	<a href="#">3rd Session</a>	<a href="#">5th Session</a>
<a href="#">3rd Session</a>	<a href="#">2nd Session</a>	<a href="#">4th Session</a>
<a href="#">2nd Session</a>	<a href="#">1st Session</a>	<a href="#">3rd Session</a>
<a href="#">1st Session</a>		<a href="#">2nd Session</a>

<b>26th Legislature</b>	<b>25th Legislature</b>
<a href="#">4th Session</a>	<a href="#">4th Session</a>
<a href="#">3rd Session</a>	<a href="#">3rd Session</a>
<a href="#">2nd Session</a>	<a href="#">2nd Session</a>
<a href="#">1st Session</a>	<a href="#">1st Session</a>

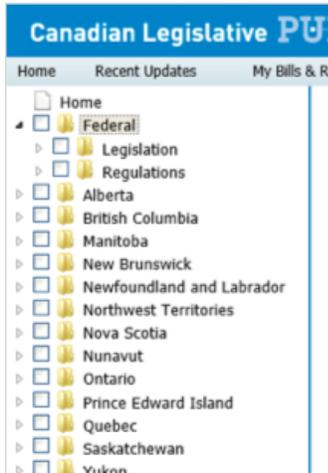
From this index you can then navigate to the session you wish to view (the same capability is available from within the current session, but for more information please see the [Legislation](#) section). If a session link has a blue icon, once again it means that updates have occurred since you last logged in.

The last group of links in the **Explore Content** area is for proclamations from sessions that are not carried in the website (**Other Proclamations**). To keep you up-to-date on the coming into force of older bills, we have created this section of the site as a way for you to find out the latest proclamation information. If you are looking for information on a bill from a session that is carried in the Canadian Legislative Pulse, you will need to refer to the bill table for that session.

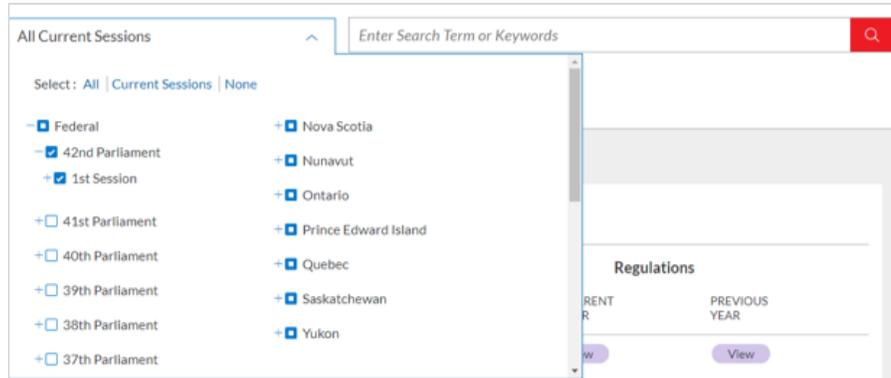
## Table of Contents

The table of contents simplifies the process of jumping between sessions and jurisdictions for bills, and years for regulations when surfing the site.

### Legacy Pulse



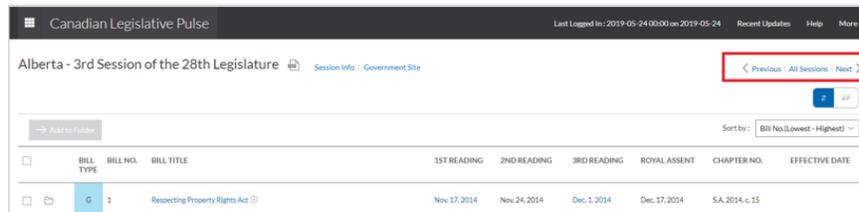
### New Pulse



You can open any session by clicking directly on it. You can also open any other jurisdiction or parliament and view the legislation in the same way.

**Note:** The sub-menus in the table of contents expand and collapse by clicking on the “+” icon next to the checkbox.

When a legislative session page is loaded in the document window, you can navigate to previous or next session by clicking on the navigation arrow indicated in the red box below.



The **Next Session** and **Previous Session** options can be used to quickly jump forward or backward through the legislation for that legislature. Please note that when you reach the first session in a legislature, clicking the **Previous Session** button will take you to the last session in the preceding legislature. Also, if the **previous** or **next** buttons are not available, it means that you have either reached the first session carried in the website or the current session respectively.

If you want to jump between non-successive sessions, clicking on the **Index of Sessions** option will take you to the index of all sessions for that jurisdiction. If you want to jump to a session in a different jurisdiction, however, you will first have to go back to the main menu (or re-display the table of contents).

## Menu bar

The menu bar provides quick and easy access to all the features available on the site.



The purpose of each of the options in the menu bar is as follows:

**“Canadian Legislative Pulse”** – Returns you to the main menu page.

**Last Logged Out Time Stamp** – Identifies the last time you logged in and can also be clicked to modify the time period to an early date to check what has changed since the selected date.

**Recent Updates** – Takes you to a page listing only the legislation that has been updated since you last logged in. (See the Recent Updates section for more information.)

**Help** – Provide access to additional documents and resources at your disposal including:

- Site Info
- New FAQ
- What's new
- Legend
- User Guide
- Email Alert Feature Guide
- Modify Time Guide
- Training Centre
- Hansard Links
- LexisNexis
- Privacy Policy

**More** – Expands to show a listing features including:

**Email Notifications** – allows you to view, create and modify your email notifications.

**Folders** - View all your folders for quick access. Also provides the functionality for creating and deleting folders and tracking legislation. (See the [Folders](#) section for more information.)

**Activity Report** - Generate individual activity report

**Contact Us** – Send us a question or tell us what you think.

**Log Out** – Securely logs you off the site so that your current session cannot be used by someone else to access the site. Please note that if you do not use the log out button your session can remain active for up to thirty more minutes, regardless of whether you close your browser window.

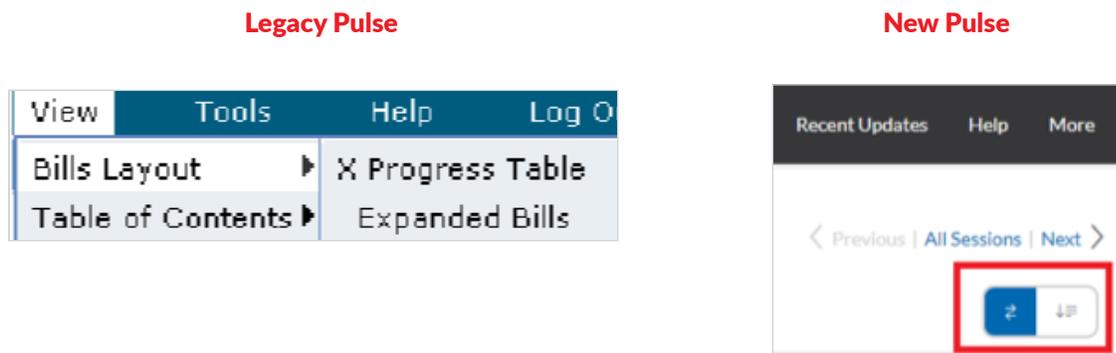
## Legislation

### Layout of Bills

Some users prefer to view bills in a progress table format. Others prefer to see all the information for a bill laid out vertically. We've recognized that no one format is perfect for everyone, and so you have the option on the site of viewing bills in whichever format you prefer.

### Selecting a Layout

The Layout toggle can be used to switch between the two types of layouts.



The default view is set on the left toggle. To switch, simply click on the right toggle button as indicated above in the red box. Switching layouts will immediately cause the current page to be updated.

