

Mandate: The purpose of the Cultural Mapping Task Force is to create an inventory of arts and cultural organizations, resources, and services in the Township. The Cultural Mapping results will be used to establish *baseline information on cultural resources* in the Township of Zorra.

A. Background

In April of 2018, the Township of Zorra Council adopted the Recreation, Arts and Culture Master Plan (RACMP). The purpose of the RACMP is to help maintain important community assets such as recreation, arts and culture facilities, programs, and services. According to the RACMP, one of the actions for the Township to implement is to “*undertake a cultural mapping exercise to identify local arts and culture providers, programs and services in the Township with a view of promoting opportunities and addressing gaps in service provision.*”

B. Intended Results:

Once the Task Force completes the cultural mapping inventory, said inventory will be used to develop an interactive map of Zorra’s arts and culture sector.

The completed cultural mapping inventory will be used to identify potential partnerships, policies, and strategies to bolster the municipal arts and culture sector in Zorra Township. Cultural mapping is an important first step, which will inform the Township of opportunities to improve service provision for local arts and culture providers in Zorra (e.g., making use of municipal spaces to promote local arts and culture, enhancing marketing and promotion of local arts and culture opportunities, etc.), as well as addressing gaps in service for said providers.

C. Duration:

The Cultural Mapping Task Force will be in force and effect until the cultural mapping inventory for Zorra Township has been established to the best of the task forces’ ability.

Note: the project will not produce a comprehensive final mapping of all cultural assets. The Township’s cultural map will be a living document.

D. Meetings:

The task force will meet periodically at the discretion of the task force. The task force is required to notify Township of Zorra staff at least 24 hours prior to meeting, so that staff may post the meeting date, time, and location on the Township of Zorra website.

E. Expectations:

- Task force members are expected to fulfill the mandate of the task force, and demonstrate professionalism, accountability, and timeliness in completing and tasks or projects undertaken by the task force.
- Identify and report on all arts and culture assets, programs, services, etc. in the Township of Zorra.
- Members shall conduct themselves with propriety, decency and respect, and with the understanding that all members of the public, other members of the task force, and municipal staff are to be treated with dignity and courtesy.
- Appoint one member as “team leader” for the task force. This person will act as the liaison between the task force and the Township, including notifying staff of upcoming meetings.
- Communicate with Township staff on the progress of the cultural mapping project and reach out to staff on an as needed basis. Inform Township staff on any further direction, advice, or assistance for completing the task force mandate. Township staff may attend task force meetings (at the invitation of the task force).
- Complete the wrap-up report following every task force meeting and submit to the municipal office.

Scope of Work / Deliverables:

1. Establish a consistent set of categories of cultural assets (e.g., festivals and events, cultural heritage, natural heritage, facilities and spaces, creative cultural industries, etc.), and define what falls under each category (e.g., Cultural Heritage may include historic sites, archaeological sites, cemeteries, Indigenous heritage sites, etc.).
2. Compile a list of all local arts and cultural providers, programs, services, and other cultural assets in Zorra Township. Once complete, present the list to the Director of Recreation and Facilities for review. Include the following information:
 - a. Name of the provider/program/service/cultural asset, etc.
 - b. Appropriate contact person and contact information (where possible).
 - c. Description of the program/service/cultural asset, etc.
 - d. Location of where the program/service is provided, or location of the cultural asset.
 - e. Any other additional information the task force believes is relevant to cultural mapping.
3. Because the cultural map is a living document, it will need to be updated periodically. The task force shall develop a workplan on how best to manage and maintain Zorra's cultural map once the task force has completed their work on the cultural map.