



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

Quick Reference Guide

LexisNexis.ca/**LegislativePulse**

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## Overview

Canadian Legislative Pulse provides various types of email notification options to aid you in keeping up-to-date with changes.

Email notification options available include alerts for:

- Folders
- New bills
- Affected legislation
- Weekly bill reports

## Folder Alerts

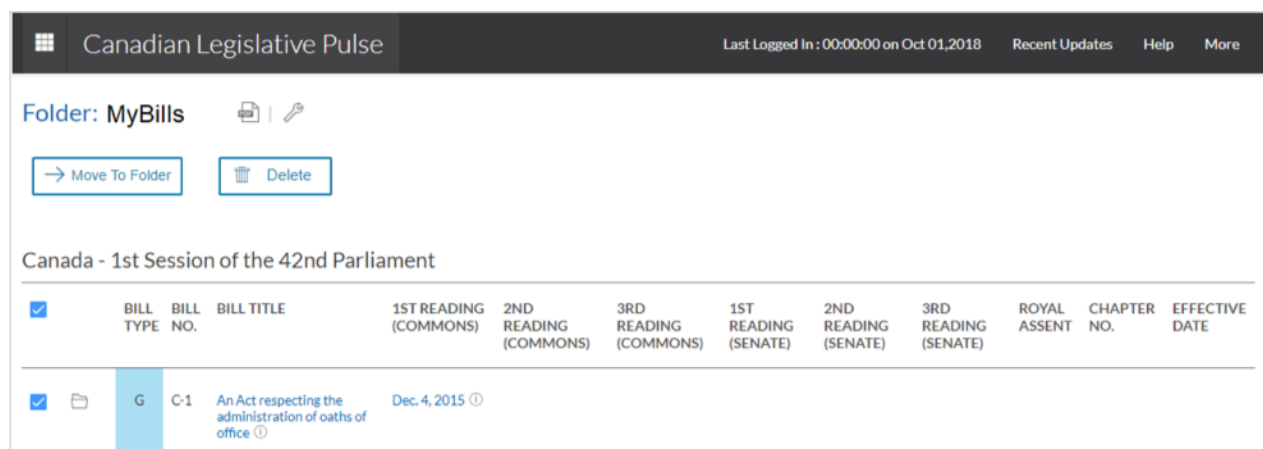
### Setting Up Email Notification Options

The **Folders** email alert feature provides email notification relating to the progress of legislation (including changes to the proclamation information) with respect to bills or regulations targeted in individual folders.

There are two ways to use this email alert feature:

1. You can first create a folder and then add the bills and regulations you would like to track to the folder created.
2. Select a bill or regulation you would like to track and click the **Add to Folder** button. This will bring up a window allowing you to save the selected bill or regulation to an existing folder or create a new folder.

### Sample Alert

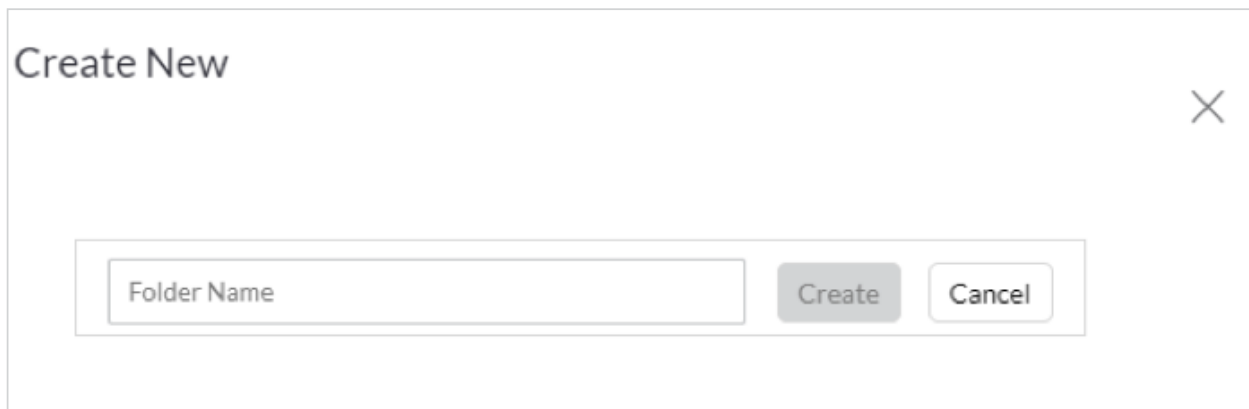
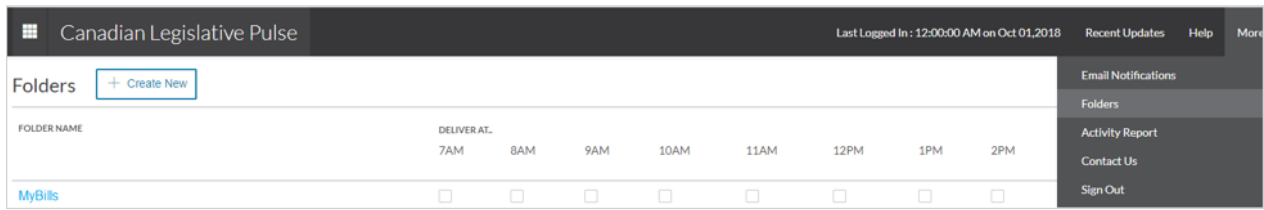