### Layout Comparison

Personal preference will inevitably determine your choice of one layout over another, but what follows is a brief comparison of the pros and cons of each.

**Progress Table** – The progress table layout is the more traditional of the two layouts, and what you will find on most government sites. It allows you to quickly scroll up and down through the bills.

**Expanded Bills** – The expanded bill format is best suited for mobile devices as the font size is larger compared to the “Progress Table” View.

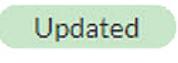
### Accessing Legislation

There are a number of different ways to access the legislation on the site, including via the Explore Content section on the homepage and the table of contents within the search bar drop down. For more information on these methods, please refer to the [Navigating the Site](#) section of this guide.

## Symbols and Colours

You can view the legend at any time by clicking on the **Legend** link under **Help** in the menu bar.

The following table explains in detail what each colour and symbol means

	Is used in the Bill Type column in the Progress of Bills tables to indicate that the bill was introduced by the government
	Is used in the Bill Type column in the Progress of Bills tables to indicate that the bill was introduced by a Private Member.
	Appears beside checkboxes to indicate that the bill has been added to one of your tracking folders.
	Can appear beside any field and indicates that the information is new or has been updated since you last logged on.
	Is used on search results beside a bill's title to indicate that the bill contains global amendments.
	Indicates that the information is new or has been updated since you last logged on.
	Indicates that there is additional information available for the given field. Clicking on the icon will open a new window displaying this information.
	Can appear beside any field and indicates that the information has been updated since you last logged on. Clicking on the icon will open a new window displaying this information*.  <i>*This icon can also appear beside a date as an indicator that the URL for the full text of the bill or regulation was recently added and therefore, may not open a new window when clicked.</i>
<a href="#">April 30, 2018</a>	Clicking on the blue hyperlinked date will open the full text of the bill or regulation in a new window.
	Appears beside folders, saved searches and tracked affected legislation allowing you to modify or delete the item.
	Appears after second reading dates to indicate that the text of the bill was amended.

## Overview of Bills Pages

When viewing a Bill page, you have easy access to the following useful features:

The screenshot shows the Canadian Legislative Pulse interface for the Alberta - 4th Session of the 29th Legislature. The header includes the site name and user information. The navigation bar has links for Session Info (1), Government Site (2), Previous (4), All Sessions (5), and Next (7). A table of bills is displayed with columns for Bill Type, Bill No., Bill Title, 1st Reading, 2nd Reading, 3rd Reading, Royal Assent, Chapter No., and Effective Date. The first row shows a bill titled 'Energy Diversification Act' with a bill number of 1 and a chapter number of SA, 2018, c. E-9.6.

1. The **Session Info** link beside the session name provides access to additional information about the current session. The **Session Info** option opens a new window containing information session dates, whether the house is sitting, and when the site was last checked.
2. The **Government Site** option opens the legislative assembly website for the jurisdiction in a new browser window.
3. The **Create PDF** option allows you to convert the current page to a PDF for printing. Use of this feature requires Adobe Acrobat Reader software, or an equivalent PDF viewer.
4. The **Session** links lets you quickly move to the next or previous session, and to jump to the index of all sessions for that jurisdiction (see the [Navigating the Site](#) section of the manual for more information).
5. The Layout toggle can be used to switch between the two types of layouts
6. The **Sort** menu item allows for bi-directional re-sorting of the legislation. You can choose to sort alphabetically or reverse-alphabetically by title, or in ascending or descending order by bill number or chapter number.
7. The **Help** option opens the online version of this guide in a new window.

## Full Text Links

Whenever you see a blue hyperlink applied to a bill reading date, it means that you can link to the full text of the bill for that reading. The website only provides links to bills that are available on the government websites. For more information, please refer to the **Session Info** section of the website.

## Other Proclamations

As the Canadian Legislative Pulse archives only extend back to sessions that were open in 2000, we created the Other Proclamations pages to provide information on Acts (or sections of Acts) from previous sessions that are proclaimed in force, starting January 1, 2000.

Acts on these pages are ordered alphabetically by title and numerically by statute year. If you do not know the Act name, the chapter number has also been included after the title.

**Note:** You will not find proclamations for legislation tracked on Canadian Legislative Pulse on these pages; proclamation information for these are posted under the Effective Date column of each bill/Act.

## Recent Updates

One of the application's key features is the ability to track changes that have occurred between visits. Whenever you create an account or profile, a timestamp is added to our database. This timestamp is then incremented to the current time each time you log in thereafter. We are able to use the time difference between your logins to determine what information has been updated since your last login and highlight it for you.

**Note:** For the time of your last log in, check the time stamp located in the menu bar on the top:



Last Logged In : 2019-05-24 00:00 on 2019-05-24

The fastest way to see all the bills or regulations that have been updated since you last logged on is to click on the **Recent Updates** option on the top menu bar.



Clicking **Bills/Acts** or **Regulations** shown in the below image will take you to a page containing a consolidated listing of all the changes that have occurred since you last logged on. You can check each updated session for bills and year for regulations, and skim through all the legislation to find all the highlighted fields, but you will find checking this page much easier and faster!



Clicking on the PDF icon will convert the page to a PDF for easier printing (you will need Adobe Acrobat Reader or an equivalent PDF viewer in order to open the PDF generated).

## Explore Content

Another way to check what legislation has been updated since you last logged on is via the **Explore Content** section on the homepage. If no bills for a session or regulations for a year have changed, you will see the following used under each heading in the **Explore Content section**:

**View** (for bills)

**View** (for regulations)

**Updated** If legislation has been updated an update button will appear:

If an **update** button appears under the **Current Session, Other Proclamations, or Current Year** headings, click on the button and it will take you to the page with the updated information (you will have to look for the updates manually, however).

If the **update** buttons appear under **Previous Sessions** or **Previous Years**, you will be taken to the index page for that jurisdiction. You will then have to pick the updated sessions or years from the complete index (the sessions or years with a blue dot in the following graphic):



(for bills)



(for regulations)

For more information on what the blue dot in the legislation indicates, refer to the next section.

## Legislation

Whenever you see a field in the bills table, expanded bill layout, or regulations table with a blue dot, it means that the information for that field is either new or has been updated since the last time you logged on. Please read over the following items for a more complete explanation of what the various kinds of signals you'll encounter mean:

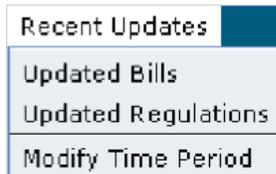
<input type="checkbox"/>	BILL TYPE	BILL NO.	BILL TITLE	1ST READING (COMMONS)	2ND READING (COMMONS)	3RD READING (COMMONS)	1ST READING (SENATE)	2ND READING (SENATE)	3RD READING (SENATE)	ROYAL ASSENT	CHAPTER NO.	EFFECTIVE DATE
<input type="checkbox"/>	G	C-83	<span style="color: blue;">●</span> An Act to amend the Corrections and Conditional Release Act and another Act <span style="color: blue;">●</span>	Oct. 16, 2018	Oct. 23, 2018 *	Mar. 18, 2019	Mar. 19, 2019	May 2, 2019 *	June 12, 2019 <span style="color: blue;">●</span>	June 21, 2019	S.C. 2019, c. 27	See Note <span style="color: blue;">●</span>
<input type="checkbox"/>	G	C-84	<span style="color: blue;">●</span> An Act to amend the Criminal Code (bestiality and animal fighting) <span style="color: blue;">●</span>	Oct. 18, 2018	Oct. 29, 2018 *	May 8, 2019	May 9, 2019	May 30, 2019	June 18, 2019 <span style="color: blue;">●</span>	June 21, 2019	S.C. 2019, c. 17	<span style="color: blue;">●</span> June 21, 2019
<input type="checkbox"/>	G	C-85	An Act to amend the Canada-Israel Free Trade Agreement Implementation Act and to make related amendments to other Acts <span style="color: blue;">●</span>	Oct. 23, 2018	Nov. 7, 2018	Feb. 8, 2019	Feb. 19, 2019	April 4, 2019	May 9, 2019	May 27, 2019	S.C. 2019, c. 6	Proclamation
<input type="checkbox"/>	G	C-86	Budget Implementation Act, 2018, No. 2 <span style="color: blue;">●</span>	Oct. 29, 2018	Nov. 6, 2018 *	Dec. 3, 2018	Dec. 3, 2018	Dec. 4, 2018	Dec. 10, 2018	Dec. 13, 2018	S.C. 2018, c. 27	See Bill <span style="color: blue;">●</span>

If a blue dot (●) or blue info-icon (●) appears in a field, it means that the information is either new or has been updated since you last logged in.

