

**BURNABY CHRISTMAS BUREAU**  
**Applicant Registration Information**  
November 1 – December 3, 2022



**LOCATION**

**The Amazing Brentwood** (Brentwood Town Centre Mall)  
4567 Lougheed Hwy, Old Sears Store location, Main mall level, next to Children's Play Area  
Arrival by Skytrain – walk through food court, go down to Main Level  
Arrival by Car – enter off Beta Avenue from Lougheed, park on top level, take elevator or stairs to Main Level

**TIMES**

**Monday – Friday:** 10:00am-4:00pm; **Saturday:** 10:00am-3:00pm  
(*Note: we are CLOSED on Sundays and on the Statutory Holiday of Friday, Nov. 11<sup>th</sup>*)

Qualifying families will receive new toys for their children and food gift cards.

To qualify, applicants are families who:

- Live in Burnaby
- Have children from newborn to 16 years old
- Are working families with low income, or families receiving Income Assistance

Proof of Income will be required:

- Working Families **must** have a **Proof of Income Statement (C-Print)** for **EACH** adult - To obtain one, please call: 1.800.959.8281, press \* to speak to an operator, or for an automated service, call 1.800.267.6999. You can also access your Proof of Income Statement online at: **CRA My Account > My Account for Individuals > Sign In > Tax Returns > Proof of Income Statement** (this is the C-Print doc)
- If you are on Income Assistance (Welfare), you need to request a **Release of Information** from your Ministry Office. This will replace the C-Print.

You will also be required to bring:

- Identification for each child (e.g. BC Services Card/Care Card, birth certificate, child tax benefit statement, passport, Permanent Resident card)
- Proof of **current address** (e.g. bills from Fortis, Hydro, internet or phone provider, or current residential tenancy agreement)

\* We will have **health & safety protocols** in place during Christmas Bureau registration and toy pick-up. We will follow guidelines set out by BC Ministry of Health.

Along with our staff and volunteers, all visitors will be required to **sanitize their hands** and **wear a mask** at all times on site. We will provide disposable surgical masks to those who do not have their own.

*\* We would appreciate if only 1 family member per household enter our Christmas Bureau location to both register and pick-up gifts. Please arrange for child care early.*

We look forward to seeing you. Please take care and stay safe this season!  
If you have any questions, please call **Marney @ (604) 292-3900**.



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