The screenshot shows the Canadian Legislative Pulse interface. At the top, it says 'Canadian Legislative Pulse' and 'Last Logged In : 00:00:00 on Oct 01, 2018'. Below that, there are links for 'Recent Updates', 'Help', and 'More'. The main content area is titled 'Folder: MyBills' and has two buttons: 'Move To Folder' and 'Delete'. Below this, it says 'Canada - 1st Session of the 42nd Parliament'. There is a table with columns for '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.', and 'EFFECTIVE DATE'. A single row is visible with a checked checkbox, a folder icon, 'G', 'C-1', 'An Act respecting the administration of oaths of office', and 'Dec. 4, 2015'.

<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								

## Creating Folders

1. Select **More** in the menu bar and click **Folders**.
2. Click the **Create New** button on the top left.
3. Enter the desired folder name (e.g., Training) in the **Folder Name** box provided.
4. Click on **Create**. The message **New folder has been successfully added** message appears.



**NOTE:** Each time you create a new folder, you also need to set up the **email alert option** for that folder.

## Setting Up the Folders Email Alerts

Now that a folder has been created, you will need to set up the folder's email notification. To set up **Folders** email alerts, select **More** in the menu bar and click **Email Notifications**. Once there, simply follow these steps to set up the email alerts for the folders you have created:

1. Use the **check boxes** provided to select the times of day when you would like to receive the alert.

**Note:** If you would like to receive notification as soon as a change is posted to the website, simply check **all times listed**.

2. Click **Save Changes**.

3. Once you have saved the delivery time for the folder, fill in the email address of where you want the notification sent.

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
<a href="#">MyBills</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Income Tax Act</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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](#)

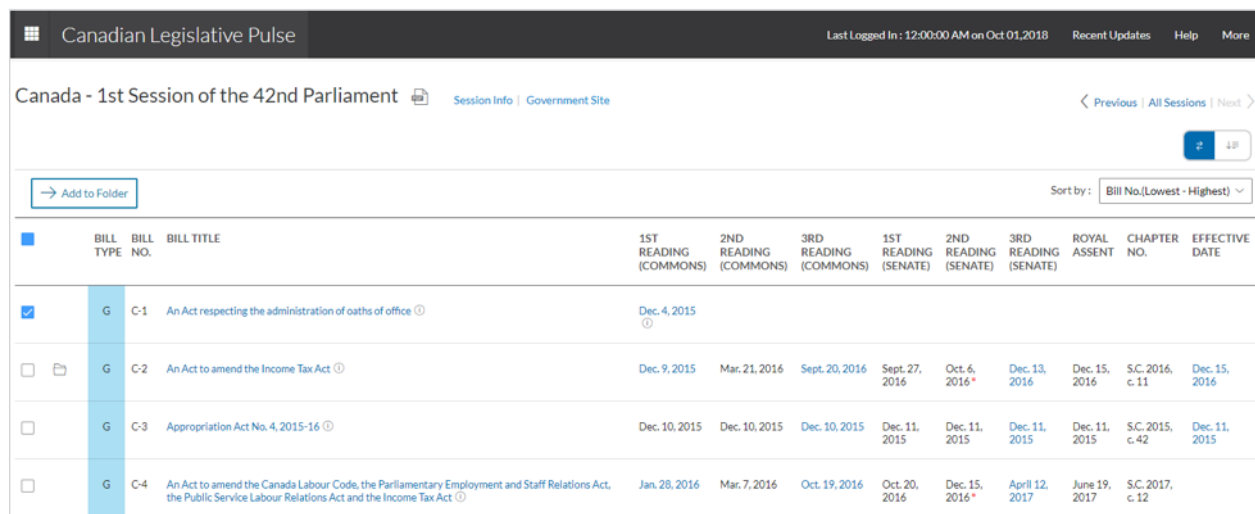
Email notifications to:  [Update](#)