## Modify Time Period

You can change the period you are viewing updates from at any time by clicking on **Modify Time Period** under the **Recent Updates** in the menu bar.

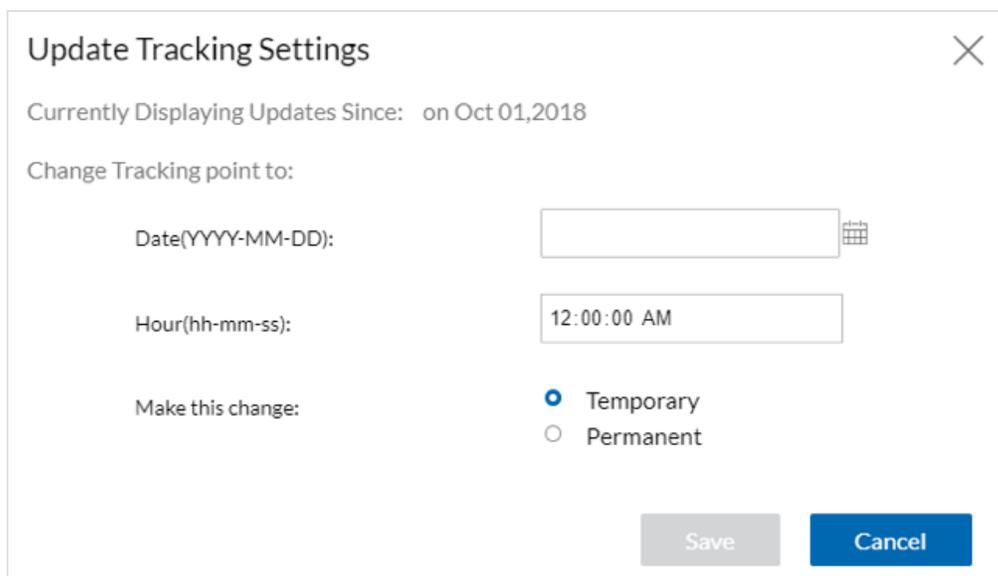
### Legacy Pulse



### New Pulse



The following form will open when you click on the last logged in time stamp in the menu bar:

A screenshot of the 'Update Tracking Settings' dialog box. The title is 'Update Tracking Settings' with a close button (X) in the top right. Below the title, it says 'Currently Displaying Updates Since: on Oct 01,2018'. Underneath, it says 'Change Tracking point to:'. There are three input fields: 'Date(YYYY-MM-DD):' with a calendar icon, 'Hour(hh-mm-ss):' with the value '12:00:00 AM', and 'Make this change:' with two radio button options: 'Temporary' (selected) and 'Permanent'. At the bottom right, there are 'Save' and 'Cancel' buttons.

This form can be used to set your update tracking time period to whatever new date you wish (and even whatever hour, minute, and second if you want). This feature is especially useful, for example, if you logged out without checking all the updates on the site. The next time you log in you can reset the time back as far as you need to re-highlight the missed updates.

**Note:** The default when using this form is to not update your timestamp in the database. In other words, the next time you log in you will not see all the updates from the time you specified in the form again (only the updates between your last login and the current date). If you want to change your timestamp so that the time you specify in the form will also appear as the last time you logged in when you next log on to the site, you need to select the **Permanent** option in the form.

Changing this setting to permanent will allow you to see a continuous record of changes from a given date.

Please make note of the following instructions when changing the automatic update of your tracking time:

- You do not have to specify a new tracking time to change your update preference. Simply change the setting and click the **update** button.
- If you also want to change the tracking date, make sure that you select the **Permanent** option. If you leave the setting as **Temporary** your static login time will remain as your last login time.
- Conversely, you can change your timestamp without affecting your static login time by leaving the **Temporary** setting selected.

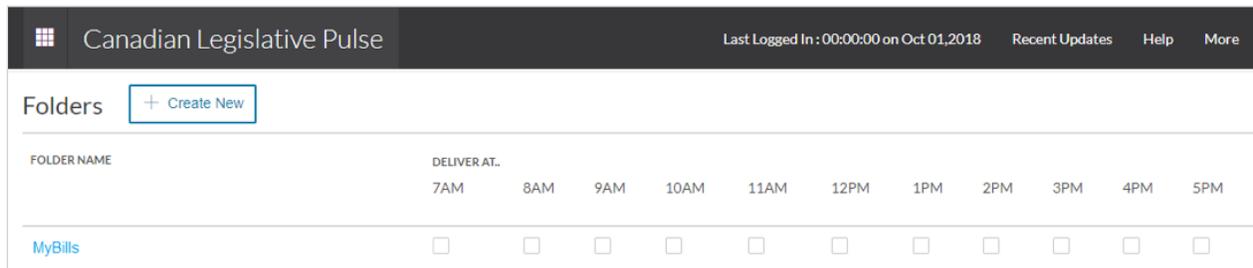
## Folders

The **Folders** page allows you to manage your tracking of legislation on the site. Located in the top menu bar under **More**, **Folders** allows you to create virtual folders that can be used to store legislation.

### Legacy Pulse



### New Pulse



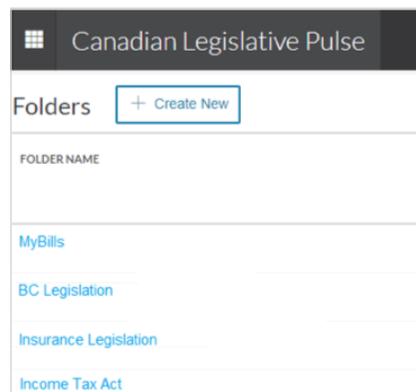
The screenshot shows the "Folders" page in the Canadian Legislative Pulse system. At the top, there is a header with the site name and user information. Below the header, there is a "Folders" section with a "+ Create New" button. The main content is a table with columns for "FOLDER NAME" and "DELIVER AT." (7AM, 8AM, 9AM, 10AM, 11AM, 12PM, 1PM, 2PM, 3PM, 4PM, 5PM). A single row is visible with the folder name "MyBills" and empty checkboxes for all delivery times.

FOLDER NAME	DELIVER AT.										
	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM
MyBills	<input type="checkbox"/>										

When an account/profile is first created, a default folder called “MyBills” is automatically created for you. You are free, however, to delete or rename this folder. You are also not limited to using just this one folder to store legislation – there is no limit imposed on the number of folders you can create.

