

SEARCHING IN FILE PRO

1. When you access Filepro, you will get this view.

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Council Information

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Public Hearings

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2. Select Council Meeting or Public Hearings and the year and meeting date, and then choose Agenda or Minutes.

The screenshot shows the City of Campbell River website interface. At the top, there is a navigation bar with the following links: Home > Public Meeting Archives > Council Meetings. Below this, there are additional links: Home | Split Screen | Full Screen | Advanced Search | Search Results | Help. The main header area includes the City of Campbell River logo and the text "Council Information". A search bar with a "Search All" button is located on the right. Below the header, there is a "Table of Contents" section with a blue background. The left sidebar contains a tree view of the website structure. Red arrows indicate the navigation path: from "Public Meeting Archives" to "Council Meetings", then to the year "2008", and finally to "Jan 08 Council Meeting". The main content area shows a "Table of Contents" for the year 2008, listing "Jan 08 Council Meeting", "Jan 08-08 Council Agenda", and "Jan 08-08 Council Minutes". A red arrow points to the "Jan 08-08 Council Agenda" link.

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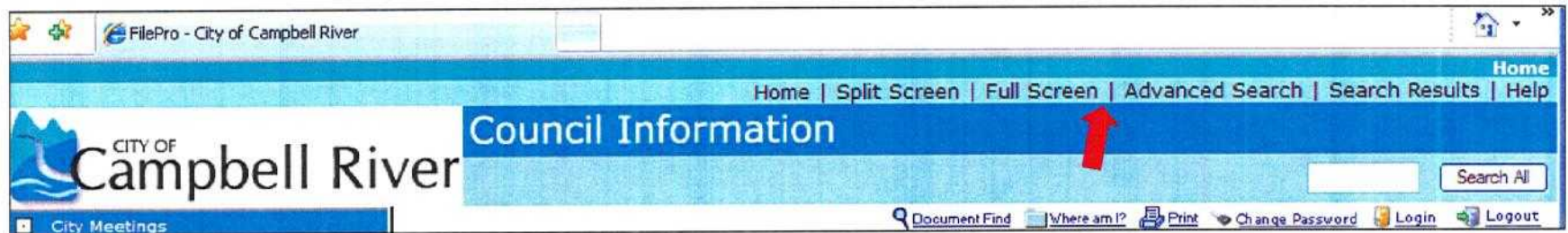
2008

Jan 08 Council Meeting

Jan 08-08 Council Agenda

Jan 08-08 Council Minutes

3. If you do not know the date of the meeting click on the Advanced Search button.



4. The following screen will appear and you now have options on how to search. You can select to search all or, by pressing on the plus sign beside the individual files you can narrow your search. **By narrowing your search, you will get fewer results and you will find your information much faster.**

To narrow your search, click on/select the boxes on the left side of the screen (i.e. year or meeting).

In the Search Criteria, use the top box and type in your keywords (be as specific as possible).

A screenshot of the 'Advanced Search' interface. The title is 'Advanced Search' with a subtitle 'You can narrow your search by selecting the options below.' The interface is divided into two main sections: 'Folder Selections' and 'Search Criteria'.
Folder Selections: This section contains a tree view of folders. The 'Entire Database' folder is selected. Under it, 'Public Meeting Archives' is expanded, and 'Council Meetings' is selected. Under 'Council Meetings', the year '2008' is selected, and the 'Jan 08 Council Meeting' is checked. Below this, the years '2007', '2006', '2005', and '2004' are listed with expand/collapse icons. Red arrows point to the '2008' folder, the 'Jan 08 Council Meeting' checkbox, and the '2007', '2006', and '2005' year folders.
Search Criteria: This section contains several search options. The first is 'Exact keyword or phrase' with a help icon and a note '(use "*" For WildCard Search)'. The input field contains 'Cruise Ship'. Below this are three radio button options: 'containing all these words', 'containing one or more of these words', and 'containing each of these words in close proximity'. The 'not containing any of these words' option is also present. At the bottom, there are two buttons: 'Search Folders' and 'Search Entire Database'.

