



Quick Guide to Filing a Notice of Change

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What is a Notice of Change?

Starting in 2018, all condo corporations in Ontario are legally required to file yearly Condominium Returns and Notices of Change with the Condominium Authority of Ontario (CAO). For more information on these legal requirements, please see the [Condominium Act, 1998](#) (the “Act”), and [Ontario Regulation 377/17](#).

Once a corporation has filed its first Condo Return with the CAO, it must file a **Notice of Change** if any of the information has changed since the last filed Condo Return or Notice of Change was filed. Examples of common changes are adding and removing directors and/or managers.

Please note that the regulation requires a Notice of Change to be filed **within 30 days of the change(s)** and must indicate:

- what information changed; and
- the date(s) that the change(s) took effect.

A Notice of Change should also be filed to correct any information previously provided in error in a Condo Return or Notice of Change.

Who Can File a Notice of Change?

The Act sets out that the following people can file a Notice of Change on behalf of a condominium corporation:

- A director or officer of the corporation
- A licensed condo management provider
- An individual having knowledge of the affairs of the corporation (for example, lawyer or accountant)

To file a Notice of Change using the CAO’s online filing system:

- The corporation had to have filed at least one Condominium Return.
- You must have an account with the CAO and have the ability to “Act on Behalf of” the corporation in the CAO’s system. A person who can “Act on Behalf of” the corporation can give others the permission to do so. For more information:
 - Read the [Guide to Creating Accounts and Managing Corporation Profiles in the CAO’s Online System](#) available on the CAO’s website.
 - Email the CAO at: info@condoauthorityontario.ca

Summary of Information that can be Changed/Corrected

The chart below lists the information that can be changed or corrected through the filing of a Notice of Change.

Changes must be reported within 30 days of the change and include the effective date of each change. No effective date is required for corrections to information that otherwise would never change (e.g. legal name) – this is also shown in the chart.

Please ensure you carefully gather and enter your corporation's information when filing a Notice of Change. The CAO is legally required to display most of this information in a searchable [Public Registry](#) – the chart shows which information is public.

Corporation Information	Correction Only?	<u>Public Registry?</u>
Full Legal Name of the Condo Corporation	✓	✓
Operating Name of the Condo Corporation	✓	Search Field
Date Corporation was Registered at the Land Registry Office	✓	✓
Type of Condominium Corporation <ul style="list-style-type: none"> • Standard/Common Elements/Vacant Land • Freehold/Leasehold • Phased? 		✓
Total Number of Units (does not apply to common elements)		✓
Total Number of Voting Units/Maximum Number of Votes		✓
Date of Turn-over Meeting (if on or after January 1, 2018)	✓	NO
Name of Declarant, if Turn-over Meeting not held by Jan 1/18	✓	✓
Fiscal Year Start and End Dates	✓	✓
Date of Last Annual General Meeting, If Any	✓	✓
Superior Court of Justice Order in Effect: <ul style="list-style-type: none"> • Date of Order • Name and Address of Administrator or Inspector 		✓
Email Address for Service		NO
Address for Service for the Corporation		✓
Municipal Address(es) Listed on the Declaration, If Any	✓ (or New Phase)	✓
Board of Directors: Name and Appointment/Election Date of Every Current Director		✓
Current Condo Management Service Providers: <ul style="list-style-type: none"> • Name and Address of Licensed Management Company • Name and Address of Licensed Individual/Employee 		✓
Current Other Representative(s)		NO

Notice of Change – Mandatory Questions

Ontario Regulation 377/17 requires every corporation filing a Notice of Change to report whether there has been any activity regarding its property's sale, expropriation and/or whether the *Condominium Act, 1998 (Act)* may no longer apply to the property.

Leasehold corporations must also report whether there has been any activity regarding the termination or non-renewal of leasehold interests.

If any of the answers to the questions below is “yes”, then the corporation must also provide the effective date of the reported activity.

The Mandatory Questions are:

1. Has the Corporation sent for registration, a notice terminating the government of the property by the Act under subsections 122 (1) or 123 (7)?
2. Has the Corporation sold the property and complied with subsection 124 (3) of the Act?
3. Has the Corporation received a notice of intention to expropriate?
4. Has the Corporation made an application to the Superior Court of Justice (SCJ) for an order, or received an SCJ order, terminating the government of the property by the Act under subsections 128 (1) or 128 (2)?
5. Has the Corporation received written notice of an application under subsection 128 (1) of the Act or any other legal action for an order described in subsection 128 (2) of the Act?