### Viewing Folders

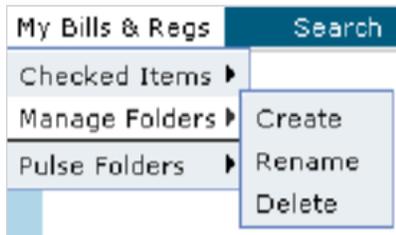
All of your folders are listed in **Folders** under **More** in the menu bar. To view the contents of your folders at any time simply click on the corresponding folder name.



## Managing Folders

As previously stated, there is no limit on the number of folders you can create. To create a new folder, click the **Create New** button above your list of folders on the **Folder** page.

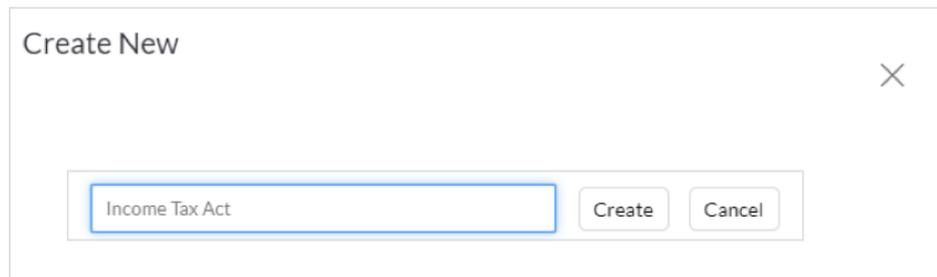
### Legacy Pulse



### New Pulse



You will then be prompted to enter a new name for your folder and Click the **Create** button to save. To set up an email notification on a folder, you must select a delivery time for the folder on the Email Notification page.



**\*\*Selecting a delivery time on the Email Notification page is an important step!\*\***

**If a notification is not set up for the folder you will still be able to add legislation to the folder and view changes to its contents, but you will not receive an email notification when there is a change to a bill or regulation you are tracking.**

## Set up an Email Alert on a Folder

1. To set up an email notification on a folder, select **More** in the menu bar and click **Email Notification**. In the Folder section, select an email delivery time for the new folder.
2. You can select the times during the day when you would like to be notified if any updates have occurred.

For example, if you select 7am to be notified of changes, each morning at seven the legislation in that folder will be checked to see if any changes have occurred since 7:00 the previous morning. Likewise, if you were to pick 7am and 2pm, the check at 7:00AM would scan for updates since 2:00PM the previous day and the check at 2:00PM would scan for updates since 7:00 that morning.

3. Click the **Save Changes** button after selecting the delivery times.
4. Once you have saved the delivery time for the folder, fill in the email address of where you want the notification sent. **Changing the email address in this field will affect where all email alerts in Legislative Pulse are delivered.**

Canadian Legislative Pulse

Last Logged In: 00:00:00 on Oct 01, 2018   Recent Updates   Help   More

### Email Notifications

Affected Legislation [+ Create New](#)

^ Folders All times are in EST

FOLDER NAME	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM
MyBills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Income Tax Act	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

[More](#) [Save changes](#)

^ New Bills (All Updates)

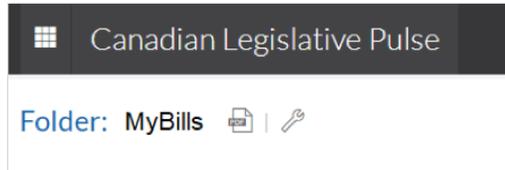
^ Weekly Bill Report [View sample](#)

Email notifications to:  [Update](#)

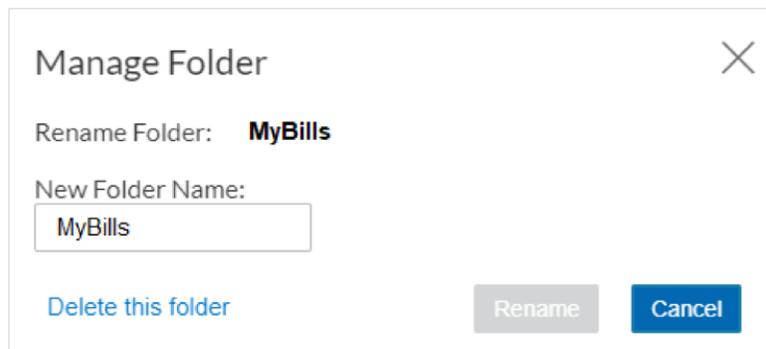
To stop receiving updates, deselect all the check boxes for a folder and click the **Save Changes** button.

## Manage Folders

- You can rename and/or delete your folders on the **Email Notification Page**. To do this, navigate to the **Email Notification Page** and click on the folder name, then click the wrench icon  beside the folder name.



- To rename the folder, type the new name in the **Manage Folder window** and click the **Rename** button.



- If you choose to delete a folder, please note that any legislation still contained in it will be deleted as well.

## Adding Legislation

1. You can add legislation to your folders anywhere that it is available on the site. To add a bill, click on the checkbox next to it.

### Legacy Pulse

<input checked="" type="checkbox"/>	1	Alberta Centennial Education Savings Plan Act	Feb. 17, 2004
-------------------------------------	---	-----------------------------------------------	---------------

### New Pulse

<a href="#">→ Add to Folder</a>			
<input type="checkbox"/>	BILL TYPE	BILL NO.	BILL TITLE
<input checked="" type="checkbox"/>	G	1	Energy Diversification Act ⓘ

2. Once you have checked off all the bills you want to add to a given folder, click the **Add to Folder** button and select a folder from the **Add to Folder** window. You can also create a new folder from this same window by clicking **Create New Folder**.
3. If you have created a new folder, ensure you click on the new folder name to select it as the new destination folder then select a delivery time and click **Save**.

### Legacy Pulse

My Bills & Regs	Search	View
Checked Items ▶	Add To ▶	Canada
Manage Folders ▶	Move To ▶	My Bills
Pulse Folders ▶	Delete	

### New Pulse

Add to Folder ×

Save In:  Create New Folder

- My Bills
- Income Tax Act
- Insurance Legislation

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Once you have successfully added a bill to a folder, a folder icon  will appear beside the checkbox.

### Legacy Pulse

<input type="checkbox"/>	1	Alberta Centennial Education Savings Plan Act	Feb. 17, 2004
--------------------------	---	-----------------------------------------------	---------------

### New Pulse

<input type="checkbox"/>	BILL TYPE	BILL NO.	BILL TITLE
<input type="checkbox"/>		G	1 Energy Diversification Act ⓘ

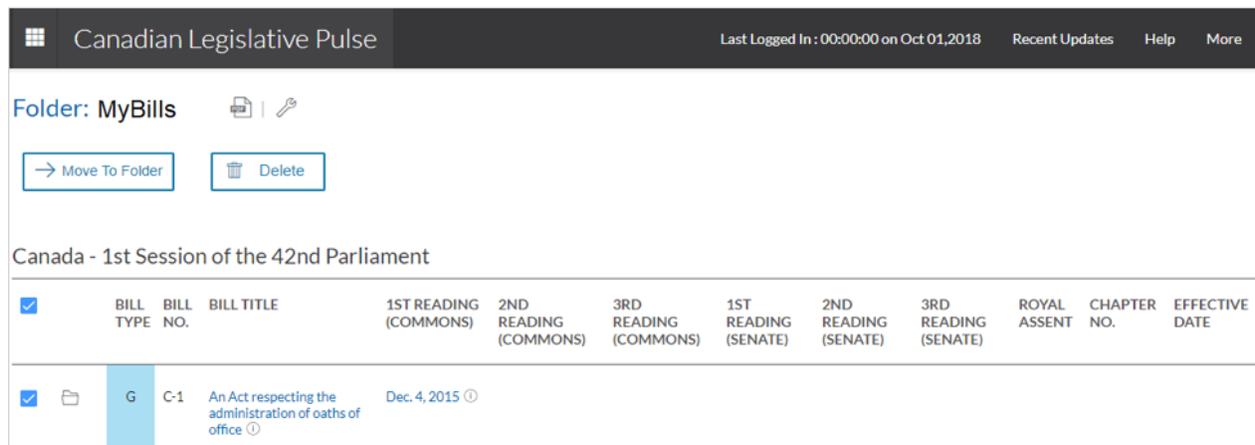
Please note the following guidelines when adding legislation to folders:

- The same legislation can be added to more than one folder. If you want to track the same Bill in different folders, just add it to each folder separately.
- For pages that contain multiple sessions of legislation (search results, recent updates), you do not have to update your folder for each session. Legislation from any session can be added at the same time.

