Pacific base this Spit had been used as a range and traces of such use were still in evidence at the time when the 102nd settled down for training. But much had to be done before this took place, and, as will be seen later, great hardships had to be endured by the first-comers before the camp was in readiness to receive the bulk of the battalion.

Battalion Headquarters were established in Victoria where close connection could be maintained with Headquarters, M. D. No. XI., which were situated at Work Point, and offices were opened on the ground floor of the Union Bank Building, View Street. The officer who had the responsibility of conducting the early work of the battalion at Headquarters was Major L. M. Hagar, an officer of great experience in military routine work, and within two or three days he had enrolled a complete clerical staff headed by Sgt. J. L. Lloyd as Orderly Room Sergeant, under whom were Ptes. J. C. Howden, H. Hudson, L. McL. Gould, J. L. Campbell and F. E. W. Smith. During these early days Major Hagar acted as Colonel Warden's personal representative in Victoria. He was soon joined by Capt. H. B. Scharschmidt whom Colonel Warden had selected as his Adjutant. Capt. Scharschmidt had already seen service, in Flanders, having proceeded overseas with the 7th Battalion and taken part in the bloody fray of the 2nd Battle of Ypres, where he was badly gassed. His restoration to health found him keenly eager to go back to France and he welcomed the opportunity afforded him by his old comrade in arms. Prior to the outbreak of the war he had had five years' experience as a commissioned officer of the 6th (D.C.O.R.) Regiment in Vancouver. A third officer to report for duty at Battalion Headquarters was Lieut. R. D. Forrester, whose previous training had been carried out in the C. A. S. C. at Vancouver. Lieut. Forrester undertook the duties of Assistant Adjutant. A few weeks after the opening of these Headquarters Major C. B. Worsnop reported to take over the duties of Second-in-Command, though he was not officially gazetted as such until the unit left for England. Headquarters establishment was further augmented by the appointment of Lieut. T. P. O'Kelly, an experienced ex-transportation official of the Hudson's Bay Co., as Transport Officer, and W. H. Long of the Vancouver Police Force, an ex-Hussar with a long Indian Service record, as Regimental Sergeant-Major.

In the meantime both the Battalion Pay Department and the Quartermaster's Department had been organized and established in Victoria. Capt. J. A. Kirkpatrick, of Prince Rupert, had received the appointment of Paymaster and chosen as his Sergeant W. F. Beak, who hailed from the same city. With Ptes. J. Wilson and W. Paterson the Pay Office was complete and carried on work in the same office as the Battalion Orderly Room. Capt. F. Stead, late of the C.A.S.C. in Vancouver, was Quartermaster and he brought as his Quartermaster-Sergeant G. S. Hutchings