



City of Hamilton  
City Hall, 71 Main Street West  
Hamilton, Ontario  
Canada L8P 4Y5  
[www.hamilton.ca/fire](http://www.hamilton.ca/fire)

Hamilton Fire Department  
**Fire Prevention Division**  
55 King William Street  
Hamilton, ON L8R 1A2  
Phone: (905) 546-2424 Ext. 1380  
Fax: (905) 546-4566  
[fire.prevention@hamilton.ca](mailto:fire.prevention@hamilton.ca)

---

**File No. 3030**

**July 24, 2025**

CITY OF HAMILTON C/O TREASURY DEPT  
71 MAIN ST W, PO BOX 2040 STN LCD 1,  
HAMILTON ON L8N 0A3

Attention: Melissa McGinnis

Dear Owner/Operator

Re: **77 Harborside Way – Discovery Centre**  
City Of Hamilton

The Fire Safety Plan for the above captioned property, which you submitted to the Chief Fire Official has been reviewed and approved.

Be advised that Sentence 2.8.2.1.(3) of O.Reg. 213/07, as amended requires the owner, or person in control of the property to maintain a copy of the plan in an 'approved' location. Locations that would satisfy this requirement are the central alarm control facility, main alarm panel, on-site office(s) i.e. manager or superintendent's suite, and shall be readily accessible, available and provided to responding crews by supervisory staff upon request.

Further, at least one copy of the fire emergency procedures shall be prominently posted and maintained on each floor area throughout the building and you are responsible for full implementation of the newly approved Fire Safety Plan.

The original submission of the Fire Safety Plan has been retained for our files. Enclosed is a copy for your convenience in reproducing same for posting and distribution.

It is the responsibility of the owner, or person in control of the property, to ensure that all aspects of the Fire Safety Plan are fully understood and implemented, and that supervisory staff as applicable are also aware of their responsibilities as noted in the Fire Safety Plan.

The Fire Safety Plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use and other characteristics of the building.

Yours truly,

P. deBoer  
Chief Fire Prevention Officer,  
Chief Fire Official

PdeB/ab

Enclosure