## Moving/Deleting Legislation

To move or delete legislation from a folder, first open the folder containing the legislation on the **Email Notification** page under the folder section.

Now, in the same way that you added the legislation, click on the checkbox next all the bills you wish to move or delete then click the **Move To Folder** button and select the new folder to move the legislation to. Click the **Delete** option to remove the bills from the folder.



Canadian Legislative Pulse

Last Logged In : 00:00:00 on Oct 01,2018    Recent Updates    Help    More

Folder: MyBills

→ Move To Folder    Delete

Canada - 1st Session of the 42nd Parliament

<input checked="" type="checkbox"/>	BILL TYPE	BILL NO.	BILL TITLE	1ST READING (COMMONS)	2ND READING (COMMONS)	3RD READING (COMMONS)	1ST READING (SENATE)	2ND READING (SENATE)	3RD READING (SENATE)	ROYAL ASSENT	CHAPTER NO.	EFFECTIVE DATE
<input checked="" type="checkbox"/>	G	C-1	An Act respecting the administration of oaths of office ⓘ	Dec. 4, 2015 ⓘ								

**Note:** The move and delete options are only available when viewing a folder page. If you want to remove all the legislation from a folder, it may be faster just to delete the folder and recreate the folder than to click on all the checkboxes and use the Delete option.

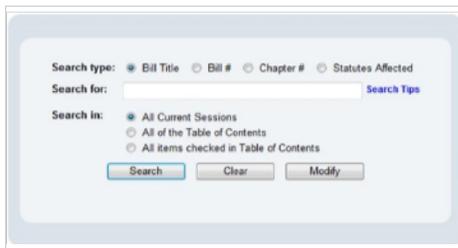
## Search Engine

The search engine on the Canadian Legislative Pulse website was designed to make locating legislation in any jurisdiction and from any session or year as simple as possible. What used to take hours can now be done with a few simple clicks of your mouse.

### Performing a Bills Search

To run a bill search for the first time, select the Search Bills/Acts drop down on the homepage.

#### Legacy Pulse



The Legacy Pulse search interface features a search type selection area with radio buttons for 'Bill Title' (selected), 'Bill #', 'Chapter #', and 'Statutes Affected'. Below this is a 'Search for:' text input field with a 'Search Tips' link. A 'Search in:' section contains three radio button options: 'All Current Sessions' (selected), 'All of the Table of Contents', and 'All items checked in Table of Contents'. At the bottom are 'Search', 'Clear', and 'Modify' buttons.

#### New Pulse



The New Pulse search interface shows a search bar with a 'Search' label. Below the search bar are three dropdown menus: 'Bills / Acts', 'Bill Title', and 'All Current Sessions'. A red search button is located to the right of the third dropdown.

### Selecting a Search Type

There are four types of searches available to you:

- **Bill Title** – allows you to search for legislation by words or phrases found in the title of the bill.
- **Bill #** – is a simple search for returning bills by their number.
- **Chapter #** – allows you to easily find bills/Acts by the chapter number and statute year.
- **Statutes Affected** – allows you to find bills based on what statutes they amend/affect.

The two most commonly used search types are bill Title and Statutes Affected. Bill Title is particularly useful if you know only part of a title of a bill you need to look up, whereas Statutes Affected is ideal for finding all legislation that amends any Act you need to keep up-to-date on changes to.

To change the type of search performed, simply click on the 2nd dropdown box to change the search type.



The screenshot shows the search type dropdown menu open. The first dropdown is 'Bills / Acts'. The second dropdown is open, showing a list of search types: 'Bill Title' (highlighted in blue), 'Bill Number', 'Chapter Number', and 'Statutes Affected'.

Depending on which type of search you select, the form may change slightly. If you select the **Bill Title** or **Bill #** search options, there is only one input field. If you choose the Chapter # option, however, a second field will appear.

The screenshot shows a search interface titled "Search". It features three dropdown menus: "Bills / Acts", "Chapter Number", and "All Current Sessions". To the right of these is a search input field with the placeholder text "Enter Search Term or Keywords" and a red search button. Below the search input field is a secondary input field with the placeholder text "Enter optional statute year(s)".

If you want to limit your chapter number search to specific years, enter those years in the new input field (the default text will automatically disappear when you click on the input box). Likewise, if you specify the **Statutes Amended** option, another new criteria field will appear.

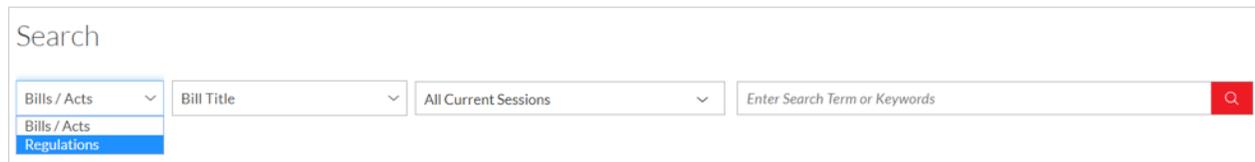
The screenshot shows the same search interface, but with "Statutes Affected" selected in the second dropdown menu. Below the search input field, there is a new section with the text "Exclude global amendments:" followed by two radio buttons: "Yes" (which is selected) and "No".

There are times when a bill specifies a change that could affect numerous pieces of legislation without specifying all of those Acts by name (for example, a section that changes all instances of “Newfoundland” to “Newfoundland and Labrador” wherever it appears in any Act. These amendments are listed as global amendments.

Consequently, when you use the **Statutes Affected** option, the default is to include all bills with global amendments in the results. The default is to exclude global amendments, to include them, click on the **No** button.

## Performing a Regulations Search

To search regulations, select the Search Regulations option from the Search menu.



The screenshot shows a search interface with the following elements:

- A search bar with the text "Search" above it.
- A dropdown menu on the left with three options: "Bills / Acts", "Bills / Acts", and "Regulations". The "Regulations" option is highlighted in blue.
- Two dropdown menus in the middle: "Bill Title" and "All Current Sessions".
- A text input field on the right with the placeholder text "Enter Search Term or Keywords" and a red search button with a magnifying glass icon.

## Selecting a Search Type

There are four types of searches available to you:

- **Regulation Title** – allows you to search for regulations by words or phrases found in the title of the regulation.
- **Regulations #** – is a simple search for returning regulations by their number.
- **Act Name** – allows you to easily find regulations associated with a particular Act.
- **Regs Amended** – allows you to find amendments to a particular regulation.

## Search Syntax

The search engine understands two types of input: keywords and phrases (the distinction between the two is the use, or lack, of quotes). The search engine will automatically break up your input wherever a space character is found, unless that space is within quotes. This means that the search engine would treat the input **tax act** as two distinct keywords (**tax** and **act**) and will try to match accordingly. If you were to enter "**tax act**", however, the search engine would try to match the complete phrase rather than the individual words.