**TIP:** Changing the email address in this field will affect where all email alerts in Legislative Pulse are delivered.

## Adding Bills to Folders


After you have created your folders and scheduled the related email notifications, you will need to add the bills you would like to track to the appropriate folders. To add bills to the folders you have created, simply follow these steps:

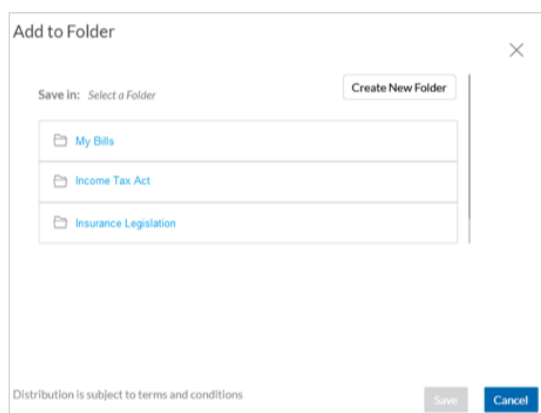
1. While viewing a list of bills, use the check boxes provided to **select the bills** you would like to add to a folder.
2. Click the **Add to Folders** button.
3. Select the folder (e.g., Training) to which you would like to add bills.
4. Verify **Deliver At** schedule.
5. Click the **Save** button



The screenshot shows the Canadian Legislative Pulse interface. At the top, it says 'Canada - 1st Session of the 42nd Parliament'. Below this, there is a table of bills. The first row is selected, and a blue box highlights the 'Add to Folder' button. The table has columns for Bill Type, Bill No., Bill Title, and various reading dates.

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								
<input type="checkbox"/>	G C-2	An Act to amend the Income Tax Act	Dec. 9, 2015	Mar. 21, 2016	Sept. 20, 2016	Sept. 27, 2016	Oct. 6, 2016*	Dec. 13, 2016	Dec. 15, 2016	S.C. 2016, c.11	Dec. 15, 2016
<input type="checkbox"/>	G C-3	Appropriation Act No. 4, 2015-16	Dec. 10, 2015	Dec. 10, 2015	Dec. 10, 2015	Dec. 11, 2015	Dec. 11, 2015	Dec. 11, 2015	Dec. 11, 2015	S.C. 2015, c.42	Dec. 11, 2015
<input type="checkbox"/>	G C-4	An Act to amend the Canada Labour Code, the Parliamentary Employment and Staff Relations Act, the Public Service Labour Relations Act and the Income Tax Act	Jan. 28, 2016	Mar. 7, 2016	Oct. 19, 2016	Oct. 20, 2016	Dec. 15, 2016*	April 12, 2017	June 19, 2017	S.C. 2017, c.12	

**NOTE:** The items added to the folder now have a **folder icon**  beside the column containing the check boxes. Also, when you view the folder contents, you will see the items added.



The 'Add to Folder' dialog box shows a 'Save in:' field with a 'Select a Folder' dropdown menu. The dropdown menu is open, showing three folders: 'My Bills', 'Income Tax Act', and 'Insurance Legislation'. There is a 'Create New Folder' button next to the dropdown. At the bottom, there are 'Save' and 'Cancel' buttons. A small text at the bottom left says 'Distribution is subject to terms and conditions'.

## New Bills Alerts

### Setting Up Email Notification Options

The **New Bills** email alert feature provides email alerts whenever new legislation is added to the website. To set up new bills email alerts, follow these steps:

1. Select **More** in the menu bar and click **Email Notifications**.
2. Expand the **New Bills** section.
3. Use the **check boxes** provided to select the jurisdictions for which you would like to receive email alerts, and the times of day when you would like to receive the alert.

**Note:** If you would like to receive notification as soon as a change is posted to the website, simply **check all times listed**.