5. The Search Results will look like this:

Search Results

Results 1 to 10 of 60 for "Cruise Ship"

Result Page: 1 2 3 4 5 6 > >>


1. Feb 20-06 Council Minutes
River Indian Band for transportation to the Spit, **Cruise Ship** and Campbellton. 06-0218 2. STAFF REPORTS: A. City ... Lawrence Foort recommending a multipurpose dock for **cruise ships** as well as cargo ships be received. " Ruehlen/Adams:
[Public Meeting Archives > Council Meetings > 2006 > Feb 20 Council Meeting](#)
2. Feb 06-06 Council Minutes
McDonnell reported on the awarding of the **Cruise Ship** Dock contract. 6. COMMISSION/COMMITTEE
[Public Meeting Archives > Council Meetings > 2006 > Feb 06 Council Meeting](#)
3. July 10-06 Council Minutes
by the proponents - Campbell River Chamber of Commerce - **Cruise Ship**

NOTE:

Click on one of the above search results (links) to confirm if it contains the document(s) you are looking for. If this is not the document, then click on the Search Results button on the top toolbar to return to your results.

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Search Results

Results 1 to 4 of 4 for "Perkins"

Result Page: 1

1. Jan 15-08 Regular Council Agenda
to tyee pool; a Also discussed opportunity for reviving **Perkins** Road ramp. 5.5. CRAAC (CR Access Awareness Committee)
[Public Meeting Archives > Council Meetings > 2008 > Jan 15 Council Meeting](#)
2. Mar 11-08 Regular Council Agenda
development of a 67 lot manufactured home park at 2100 **Perkins** Road and 3120 Island Highway. [See [item 6.1] 5.STAFF ... regarding
Amendment to Master Development Permit for 2100 Perkins Road and

6. If you already know the date of the meeting and you have opened that document, you can use the binocular button to search for any specific item in the Agenda or Minutes for current and past Council Meetings and Public Hearings.

The screenshot shows the City of Campbell River website's 'Council Information' section. The page title is 'CITY OF CAMPBELL RIVER COUNCIL MINUTES'. The main content area displays the city logo and the text: 'COUNCIL MEETING, TUESDAY, JANUARY 8, 2008 at 7:30 p.m. in the City of Campbell River Council Chambers, 301 St Ann's Road, Campbell River, BC'. A red arrow points to the binocular icon in the toolbar above the document viewer.

7. After clicking on the binocular button, type in the keywords and click on search.

The screenshot shows the same website with the search function activated. The search bar contains the text 'Quinsam Salmon Hatchery'. A red arrow points to the search bar. The search results are displayed on the right side of the page, showing a list of items under the heading '1. STRATEGIC COMMITTEE OPEN SESSION'. The first item is '1.1. STRATEGIC COMMITTEE DELEGATION', which includes a sub-item '1.1.1. Peer Winner and Sma Goodrich from the Campbell River Environmental Committee, Dena Stewart, Manager of the Quinsam Salmon Hatchery and Jim VanTine of the King Brown Institute - presentation concerning the Quinsam Coal Project including the proposed open pit expansion. Dr. William Gullen, chemist with the'.

8. Alternately, searches within the document can be initiated by pressing Ctrl F and it will show you the text you are searching for within the context of the document.

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1. **STRATEGIC COMMITTEE OPEN SESSION**
4:30 P.M. (Prior to Regular Council Meeting)

6-12

1.1. **STRATEGIC COMMITTEE DELEGATION**

1.1.1 Peter Winter and Stan Goodrich from the Campbell River Environmental Committee, Dave Ewart, Manager of the **Quinsam** Salmon Hatchery and Jim VanTine of the Haig Brown Institute - presentation concerning the Quinsam Coal Project including the proposed 'open pit' expansion. Dr. William Cullen, chemist with the University of British Columbia, who specializes in arsenic, will be on hand to answer questions. [See Items 1.2.1, 1.2.2, 1.2.3, 1.2.4 and 1.2.5 Strategic Committee Correspondence]

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1.2. **STRATEGIC COMMITTEE CORRESPONDENCE**

1.2.1 January 2, 2008 correspondence from the Campbell River Environmental Committee.
THAT the January 2, 2008 correspondence from the Campbell

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