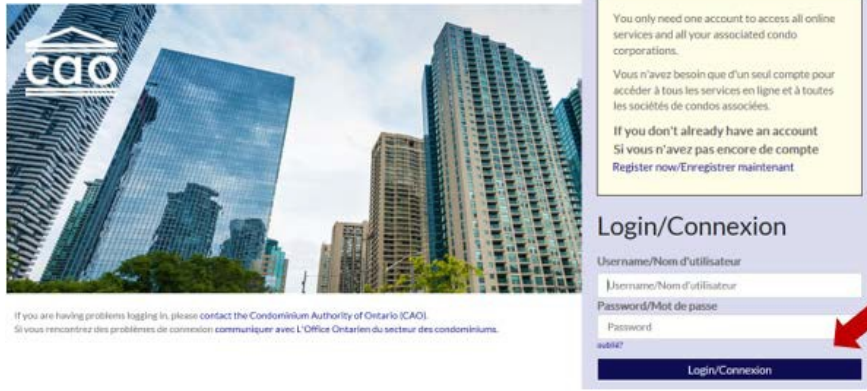
For Leasehold condo corporations only:

6. Has the Corporation received written notice of an application to the SCJ or any other legal action for an order terminating all of the leasehold units, as described in subsections 173 (1) and 173 (2) of the Act?
7. Has the Corporation received a written notice of intention not to renew all the leasehold interests in the units in the corporation, as described in clause 174 (1) (b) of the Act?
8. Has the Corporation given notice to the lessor if the owners vote against the renewal of the leasehold interests, as described in subsection 174 (6) of the Act?

How to Access a Notice of Change



Step 1:
Go to CAO's website and click on "Login".



Step 2:
Enter your Username and Password and click on "Login" bar below.



Step 3:
Select your Username and select "My Corporations" from the dropdown menu.

My Corporations



Step 4:
Select/click on your Condo Corporation

Corporation Profile

All condominium corporations are legally required to file Condominium Returns and Notices of Change with the CAO.

- **Condominium Returns** must be filed at least annually and at certain times of the year.
- A **Notice of Change** must be filed whenever information filed in a Return has changed or needs to be corrected.
 - **Note:** a Notice of Change must be completed and filed in one session. Please ensure that you have all the information you need before you start (see link to guide below).

For more information, including filing timelines, [click here](#) to access the CAO's user-friendly guides

Corporation Legal Name: BEDROCK CONDOMINIUM CORPORATION NO. 123

I would like to:

File a Condominium Return

File a Notice of Change

Select the desired action above, and click START.

START **Exit**

Step 5:
Select "File a Notice of Change" and then click on the "Start" button.

Completing and Filing a Notice of Change

- A Notice of Change must be completed and filed in one session, so please ensure that you have all the information you need before you start.
 - If you leave the Notice of Change process before you click on the "Submit" button, you may lose information that you had entered.
- Refer to the [Guide to Filing Condominium Returns and Paying CAO Assessments](#) for guidance on how to correctly enter the required information that you are changing/correction.
- When asked by the system, you must provide the effective date of the change being reported in the Notice of Change.
- If you made an error when filing a Notice of Change or become aware of additional changes to be reported, simply file another Notice of Change. There is no limit to the number of Notices of Change that can be filed.

A. Selecting the Information to be Changed/Corrected

- Click on the relevant box(es) to select which information you would like to change/correct as part of the current Notice of Change you are filing.
 - To unselect an information option, simply click on the box again to remove the checkmark.
- The “Turn-over Meeting” option will only be displayed to correct the turn-over information provided through a Condo Return, e.g. wrong meeting date.
 - Please note that, if a turn-over meeting was recently held, it cannot be reported through a Notice of Change – it must be reported through a Turn-over Return within 90 days of the turn-over meeting.
- Once you’ve selected all the information that you want to change/correct, click on the “Save and Next” button.
- If you only want to report on activity related to the mandatory Notice of Change questions outlined on page 4 of this Guide, then simply click the “Save and Next” button. These questions must be answered on every Notice of Change filed.

Figure A

Notice of Change

Please, select the information you would like to change/correct by checking the corresponding box(es).

- Full Legal Name of the Condo Corporation (Correction)
- Operating Name of the Condo Corporation (Correction)
- Date Condo Corporation was Registered at the Land Registry Office (Correction)
- Board of Directors
- Condo Management Service Providers
- Other Representatives (Correction)

To file a Notice of Change related to legal actions or other Notice of Change information not listed above and required to be filed under the [O. Reg. 377/17](#), please click the "Save and Next" button below.