By default, the Boolean **and** operator is applied to all keywords and phrases when a space is entered. Using the above example, the search engine would return only results that contained both the words **tax** and **act**. Please see the section on Boolean operators below for more information on how to change this default behavior of the search engine.

Word boundaries are not enforced by the search engine. If you enter the word **tax**, matches with tax, taxation, taxable, taxed, etc. will be returned as matches. To match variable beginnings or endings on a word, please see the section on wildcard matches below.

**Note:** All searches are case-insensitive.

## Boolean Operators

Although the default is to use the and operator between keywords and phrases, you can specify any of the following operators in your search string to change this behavior:

OPERATOR	USAGE
and & <space>	<i>business corporations</i> Both words must be found in the result. Leaving a single space between words automatically indicates an “and” relationship.
or 	<i>business   corporations</i> One or both words must be in the result. To signify an “or” relationship between words, you can use the vertical bar ( ) or the word or.
not ^	<i>business ^ corporations</i> The first word must be in the result and the second word must not. Use the caret symbol (^) or the word not to specify a “not” relationship.

## Wildcard Searches

Wildcard searches can be used to increase the matching power of your search. Where the search engine will normally apply word boundaries to your search terms, adding in a wildcard will allow a greater number of variations to be matched.

OPERATOR	USAGE
?	<p>The single character wildcard (?) can be used to replace a single character anywhere in a word. You can use as many of these wildcards as you like, but each must match a character in order to return a result:</p> <p>tax?? – will match taxed or taxes but not tax or taxing. w?s? – will match wash or wise.</p> <p>When a single character wildcard matches a space, the search engine will treat the pattern as though it were a phrase search. For example, entering water?act is the same as entering “water act”.</p>
*\	<p>The multiple character wildcard (*) attempts to replace as many characters as possible to make a match. The multiple character wildcard is an effective way to match variable endings and beginnings, but can have unexpected results when used within words:</p> <p>tax* – will match tax, taxes, taxation, etc.</p> <p>*corp* – will match corporation, incorporation, incorporated, etc.</p> <p>c*t – will match cut or cart, but can also match “corporations act” because the multiple character match will attempt to match anything it can up to a “t” at the end of a word.</p> <p>The reason for this behavior is that the multiple character wildcard does not stop matching unless you tell it to. Entering tax*, for example, will return matches with taxes or taxation, but the pattern is actually matching everything from the start of a word that begins “tax” until the end of the entry. Using c*t as your pattern will consequently cause the search engine to look for a word that starts with a “c” followed by any letter “t” at the end of a word (i.e., not necessarily the same word that started the match).</p>

## Selecting Jurisdictions/Sessions for Bill/Act Searches

There are three options when it comes to selecting which jurisdictions and sessions to search.

### Legacy Pulse

**Search in:**

- All Current Sessions
- All of the Table of Contents
- All items checked in Table of Contents

### New Pulse

All Current Sessions ^

Select: All | Current Sessions | None

+ <input type="checkbox"/> Federal	+ <input type="checkbox"/> Nova Scotia
+ <input type="checkbox"/> Alberta	+ <input type="checkbox"/> Nunavut
+ <input type="checkbox"/> British Columbia	+ <input type="checkbox"/> Ontario
+ <input type="checkbox"/> Manitoba	+ <input type="checkbox"/> Prince Edward Island
+ <input type="checkbox"/> New Brunswick	+ <input type="checkbox"/> Quebec
+ <input type="checkbox"/> Newfoundland and Labrador	+ <input type="checkbox"/> Saskatchewan
+ <input type="checkbox"/> Northwest Territories	+ <input type="checkbox"/> Yukon

The **Current Sessions** is the default option and allows you to easily search all the current sessions. The advantage of using this option instead of checking off all the current sessions in the table of contents (aside from speed), is that if you save your search it will always search the most current sessions each time you run it.

To search all of the bills in the database, select the **All** option.

Selecting the **All** option also allows you to quickly and easily search different jurisdictions and sessions at the same time. You can check off any checkboxes in the table of contents to exclude those sessions in your search.

Please read over the following tips and tricks to further simplify your searching using this option:

- To select the entire table of contents, click **All**.
- To select all the sessions for a jurisdiction, click **None**, then click the checkbox next to the jurisdiction's name. You do not have to expand the branch of the table of contents and select each checkbox. The same method can be used to select all of the sessions under a given legislature.
- To clear all the selected checkboxes and start again, click on **All** to select the entire table of contents and then uncheck the same checkbox to remove all the checks.

**Note:** Results that display **Other Proclamations** do not have check boxes next to them because they are not trackable. If you are looking for proclamation information for legislation not carried in Canadian Legislative Pulse, you must check these pages the old-fashioned way.

## Saving a Search

Whenever you perform a new search you have the option to save it so it can be rerun later, even if it doesn't produce any results. There is no limit to the number of searches that can be saved.

To save your search, look for the Save Search option beside the result title on the results page.

### Legacy Pulse



### New Pulse



Clicking on this item will open the Saved Search window (see below left graphic), where you can specify additional information about your search.

Save Search

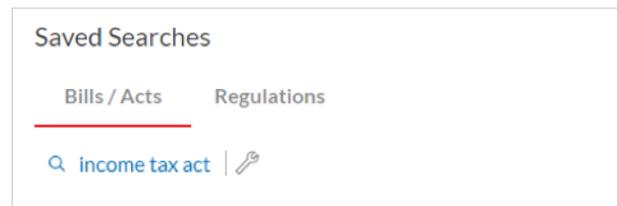
Search type: Bill Title

Search string: income tax act

Saved search name:

Description (optional):

Save Cancel



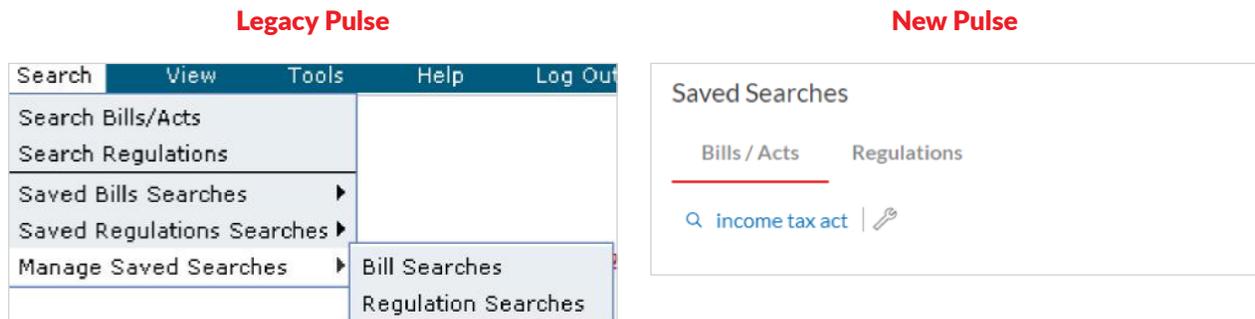
By default, the search words you used are displayed as the name for your saved search. If you change this name, be sure to change it to something meaningful as this is what will be displayed under the **Saved Search Pod** (see above right graphic) on the homepage when you go to rerun your saved searches.

You also have the option of specifying a short description of the search to remind yourself later about any important details; it is advisable that you enter the your search options in this field including **Search type (Bill Title, Bill #, Chapter #, or Statutes Amended)** and the **Search in** information (**Current Sessions, All, or selected sessions**) as this information will not be displayed later. Whatever text you enter in this box will be the title of the search. Once you're done, click on the **Save** button to permanently save your search. When you close the save search window, the **Saved Search Pod** on the homepage will automatically update to reflect your new saved search (see the above right graphic).