4. Click **Save Changes**.

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

[Save changes](#)

Sample Alert

Canadian Legislative Pulse												
								Last Logged In: 12:00:00 AM on Oct 01, 2018		Recent Updates	Help	More
Folder: MyBills												
→ Move To Folder		Delete										
British Columbia - 3rd Session of the 41st Parliament												
<input type="checkbox"/>	BILL TYPE	BILL NO.	BILL TITLE	1ST READING	2ND READING	3RD READING	ROYAL ASSENT	CHAPTER NO.	EFFECTIVE DATE			
<input type="checkbox"/>	G	1	An Act to Ensure the Supremacy of Parliament ⓘ	Feb. 13, 2018								
<input type="checkbox"/>	G	2	Budget Measures Implementation Act, 2018 ⓘ	Feb. 20, 2018	March 5, 2018 *	March 14, 2018	March 15, 2018	S.B.C. 2018, c. 4				



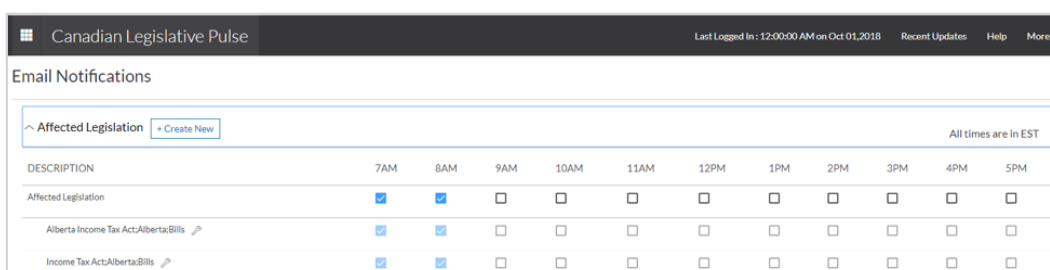
## Affected Legislation Alerts

### Setting Up Email Notification Options

The Affected Legislation email alert feature provides an email notification when a new bill is introduced that is proposing changes to a specified act, or when a new regulation under a specified enabling act name is added to the application. This alert is particularly useful if there are specific acts you wish to track on an ongoing basis.

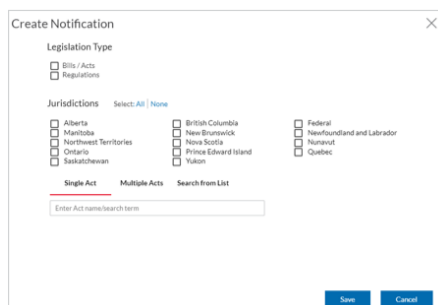
To set up Affected Legislation email alerts, perform these steps:

1. Select **More** in the menu bar and click **Email Notifications**.
2. Click the **Create New** button.



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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alberta 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"/>	<input 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. In the **Create Notification** box, select either bills/acts, regulations or both.
4. Enter the name of the act for which you would like to be alerted and select the jurisdiction in which you are interested.
5. Click the **Save** button



6. On the **Email Notification** page, expand the **Affected Legislation** section
7. Select the times of day when you would like to receive the alert.

**Note:** If you would like to receive notification as soon as a change is posted, simply **check all times listed**.

8. Click **Save Changes**.

# Weekly Bill Reports

## Setting Up Email Notification Options

The **Weekly Bill Report** is a summary of all the changes that have occurred to the site during the preceding seven-day period. This report covers bills only. To set up the Weekly Bill Report email alerts, perform the following:

1. Select **More** in the menu bar and click **Email Notifications**.
2. Expand **Weekly Bill Report** section
3. Use the check boxes provided to select the day of the week on which you would like to receive the report.
4. Click **Save Changes**.

**Note:** Ensure an email address is entered in the email field in the bottom left of page.

The screenshot shows the 'Email Notifications' settings page. At the top, there is a navigation bar with 'Canadian Legislative Pulse' and user information. Below the navigation bar, the page title is 'Email Notifications'. There are several expandable sections: 'Affected Legislation' with a '+ Create New' button, 'Folders', and 'New Bills (All Updates)'. The 'Weekly Bill Report' section is expanded, showing a table with columns for days of the week and a 'Sent at 7AM EST' label. The table has a row for 'Weekly Bill Report' with checkboxes for Monday (checked), Tuesday, Wednesday, Thursday, and Friday. At the bottom right of the table is a 'Save changes' button. Below the table, there is an 'Email notifications to:' field with the email address 'john.smith@email.com' and an 'Update' button.


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

Email notifications to:

## Contact Us

### Mail:

 900 - 111 Gordon Baker Road, Toronto, ON M2H 3R1

### Training:

 Website **[www.LexisNexis.ca](http://www.LexisNexis.ca)**  
 Email **[training@lexisnexus.ca](mailto:training@lexisnexus.ca)**

### Product Support:

 Phone **1-800-387-0899**  
 Email **[service@lexisnexus.ca](mailto:service@lexisnexus.ca)**

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