

VANCOUVER PARK BOARD



Research Request Form

Please complete this form and submit it alongside any supportive documents (e.g. wildlife permits, maps, ethics approval) as a single consolidated PDF to parkstewards@vancouver.ca.

User Information

Research Topic:

Organization/Institution:

Contact Name:

Email:

Primary phone #:

Have you read and agree to abide by the Board of Parks and Recreation Park Controls By-laws?

☐ Yes ☐ No

The by-laws can be found here: <https://vancouver.ca/files/cov/parks-control-bylaw-July06-2010.pdf>

Do you have Commercial General Liability Insurance with a minimum of \$2,000,000/ occurrence?

☐ Yes ☐ No

Expiration Date:

Are the Vancouver Park Board and City of Vancouver included as Additional Insureds?

☐ Yes ☐ No

If answering "no" to any of the above, please describe your coverage:

*Note that insurance is a **requirement** for approval of this request. If you are a researcher with a university, your activities may be insured by your institution and you can request a Certificate of Insurance. Agencies of the Government of Canada are self-insured.*

Activities

Park(s): Please provide a map of the research area within the park(s) attached in PDF format.

Research start date:

Research end date:

Hours/times active in park (describe your work schedule, frequency, day/night, etc.)

Equipment set up in-park (e.g. boxes, cameras, holes dug, other installations)

Will you be involving volunteers or participants? If so, how many, and how will they be recruited?

Will you be handling or collecting animals or animal parts, living or deceased? ☐ Yes ☐ No <i>If "yes", please attach your BC Wildlife Act Permit or evidence of exemption. If the application is still being processed, note this and send it to parkstewards@vancouver.ca as soon as it is received.</i>	
Does your research involve human participants? ☐ Yes ☐ No <i>If "yes", please attach a confirmation of Research Ethics Board approval or an equivalent substitute confirming ethical practice.</i>	
Research Description	
Research question or objective <i>Please succinctly state the question or hypothesis you are trying to address with your research.</i>	
Research methods and metrics <i>Please succinctly explain your methods, i.e. what you will be doing step-by-step, in plain language. Please also explain what metrics and parameters you will analyse (e.g. turbidity, phylogenetic traits, soil acidity, etc.)</i>	
Data communication	
Would you be willing/able to share your data and/or a summary of findings with us? <i>We are interested in accessing and understanding scientific findings to help inform policy and planning.</i>	☐ Yes ☐ No ☐ Maybe
Will there be publicly accessible outputs from your research? <i>(e.g. a public research brief, data uploaded to an app such as iNaturalist, streamkeepers database, e-Bird, etc.)?</i>	☐ Yes ☐ No ☐ Maybe
Format of data: <i>If you are interested in sharing your data, please explain what type and/or format of data you will be collecting analyzing (e.g. field notes, shapefiles, excel spreadsheet, etc.) and any relevant features or metadata (e.g. geolocated, temporal, etc.)</i>	

I, the duly designated representative, certify that all information given in this application is true and correct. I confirm that the methods and timing of this research will align with recommendations and guidelines established by park staff following the review of this request.

Date: _____

Name (printed): _____

Signature(s): _____