Once you've saved a search you can rerun it at any time by selecting it from the **Saved Search Pod** on the homepage.

## Managing Saved Searches

Although you cannot go back and modify the syntax or sessions for a search, you can rename your searches and/or modify the description you gave to them (this is especially useful if you save a search that is very similar to a previously saved search and you want to better distinguish between the two). To modify any of your saved searches, go to the homepage and select the wrench icon beside the saved search name in the Saved Search Pod.



Clicking on the wrench icon will open the following window allowing you to rename your search or modify your description.

The dialog box is titled "Rename Saved Search" and has a close button (X) in the top right corner. It contains the following fields and options:

- Search type: **Bill Title**
- Search string: **income tax act**
- Saved search name:
- Description:
- Buttons: **Delete this saved search** (text link), **Rename** (button), and **Cancel** (button).

Click on the **Rename** button to update your information to save your changes.

Clicking on the **Delete this saved search** at this point will remove the saved search.

## Search Tips

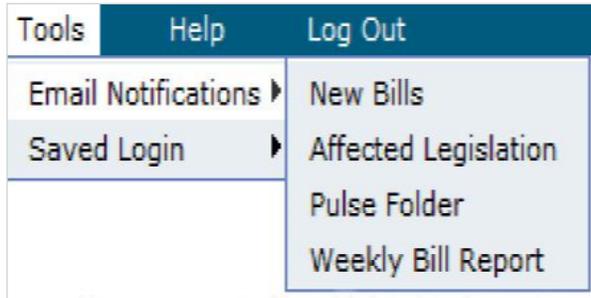
The following tips will help you maximize your use of the search engine:

- Narrow the search criteria to a specific jurisdiction and session. The search form can be used to search all jurisdictions and sessions, but it is not the most efficient way to search if you are only interested in one jurisdiction.
- Use a phrase search when checking for legislation that amends a specific Act (i.e., use “Workers’ Compensation Act” instead of Worker or Compensation).
- Avoid searching for common phrases in bill titles (e.g., “amendment act” or “an act to amend”). The more unique keywords you use, the better focused your results will be.
- Include a statute year when searching by chapter number.

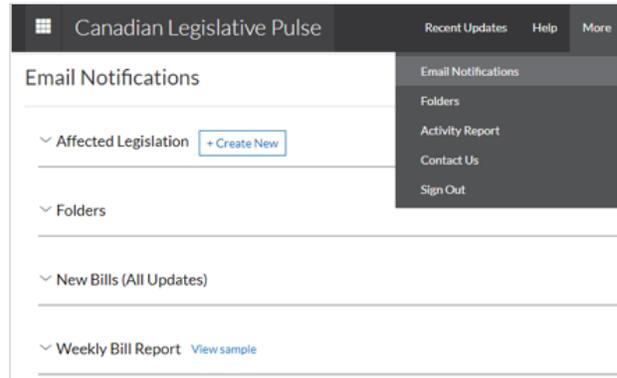
## Email Notifications

For your convenience, the Canadian Legislative Pulse provides four email notifications for keeping abreast of updates to the site. Located under **More** in the menu bar, these notifications can be tailored to suit your tracking needs.

### Legacy Pulse



### New Pulse



## Email Address

Before you can configure the email notifications, you must first supply a valid email address. For your convenience, a form to update your email address has been included on the **Email Notification** page.

To change your email address at any time, simply amend the information in the text box and click the **Update** button. Please note that these notification emails are only available for Canadian Legislative Pulse subscribers. You cannot specify multiple recipients in the email address field, nor can you specify different email addresses for the different notification types.

Email notifications to:

## Affected Legislation

This email notification alerts you whenever a new bill or regulation is introduced that amends an Act (or regulation under that Act) matching your pre-saved criteria (including additional Acts amended by a bill if added on a subsequent reading). This alert is particularly useful if there are specific Acts that you need to keep up-to-date on but don't have the time to log in and search the site on a daily basis.

To create an alert, click on the **Create New** beside the Affected Legislation section on the Email Notification page. The following form will be loaded:

The screenshot shows the 'Create Notification' dialog box. The 'Single Act' tab is active. The 'Legislation Type' section has checkboxes for 'Bills / Acts' and 'Regulations'. The 'Jurisdictions' section has checkboxes for various Canadian provinces and territories, as well as 'Federal', 'Newfoundland and Labrador', 'Nunavut', and 'Quebec'. A search field is present with the text 'Income Tax Act'. The dialog also includes 'Save' and 'Cancel' buttons.

## Setting up an Affected Legislation Alert

1. If you subscribe to both the bills and regulations services, you can select whether to alert against either type of legislation or both. (If you only subscribe to bills, you will see but not be able to alter this field.)
2. Select the jurisdiction(s) you want to receive alerts for.
3. Next, enter the search criteria to match Act names against. Enter a match string in the “Act name” field and then select the jurisdiction(s) you want to receive alerts for (please refer to the Search Engine section of this guide for the pattern matching and Boolean operators that can be used). Once all parameters have been entered, click **Save**.

The close-up shows the search field with the text 'Income Tax Act' entered. The 'Single Act' tab is selected.

- You will then be directed to the Email Notification page where you can select the time(s) of day when you would like to be notified of any matching bills or regulations by ticking off checkboxes and then click Save Changes.

DESCRIPTION	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM
Affected Legislation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
a b c Manitoba:Regulations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Income Tax Act Alberta: Bills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

You can come back to this form at any time and change the time settings by adding or removing checks. Always remember to click the **Save Changes** button to make your changes permanent!

If you made a mistake entering the match string or want to change jurisdictions or the scope of legislation to apply it to, click the wrench icon beside the entry description to bring up the **Edit Notification** window.

You can delete entries in the same **Edit Notification** window by clicking the **Delete this Notification** button. Removing all alert times will not remove your saved patterns; they will remain saved until you re-enable your alert or delete them.

Legislation Type

Bills / Acts  
 Regulations

Jurisdictions Select: All | None

Alberta  
 Manitoba  
 Northwest Territories  
 Ontario  
 Saskatchewan

British Columbia  
 New Brunswick  
 Nova Scotia  
 Prince Edward Island  
 Yukon

Federal  
 Newfoundland and Labrador  
 Nunavut  
 Quebec

Single Act   Multiple Acts   Search from List

abc

Delete this Notification

Save   Cancel

## New Bills

The **New Bills** notification, as its name implies, can be used to be alerted whenever new bills are added to the site.

To set up **New Bills** alerts, navigate to the **Email Notification** page and expand the **New Bills (All Updates)** section and select a delivery time. Then click the **Save Changes** button.

Like the **Folders** notification, you are free to choose which jurisdictions to receive updates for and how often during the day you want to check. If you want to receive notifications for all jurisdictions, select times from the All Jurisdictions option at the top of the form. If you set this option, you do not have to set each of the individual jurisdictions as well. You can, however, mix and match.