B. Changing/Correcting the Selected Information

- Once you have selected the relevant information to change/correct and you have clicked on the “Save and Next” button, you are ready to enter the updated/corrected information.
- For your easy reference, the current information on record (provided through the most recently-filed Condo Return or Notice of Change) is displayed.
- **Director/Manager Changes:** Please note that you will need to enter the effective start date of each new director, condo management company and individual/employee condo manager AND the effective date that someone ceased to be a director or manager of the corporation.
- **Condo Type Changes:** In most cases, corrections to the “Type of Condo Corporation” will require you to also confirm/enter the number of units, voting units or maximum number of votes.
 - For example, if the corporation type is corrected to “standard” from “common elements”, you will be asked for the first time to enter the number of units and voting units. (Common element corporations are only required to report the maximum number of votes.)
- **Please note:** corrections/changes to certain information may affect the assessment amount that the corporation must pay to the CAO for one or more fiscal years. You will see adjustments to previous invoices or a new invoice.
 - A correction to the date that the corporation was registered at the land registry office may change the corporation’s first assessment invoice.
 - A correction/change to the total number of voting units (or maximum number of votes for a common elements corporation) will affect the corporation’s assessments for one or more fiscal years, based on the effective date of the change.

C. Submitting the Notice of Change

Acknowledgment

I confirm that the above information is complete and accurate to the best of my knowledge. *

Go Back

Submit

File/Submit Notice of Change

- Click to confirm that the information is complete and accurate.
- Click the “Submit” button.

Viewing the PDF of the Filed Notice of Change

After you have submitted the Notice of Change, a PDF is generated and is available for you to view, save and/or print. The corporation can access all PDFs of every filed Condo Return and Notice of Change at any time by selecting the “Returns History” on the left-hand menu for the corporation (see below).

Corporation Profile
Contacts
Returns History
Invoices
Statement of Accounts, Invoices and Receipts
Corporation Details

Corporation Return Records

Corporation legal name: YORK REGION CONDOMINIUM CORPORATION NO. 1260

Based on the Corporation Information provided the following Returns were created:

Name	Start Date	End Date	Total Voting Units	Fiscal Year	Created On ↑	Action
NOC_YORK REGION CONDOMINIUM CORPORATION NO. 1260_2018-5-9_0000087	09 May 2018	09 May 2018	0	2018-2019	09 May 2018 13:53:34	Download PDF
YORK REGION CONDOMINIUM CORPORATION NO. 1260-2018-2019-Annual	01 April 2018	31 March 2019	375	2018-2019	08 May 2018 12:47:08	Download PDF
YORK REGION CONDOMINIUM CORPORATION NO. 1260-2017-2018-Transitional	01 September 2017	31 March 2018	375	2017-2018	08 May 2018 12:47:07	Download PDF

Please Note:

As of May 2018, the CAO is continuing to work with its IT Vendor to improve the look and content of the Notice of Change PDF. For example, the font size may be inconsistent and information that was not changed/corrected may appear in the Notice of Change PDF.

The CAO thanks you for your patience while we work to address the PDF issues.

Frequently Asked Questions

1. Can I file multiple Notices of Change on the same day?

Answer:

Yes. Each Notice of Change filed has a date and time stamp so that you can keep track of multiple notices filed on any given day.

2. Do I have to provide an email address when adding a new director?

Answer:

The CAO strongly recommends that an email address be provided when adding a new condo corporation director:

- An email address is mandatory if the director will be given permission to “Act on Behalf of” the corporation in the CAO’s system. A best practice is to ensure at least two board directors have this permission. This would help in situations where a new condo manager needs to be added to the corporation, or, if the primary director of a self-managed corporation is on vacation etc.
- Providing an email address will enable the director to receive an invitation to create a CAO system account and to access the CAO’s Director Training Program, which is mandatory for all directors appointed/elected/re-elected to a post-turn-over board on or after November 1, 2017.
- Please note that an email address provided for a director must be unique - i.e. do not enter someone else’s email address.
- Directors’ email addresses will never be made public. If a director is still concerned about privacy, consider creating a free email account for the director for corporation business, e.g. “JSmith.TCC01@gmail.com”.
- If an email address cannot be provided, the director can still be added, but cannot “Act of Behalf of” the corporation in the CAO’s system.

3. The corporation’s former condo manager, who used to file all condo returns and notices of change, no longer works for the corporation – how can the new condo manager be added through a notice of change?

Answer:

Any director who has a CAO account and permission to “Act on Behalf of” the corporation in the CAO’s system can file a Notice of Change to add the new condo manager. If this is not possible with the help of the new manager, then the new condo manager can email the CAO at: info@condoauthorityontario.ca.