

**Professional Biography**  
**Cayley Jane Thomas, B.A., LL.B., LL.M.**

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Cayley Thomas is an ADR professional primarily based out of Yellowknife, NWT. Prior to opening her legal practice in 2006, she was employed in management positions and as legal counsel for the governments of the NWT and Canada. In 2018 to meet the growing demand for her dispute resolution services, she founded Thomas ADR. Much of her current work focuses on investigations, mediations, arbitrations and assisting clients to assess conflict resolution options.

**Experience Conducting Investigations/Mediations/Arbitrations**

- Experience conducting more than 50 investigations into allegations of sexual harassment, workplace bullying, abuse of authority, breach of codes of conduct/ethics, and breach of privacy and safety legislation. Clients include different levels of government, government corporations, agencies and boards, professional, non-profit and sports organizations, as well as privately-owned businesses.
- Experience assisting clients with assessments of whether there is *prima facie* evidence of harassment, identifying options to address workplace conflict or dispute, and drafting Terms of Reference for complicated or sensitive investigations.
- Experience mediating workplace, professional licencing, matrimonial/family, human rights, and sport related disputes.
- Experience arbitrating private disputes and chairing adjudicative panels involving workers' compensation matters, review of dispositions under Part XX.1 of the Criminal Code of Canada and professional disciplinary matters.

**Formal Education and Qualifications**

1984 B.A. - University of Western Ontario / Huron College  
1988 LL.B. - University of Ottawa  
2013 LL.M. (Specializing in ADR) – York University / Osgoode Hall

Additional relevant training:

2007 *Certificate Program in Arbitration* – AAMS (now ADR Institute of Alberta)  
2009 *Certificate Program in Conflict Management (completed course work)* – ADRIA  
2009 *Mediated Agreements and Related Court Orders*, Justice Institute of BC  
2009 *Decision Making and Writing* – Foundation of Administrative Justice

- 2010 *Effective Hearings* – Foundation of Administrative Justice  
2012 *Interpreting Legislation* – Foundation of Administrative Justice  
2014 *Principals of Administrative Justice*, Foundation of Administrative Justice

### **Employment Experience**

- 2018 – current Principal, Thomas ADR  
2006 – 2018 Barrister & Solicitor (self-employed)  
2016 – 2017 Clerk of Committees, Legislative Assembly of the NWT  
2003 – 2006 Legal Counsel, Justice Canada  
1996– 2002 Various positions in the Government of the NWT:
- Director Policy & Planning / Director Court Services (Justice)
  - Legal Council (Justice)
  - Director of Official Languages (ECE)

### **Professional Affiliations and Appointments**

Law Society of the NWT (1989 – present) \*Elected inactive status in 2018

- President 2012; Secretary 2011
- Past Chair of the Ethics Committee and member of Discipline Committee

Sport Dispute Resolution Centre of Canada

- Member of rosters of Arbitrators and Mediators (2011-2014), Mediators (2011- present)
- Member of roster of investigators (2019 – present)

NWT Criminal Code Review Board (2014 – present) – Member & alternate Chair

NWT and Nunavut Workers' Compensation Appeal Tribunal (2008 - present) – Member

Department of Justice, Family Law Mediation Program (2009 – 2013, 2015-2017) – Mediator

Tlicho Agreement – Member of Roster of Mediators (current)

Gwich'in Arbitration Panel (2012- 2015) – Arbitrator

Sport North (2009 – present)

- Member of roster of Sport Mediators and adjudicator of appeals

ADR Institute of Canada (2008 – present) - Member

- ADR Atlantic Institute (2013 – present), Alberta Arb and Med Society (2008 – 2012)

### **Other**

Cross Country Canada – Level 2 certified coach (level 3 theory) and Community Coach Learning Facilitator NWT (currently inactive)

Aurora Fiddle Association – member (former President and Coordinator of Youth Programs)