Canadian Legislative Pulse

Last Logged In: 00:00:00 on Oct 01, 2018 Recent Updates Help More

### Email Notifications

Affected Legislation [+ Create New](#)

Folders

New Bills (All Updates) All times are in EST

NAME	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM
All Jurisdictions	<input type="checkbox"/>										
Alberta	<input type="checkbox"/>										
British Columbia	<input type="checkbox"/>										
Federal	<input type="checkbox"/>										
Manitoba	<input type="checkbox"/>										
New Brunswick	<input type="checkbox"/>										
Newfoundland and Labrador	<input type="checkbox"/>										
Nova Scotia	<input type="checkbox"/>										
Northwest Territories	<input type="checkbox"/>										
Nunavut	<input type="checkbox"/>										
Ontario	<input type="checkbox"/>										
Prince Edward Island	<input type="checkbox"/>										
Quebec	<input type="checkbox"/>										
Saskatchewan	<input type="checkbox"/>										
Yukon	<input type="checkbox"/>										

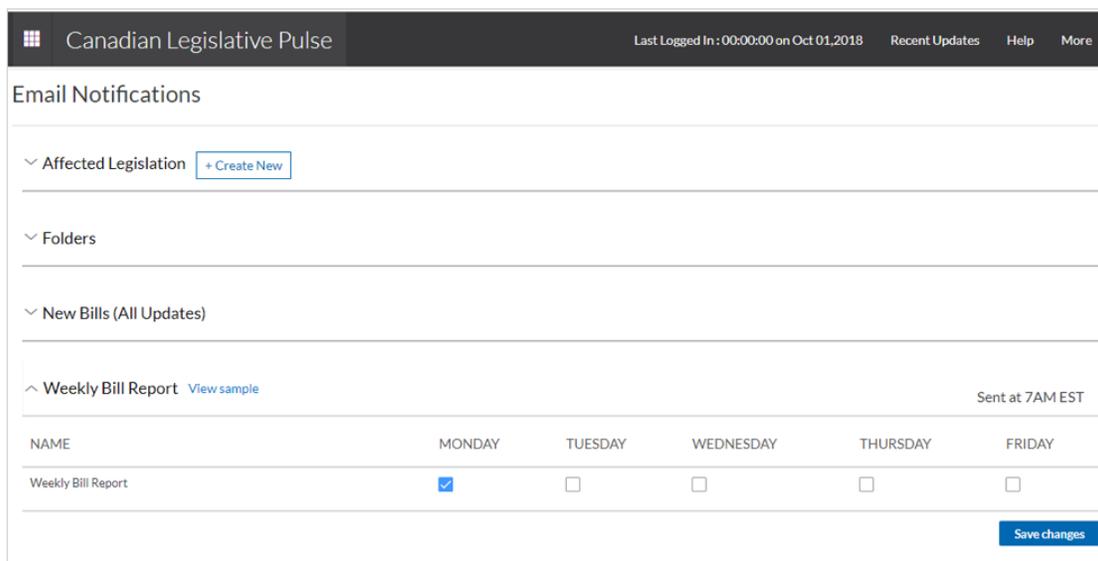
[Save Changes](#)

For example, if you wanted to check all jurisdictions once each morning, you could set the 7am time for All Jurisdictions. If you also need to keep on top of Ontario bills, you could also set the Ontario option for 12pm and 4pm. You will not receive duplicate emails if you turn on the All Jurisdictions option and any of the individual jurisdictions at the same time. Once an email has been sent, your notification information is updated. So, using the preceding example, the 7am check of all jurisdictions would only check for new legislation from 4pm the day before (as that was the last time Ontario was checked).

To stop receiving email updates, deselect any checked times for a jurisdiction and click the **Save Changes** button at the bottom of the form.

## Weekly Bill Report

The Weekly Bill Report is an .docx summary of all the changes that have occurred to bills on the site during the preceding seven-day period.



Canadian Legislative Pulse

Last Logged In : 00:00:00 on Oct 01, 2018   Recent Updates   Help   More

### Email Notifications

∨ Affected Legislation [+ Create New](#)

∨ Folders

∨ New Bills (All Updates)

∧ Weekly Bill Report [View sample](#) Sent at 7AM EST

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Weekly Bill Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Save changes](#)

To enable these emails, select the day of the week to receive the reports and click **Save Changes**. You can select one or more days to receive the report.

At 7 a.m. on the day you selected a PDF file will be emailed to you containing all the changes that have occurred since 7am on that day in the preceding week. In simpler terms, if you receive the report on Monday, May 8, it will reflect all changes that occurred between 7 a.m. on Monday, May 1 and 7 a.m. on Monday, May 8.

To turn off this option, deselect the checkboxes and click the **Save Changes** button.

## **Emails and Recent Updates**

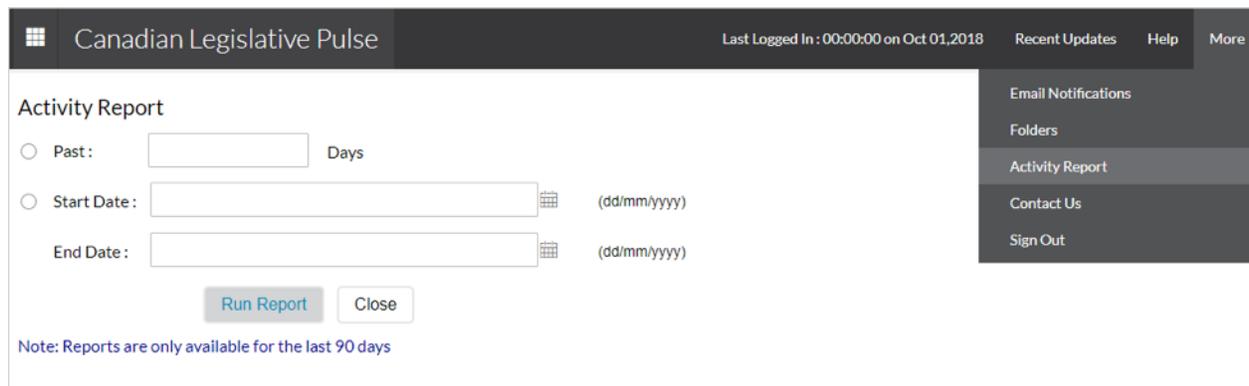
The email notifications do not have an impact on the regular tracking that occurs on the site. They are simply a record of changes that have occurred. Consequently, changing your tracking time for the site will have no impact on the updates you receive. Likewise, receiving updates will not change the updated information you'll see the next time you log in.

## **Known Issues**

Mail servers can be very sensitive about what they consider spam mail. LexisNexis will attempt to notify you if an email bounces back to our mail server, but some servers will automatically junk any mail considered to be spam without notice. If you know that you should have received an update but have not, please check with your email administrator first to ensure that a spam filter is not the cause. A spam filter exception may be the only way we can get emails through to you.

## Activity Report

Access the **Activity Report** page under **More** in the menu bar.



The screenshot shows the 'Canadian Legislative Pulse' application interface. At the top, there is a dark header bar with the application name on the left, the user's login status 'Last Logged In : 00:00:00 on Oct 01,2018' in the center, and navigation links 'Recent Updates', 'Help', and 'More' on the right. Below the header, the 'Activity Report' form is displayed. It features a title 'Activity Report' and three radio button options: 'Past :', 'Start Date:', and 'End Date:'. Each option has a corresponding input field. The 'Start Date:' and 'End Date:' fields include a calendar icon and a date format '(dd/mm/yyyy)'. Below the input fields are two buttons: 'Run Report' and 'Close'. A note at the bottom of the form states: 'Note: Reports are only available for the last 90 days'. To the right of the form, a dark sidebar menu is visible, containing the following items: 'Email Notifications', 'Folders', 'Activity Report' (which is highlighted), 'Contact Us', and 'Sign Out'.

The report will show the dates of all email alerts the application sent to you.

## Additional Support

If you have not been able to find an answer to your problem in this guide or if you would like additional training on the Canadian Legislative Pulse or other LexisNexis products, please contact the appropriate department below:



For technical problems, LexisNexis Customer Care can be reached by email at **service@lexisnexis.ca** or by phone at **1-800-387-0899**.



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