



Conducting Research in Vancouver City Parks

Insurance

Note that insurance is a **requirement** to conduct field work in Vancouver parks. Please include a Certificate of Insurance (COI) or Letter of Self Insurance alongside your submission of the Research Request Form, preferably as one consolidated PDF.

If you work for an agency of the Government of Canada, you are self-insured; please draft a Letter of Self Insurance signed by an appropriate manager or supervisor.

If you work or study at a university, your activities are likely covered by your institution. Most of our local universities (SFU, UBC, etc.) have an online request form through the university's "Safety and Risk Services" or equivalent department. Please use this form to request a COI, and note that you can provide them with a completed copy of your Research Request Form and our contact information (parkstewards@vancouver.ca) to support your request.

Ethical treatment of people and animals

If your research involves humans or animals, please include a confirmation of Research Ethics Approval, such as a file/reference number or letter of approval from your university.

If conducting research on wild animals, dead or alive, please review the Province of BC's requirements regarding [General Wildlife Permits](#). If relevant for your case, please include your permit number.

If you will be using cameras or audio recorders, please include a description of the steps you will take to protect the privacy and anonymity of park patrons.

First Nations

The Vancouver Park Board acknowledges that our work takes place on the unceded ancestral territories of x^wməθk^wəy̓əm ([Musqueam](#)), Sḵwxwú7mesh ([Squamish](#)), and səlilwətał ([Tsleil-Waututh](#)).

We encourage you to reach out to the Host Nations to notify them of your research intentions, especially if your research will extract knowledge from Stanley Park, coastal areas, or [sites or species of cultural significance](#). You might choose to share your findings and/or accept input on your research plans from the Host Nations. You may use the "Contact Us" form or phone their front administrative desks to be connected with an appropriate member of staff.

If you plan to dig into the ground or erect structures as a part of your research, note that this may, in some locations, trigger the need for an archaeological risk assessment. Please let us know in your Request Form if you plan to dig or remove earth, and note the exact location of any such activity.



Impacts to park use or the environment

Consider whether your research might cause any disruption in park access or use of amenities. For example, playing audible sounds like music or animal calls may disrupt other park patrons and sensitive nesting animals; trapping animals may be distressing for both park patrons and the animals themselves; some types of research may generate waste which needs to be appropriately disposed of.

Please describe any foreseeable disruption that your research might cause to park patrons and wildlife, and explain the steps you will take to mitigate disruption to park enjoyment, and avoid environmental harm.

Events and participants

If your research will involve events or guided tours where more than 50 people attend at a time, you will need a special events permit. Please review and fulfil the requirements for [Special Events Permits](#) and copy parkstewards@vancouver.ca when you submit your event permit request.

Communication with Park Board staff

The Environment team is pleased to facilitate access to parks for research purposes, and we are interested in understanding the results of research that takes place in parks. While not a requirement, we are always appreciative when scholars take the time to provide a short, plain-language summary of findings and policy implications at the conclusion of their research.

Whether or not you choose to provide a research summary, please do reach out to parkstewards@vancouver.ca to notify us when the field component of your research has concluded.

Relationship to park or facility operations

Many researchers may be interested in collecting data from areas that are actively managed by park operations staff – for example, at pollinator meadow pilot sites, or involving species that are actively managed by Park Board staff, such as geese. If you anticipate that regular park maintenance or operations may be impacted by your research, or on the other hand, if your research may be impacted by these practices (e.g. mowing, addling, irrigation) please make this clear in your application form so that we can liaise with the appropriate staff teams, support synergies, and avoid conflicting field work.

Contact information

If you have any questions or need more information to support your research request, please contact us at parkstewards@vancouver.ca. A staff member will strive to respond to your email within 5 business days.