
EXEMPLAR DMP ONLY - THIS DOES NOT REPRESENT AN ACTUAL RESEARCH PROJECT

Severance Study

A Data Management Plan created using DMP Assistant

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Project abstract:

Problem: It is unclear whether the Provincial Policy Statement (PPS) lot creation policies should be adjusted given pressures to develop prime agricultural areas. There is no data on the impacts of these policies since 2009. **Overview:** This project assesses the impacts of lot creation (severance) policies by providing a province-wide evaluation of the extent and nature of rural non-farm development across Ontario between 2010 and 2019. **Approach:** This project will document the numbers and purpose of lots created on prime agricultural land in Ontario between 2010 and 2019. Relevant local and provincial land use policies will be identified and the impact on agriculture will be evaluated. Policy changes or other alternatives to ensure farmland availability will be suggested.

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Severance Study

Data collection

Provide an overview of the data that will be generated, collected or acquired to support this project. If data will be acquired from a third party, specify the source.

This project involves collecting numeric and textual data. Numeric data includes the number of lots created on prime agricultural lands, total number of severances for municipalities, and size of retained and severed parcels.

Textual data includes local and provincial land use policies in place when lots were created on prime agricultural lands, severance file number, agriculture-related municipal planning appeals and minimum lot-size standards, official plan documents, maps, and zoning by-laws.

Textual data also includes the results from a survey which includes responses to the following questions: What are the costs and benefits of rural severances on prime agricultural land? What provincial or local policy changes have impacted decision making and trends on the ground? What changes to current policy are beneficial for severances? What are the implications for agriculture in Ontario? How does agricultural land protection fit into other municipal priorities?

Source of Severance Data

Severance data will be retrieved from the following municipalities: Brant, Bruce, Chatham-Kent, Dufferin, Durham, Elgin, Essex, Grey, Haldimand, Halton, Hamilton, Hastings, Huron, Kawartha Lakes, Lambton, Lanark, Leeds and Grenville, Lennox and Addington, Middlesex, Niagara, Norfolk, Northumberland, Ottawa, Oxford, Peel, Perth, Peterborough, Prescott and Russell, Prince Edward, Renfrew, Simcoe, Waterloo, Wellington, and York. These municipalities are required to track severance information.

What method(s) of data collection will be employed?

Analysis of severance data and survey

Survey Details

The survey will be administered to the above-noted municipalities. The purpose of the survey is to interview planners to determine the perceived and real impacts (positive and negative) associated with differing levels of rural non-farm development. This will allow for the identification of issues and trends, and the implications for the continued growth of Ontario's agricultural industry. An emphasis will be placed on municipalities that have high numbers of severances and conversely low numbers of severances. Each interviewee will be given analysed data for his or her municipality.

What types of data will be included?

Numeric and textual data will be collected.

What software or digital formats will be used to collect, manage and analyze the data?

MS Word and Excel.

Provide an indication of the scope of the data?

34 municipalities will be analyzed and surveyed.

Data storage

Estimate the size of data storage that will be required.

It is estimated that this project will require approximately 5 GB of data.

Where will your data be stored during the collection, collation and analysis phases of the project?

Data will be stored on an encrypted computer for the duration of the project. Data will also be stored on the UofG OneDrive system.

What backup strategy will be employed?

The data will be backed up to OneDrive once a week.

How will your data files be organized? What file naming conventions will you use? A brief overview or example would be adequate.

Files will be saved using the following conventions:
ConsentStudy_DataCollection_DATE_VERSION#,
ConsentStudy_DataAnalysis_DATE_VERSION#.
The date and version # will be changed to track different copies/versions of files.

What metadata will be developed for your data? Will there be supplemental documentation prepared to assist with the interpretation and analysis of your data?

A data dictionary will be developed to explain each column in the spreadsheets. A README.txt file will be created for each folder.

Data archiving and preservation

Will you deposit your data in the UG data repository or an external data repository? If you are opting to not archive your data in a repository, where will your data be housed after completion of your project?

The raw data will not be stored long term. Some municipalities have expressed hesitation to supporting the research if the data will be kept for an indefinite period of time.

Discuss any data transformations that will be needed so your data is preserved in appropriate, non-proprietary formats.

N/A

If some of your data will not be preserved, how long will you retain it? Will the non-preserved data be destroyed?

The raw data will only be kept for one year after project completion after which point it will be destroyed. Hardcopy files will be shredded securely using the UofG department shredding service. Digital files will be deleted with the assistance of the SEDRD IT Support. We will be indicating to municipalities that we are only keeping the raw data for one year after project completion.

Sharing and reuse

Will the data that you archive in a data repository be made available for sharing and reuse by other researchers?

Raw data will not be shared. The final report will include the final data in tabular format. We are not sharing the data because some municipalities have expressed hesitation to sharing the data acquired through the project to other uses. In order to maximize municipalities' participation in the project, we will not be sharing the raw data with other uses. The only data shared will be aggregated in tabular format -- included an final report.

Explain which version of your data or subset of your data will be shared.

Tabular data in report only.

When will your data be available for discovery by other researchers? Will you impose an embargo on publication of your data? If so, please provide details on the duration of the embargo.

N/A

Will you limit who can access your data? If so, who will that be and why are you limiting the data's reuse?

N/A

Are there specific license terms you will assign to users of your data?

N/A

Restrictions/limitations

Are there limitations or constraints on how you manage your data resulting from legal, ethical or intellectual property concerns?

Some municipalities have expressed hesitation to supporting the research if the data will be kept for an indefinite period of time. As a result, we are only keeping the raw data for one year after project completion.

Would your data need to be anonymized or de-identified before being shared with others?

N/A

Confidential information

What information do you want to include in your DMP that should not be publicly shared?

N/A